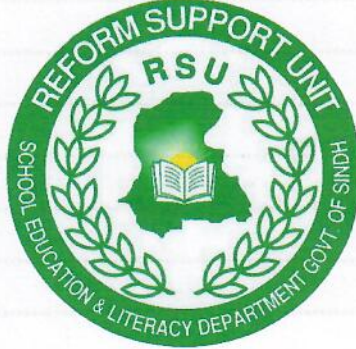


Reform Support Unit
School Education & Literacy Department
Government of Sindh



Bidding Document

Hiring of Services of "To develop equity-focused
and gender-responsive District Education Plans-
DEPs-2020."

NIT NO. RSU/SESP/DEPs/24/2021

Submission Date for Sealed Bids till: 12th Feb, 2021, Time 14:00
Hours (Local Time)

**AT 47-E, 48TH STREET, PECHS, BLOCK- 06,
SHAHRAH-E-FAISAL, KARACHI**

Handwritten signature in blue ink.

Table of Contents

DEFINITIONS.....	5
1 BACKGROUND	7
2 INVITATION FOR BIDS (IFB).....	7
3 INSTRUCTIONS TO BIDDERS (ITB)	8
3.1 Correspondence Address.....	8
3.2 Eligible Bidders	8
3.3 Corrupt Practice	8
3.4 Preparation of Bids	9
3.4.1 Bidding Process.....	9
3.4.2 Cost of Bidding	9
3.4.3 Language of Bid.....	9
3.4.4 Financial Proposal.....	9
3.4.5 Bid Currencies.....	9
3.4.6 Bid Security	9
3.4.7 Bid Validity.....	10
3.5 Submission of Bids	10
3.5.1 Response Time.....	10
3.5.2 Extension of Time for Submission of Bids.....	10
3.5.3 Clarification of Bidding Documents	11
3.5.4 Late Bids	11
3.5.5 Withdrawal of Bids	11
3.5.6 Cancellation of Bidding Process	11
3.5.7 Mechanism for Redressal of Grievances.....	12
3.5.8 Matters not subject to Appeal or Review	12
3.6 Opening and Evaluation of Bid.....	13
3.6.1 Opening of Bids by RSU.....	13
3.6.2 Clarification of Bids.....	13
3.6.3 Preliminary Examination	13

3.6.4	Mandatory Eligibility Criteria.....	13
3.6.5	Discussions Before Evaluation.....	14
3.7	Award of Contract.....	14
3.7.1	Award Criteria.....	14
3.7.2	Availability of Professional Staff.....	14
3.7.3	RSU's Right to Accept Any Bid and to reject any or all Bids.....	14
3.7.4	Notification of Award.....	14
3.7.5	Signing of Contract.....	14
3.7.6	Performance Security.....	15
3.7.7	General Conditions of Contract.....	15
3.7.8	Special Conditions of Contract.....	15
3.7.9	Non-Disclosure Agreement.....	15
4	TERMS OF REFERENCES.....	15
4.1	Background.....	15
4.2	Overarching Goals of School Education Sector Plan and Roadmap for Sindh 2019-2024.....	16
4.3	Program wise Priorities of School Education Sector Plan and Roadmap for Sindh 2019-2024.....	16
4.4	Review/ finalization of School Education Sector Plan and Roadmap for Sindh 2019-2024.....	16
4.5	Objectives of Assignment.....	16
4.6	Scope of Assignment.....	16
4.7	Tasks, Activities & Deliverables.....	17
4.8	Draft Template.....	18
4.9	Conditions of Tender.....	21
4.10	Bidding Document Fees.....	22
4.11	Evaluation Criteria.....	22
4.12	Technical Proposal.....	22
4.13	Financial Proposal.....	22
4.14	Type of Contract.....	23
4.15	Pre-Bid Meeting.....	23
4.16	Declaration.....	23
4.17	Submission of Bids (Technical and Financial Proposal).....	23
5	CONTRACTS.....	25
5.1	Conditions of Contract.....	25
5.1.1	Definitions.....	25
5.1.2	Law Governing Contract.....	25
5.1.3	Notice.....	25
5.1.4	Authorized Representative.....	26
5.1.5	Taxes and Duties.....	26
5.1.6	Effectiveness of Contract.....	26

5.1.7 Expiration of Contract.....26

5.1.8 Modifications or Variations26

5.1.9 Force Majeure26

5.1.10 Termination of Contract.....27

5.1.11 Good Faith27

5.1.12 Settlement of Disputes27

5.1.13 Obligations of the Consultant27

ANNEXURE - A "ORGANIZATION INFORMATION".....29

ANNEXURE - B "Eligibility Response Checklist".....30

ANNEXURE - C "Relevant Experience".....31

ANNEXURE - D "Key Management Staff Information"32

ANNEXURE - E "Technical Evaluation Criteria".....33

ANNEXURE - F "Financial Proposal".....35

ANNEXURE "G".....37

ANNEXURE H "Payment Schedule".....38



DEFINITIONS

- **Bid** means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by RSU;
- **Bid with Lowest Evaluated Cost** means the bid quoting lowest cost amongst all those bids evaluated to be substantially responsive;
- **Bidder** means a person or entity submitting a bid;
- **Bidding Documents** means all documents provided to the interested bidders to facilitate them in preparation of their bids in a uniform manner;
- **Bidding Process** means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated to award a contract;
- **Black-listing** means barring a bidder, contractor, consultant or supplier from participating in any future procurement proceedings;
- **Calendar Days** means days including all holidays;
- **Conflict of Interest** means
 - i. Where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to RSU to obtain an undue benefit for himself or those affiliated with him;
 - ii. Receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract;
 - iii. Any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the RSU under the contract;
 - iv. Where an official of the RSU engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, directly or indirectly;
- **Consultant** means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, non-governmental organizations, and individuals;
- **Consulting Services** means services of an advisory and intellectual nature provided by consultants using their professional skills to study, design, organize, and manage projects, encompassing multiple activities and disciplines, including the crafting of sector policies and institutional reforms, specialist advice, legal advice and integrated solutions, change management and financial advisory services, planning an engineering studies, and architectural design services, supervision, social and environmental assessments, technical assistance, and programmed implementation;
- **Contract** means an agreement enforceable by law and includes General and Special Conditions, Specifications, Drawings and Bill of Quantities;
- **Corrupt and Fraudulent Practices** means either one or any combination of the practices given below;



- DEFINITIONS
- i. **Coercive Practice** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause an unlawful loss to another party;
 - ii. **Collusive Practice** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the RSU to establish prices at artificial, non-competitive levels for any wrongful gain;
 - iii. **Corrupt Practice** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
 - iv. **Fraudulent Practice** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - v. **Obstructive Practice** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules;
 - vi. **Emergency** means natural calamities, disasters, accidents, war and breakdown of operational equipment, plant, machinery or engineering infrastructures, which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person(s), property or the environment;
 - vii. **Goods** means articles and object of every kind and description including raw materials, drugs and medicines, products, equipment's, machinery, spares and commodities in any form, including solid, liquid and gaseous state, and includes services identical to installation, transport, maintenance and similar obligations related to the supply of goods, if the value of these services does not exceed the value of such goods;
 - viii. **Government** means the Government of Sindh;
 - ix. **Head of the Department** means the administrative Head of the department or the Organization;
 - x. **Lowest Evaluated Bid** means a bid for goods, works and services having the lowest evaluated cost among the substantially responsive bids;
 - xi. **Lowest Submitted Price** means the lowest price quoted in a bid, which is otherwise not substantially responsive;
 - xii. **Mis-procurement** means public procurement in contravention of any provision of Sindh Public Procurement Act, 2010 (Amended 2019), any rule, regulation, order or instruction made there under or any other law in respect thereof, or relating to, public procurement;
 - xiii. **Notice Inviting Tender** means the notice issued by an RSU through publication in the newspapers or through electronic means to invite bids, or applications for

pre-qualifications, or expression of interests, which may include Tender Notice, Invitation for Bids, Notice for Prequalification or Request for Expression of Interests;

- xiv. **Open Competitive Bidding** means a fair and transparent specified procedure defined under these Rules, advertised in the prescribed manner, leading to the award of a contract whereby all interested persons, firms, companies or organizations may bid for the contract and includes both National and International Competitive Biddings;
- xv. **RSU** means the Reform Support Unit;
- xvi. **Services** means any object of procurement other than goods or works, and includes consultancy services;
- xvii. **Substantially Responsive Bid** means the bid that contains no material differences or deviations from, or reservations to, the terms, conditions and specifications given in the bidding documents;
- xviii. **Value for Money** means best returns for each rupee spent in terms of quality, timeliness, reliability, after-sales service, up-grade ability, price, source, and the combination of whole life cost and quality to meet RSU's requirements.

1 BACKGROUND

The Reform Support Unit, School Education and Literacy Department, Government of Sindh has received Grant from the UNICEF towards Sindh Education Sector Project and intends to apply part of the proceeds to hire consulting services. The consulting services ("the Services") include **"To develop equity-focused and gender-responsive District Education Plans-DEPs"** for all Districts in Sindh. These DEPs will serve micro plans of SESP&R, enable District Education Authorities in district-level educational planning, and provide collective support towards implementing Sindh Education Sector Plan & Roadmap 2019-24 the provincial level. These DEPs to be developed including strategic consultation at provincial, regional and districts level engaging diverse stakeholders, performing activity /target /financial data analysis, completeness of budget /costing, compare activities and overall budget in line with SESP&R 2019-24. Simultaneously, existing DEPs of the previous Sector Plan provide a useful reference on the new DEPs to be developed.

2 INVITATION FOR BIDS (IFB)

The Reform Support Unit, School Education & Literacy Department the implementing agency for the said assignment, now invites eligible firms "Consultants") under the Rule 72 of SPPRA 2010 (Amended-2019) to indicate their interest in providing the Services. Interested firm/consultants with at least 6 years' experience related to Planning and Development in Education Sector and manage similar development projects.

Details of the services provided are given in the scope of service in Section [4.4] hereto. Bidder will be selected under the procedure described in this Bidding Document (BD), in accordance with the Sindh Public Procurement Rules 2010 (Amended 2019), which can be found at www.pprasindh.gov.pk. & www.rsu-sindh.gov.pk/. For this document, any reference to the term "Act" shall refer to the Sindh Public Procurement Act 2009 and any reference to the Rules shall refer to the Sindh Public Procurement Rules 2010 (Amended 2019). This BD includes the following Sections:

- Invitation for Bids

- Instructions to Bidders (ITB)
- Terms of Reference
- Contract

Proposals must be submitted at the address mentioned below;

Reform Support Unit
School Education & Literacy Department
Government of Sindh
Bangalow # 47-E/1, Street# 48, PECHS-6, Shahrah-e-Faisal, Karachi, Sindh

3 INSTRUCTIONS TO BIDDERS (ITB)

3.1 Correspondence Address

The contact number and the correspondence address for submitting the proposals are as follow:

Senior Program Manager
Reform Support Unit
School Education & Literacy Department
Government of Sindh
Bangalow # 47-E/1, Street# 48, PECHS-6, Shahrah-e-Faisal, Karachi, Sindh
Phone # 021-34320252
E-mail: sesp.spm@gmail.com

3.2 Eligible Bidders

All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible. [SPPRA, Rule 29]. For detailed criteria, please refer to **section 3.6.4**.

3.3 Corrupt Practice

1. RSU requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of the contract and refrain from undertaking or participating in any corrupt or fraudulent practices. [SPPRA Rule2 (q - iii, iv)]
2. RSU will reject a proposal for award, if it determines that the bidder recommended for the award was engaged in any corrupt or has been black-listed under the Sindh Public Procurement Rules 2010 (Amended 2019), in competing for the contract in question.
3. Any false information or misstatement on the part bidder will lead to disqualification/black-listing/legal proceeding regardless of the price or quality of the product.

3.4 Preparation of Bids

3.4.1 Bidding Process

RSU will follow Sindh Public Procurement Regulatory Authority (SPPRA) Rules 2010 (Amended 2019) for the entire bidding process. The selection of the firm will be based on the Least Cost-based Selection method. RSU will adopt single stage two envelopes bidding procedure to call for proposals. The bid shall be a single package marked as, "Proposals for "To develop equity-focused and gender-responsive District Education Plans-2020" consisting of two separate envelopes, containing separately

the financial and the technical proposals. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal". In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the RSU. The RSU shall evaluate the technical proposal in the manner prescribed in the section –4.8 given in the document, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. After the technical proposals' evaluation and approval, the RSU shall open the financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The financial bids found technically non-responsive shall be returned unopened to the respective bidders. The technical and financial proposal will be evaluated based on RSU evaluation criteria provided in section 4 of the document.

The scope of activities set the basis of technical approach to be adopted by the potential firms. The firms who will get a minimum of 70 marks in technical evaluation will be called for financial bid opening and contract negotiations.

3.4.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and RSU will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3.4.3 Language of Bid

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and RSU must be written in English. [SPPRA Rule 6 (1)]

3.4.4 Financial Proposal

The Financial Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard Form for Financial Proposal is available at Annexure F.

3.4.5 Bid Currencies

To compare bids quoted in different currencies, the price shall be converted in PAK RUPEE (PKR). The exchange rate shall be the selling rate prevailing seven working days before the date of opening of the bids specified in the bidding documents, as notified by the State Bank of Pakistan. [SPPRA Rule 42 (2)]

3.4.6 Bid Security

The RSU shall require the bidders to furnish the Bid Security/Earnest Money of 2% of bid price attached with financial proposal in favouring of Reform Support Unit UNICEF Funds, in the shape of Pay Order or Irrevocable Bank Guarantee acceptable to the bank. A copy of the same will be attached with a technical bid (the amount must be erased/hidden). The bid security shall remain valid for twenty-eight (28) days beyond the ninety (90) days validity period of bids, to provide the RSU reasonable time to act, if the security is to be called. [SPPRA Rule 37(1)]

The RSU shall reject any bid not accompanied by an acceptable Bid Security as non-responsive.

Bid security shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired. [SPPRA Rule 37(2)]

The bid security shall be forfeited:

- If a Bidder withdraws its bid during the period of its validity specified by the bidder on the Bid Form; or
- In the case of a successful bidder, if the bidder fails to;
 - Sign the contract in accordance with ITB Section [3.7.4]; or
 - Does not abide by the terms of Contract Agreement.

3.4.7 Bid Validity

Bids shall remain valid for ninety (90) days, after the date of bid opening prescribed by RSU; [SPPRA Rule 38 (1)].

Whenever an extension of bid validity period is requested, a bidder shall have the right to refuse to grant such an extension and withdraw his bid and bid security shall be returned forthwith; and [SPPRA Rule 38 (6)]

Bidders who;

- a. Agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity;
- b. Agree to the procuring agency's request for extension of the bid validity period shall neither be requested nor permitted to change their bids' price or other conditions. [SPPRA Rule 38 (7)]

3.5 Submission of Bids

3.5.1 Response Time

Bidders are required to submit their Bids within Twenty (17) calendar days from the date of publication of Notice Inviting Tender as per National Competitive Bidding. RSU will receive bids at the address specified under ITB Section [3.1] within office hours. [SPPRA Rule 18 (2)]

3.5.2 Extension of Time for Submission of Bids

RSU may extend the deadline for submission of bids only, if one or all of the following conditions exist;

- a. Fewer than three bids have been submitted, and RSU is unanimous in its view that wider competition can be ensured by extending the deadline. In such case, the bids submitted shall be returned to the bidders un-opened; [SPPRA Rule 22 (1)]
- b. If the RSU is convinced that such extraordinary circumstances have arisen owing to the law-and-order situation or a natural calamity, the deadline should be extended. [SPPRA Rule 22(2)]

3.5.3 Clarification of Bidding Documents

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and RSU shall respond to such queries in writing within three calendar days, provided they are received at least five (5) calendar days before the date of opening of the bid. [SPPRA Rule 23 (1)].

3.5.4 Late Bids

Any bid received by RSU after the deadline for submission of bids prescribed by RSU [3.5.1] pursuant to ITB Section [3.5.2] will be rejected and returned unopened to the bidder. [SPPRA Rule 24 (1)]. The rejection of bids received after the deadline for submission shall apply regardless of any reason whatsoever for such delayed receipt

3.5.5 Withdrawal of Bids

The bidder may withdraw his bid after it has been submitted by sending a written Withdrawal Notice, duly signed by the bidder or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal, shall be received by RSU prior to bids' opening.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB section [3.4.7].

3.5.6 Cancellation of Bidding Process

1. RSU may cancel the bidding process at any time prior to the acceptance of a bid or proposal; [SPPRA Rule 25 (1)]
2. RSU shall incur no liability towards the bidders, solely by its invoking subrule (3.5.6 - 1); [SPPRA Rule 25 (2)]
3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation; [SPPRA Rule 25 (3)]
4. RSU shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of the bidding process, but is not required to justify such grounds. [SPPRA Rule 25 (4)]

3.5.7 Mechanism for Redressal of Grievances

RSU has a Committee for Complaint Redressal to address a bidder's complaints during the procurement proceedings. [SPPRA Rule 31 (1)]

Any bidder being aggrieved by any act or decision of the RSU during procurement proceedings may lodge a written complaint after the decision causing the grievance has been announced. [SPPRA Rule 31(3)]

The complaint redressal committee upon receiving a complaint from an aggrieved bidder may, if satisfied; [SPPRA Rule 31(4)]

1. Prohibit the consultant selection committee from acting or deciding in a manner, inconsistent with these rules and regulations; [SPPRA Rule 31(4-a)]
2. Annul in whole or in part, any unauthorized act or decision of the consultant selection committee; [SPPRA Rule 31(4-b)] and
3. Reverse any decision of the consultant selection committee or substitute its own decision for such decision;

Provided that the complaint redressal committee shall not make any decision to award the contract. [SPPRA Rule 31(4-c)]

The Committee shall announce its decision as to the grievance within seven (7) days. The decision shall be intimated to the Bidder and the Authority within three (3) working days by RSU. [SPPRA Rule 31(5)]

RSU shall award the contract only after the decision of the complaint redressal committee [SPPRA Rule 31 (6)]

The mere fact of lodging a complaint by a bidder shall not warrant the procurement proceedings' suspension. [SPPRA Rule 31(7)]

3.5.8 Matters not subject to Appeal or Review

The following actions of the RSU shall not be subject to the appeal or review: [SPPRA Rule 33]

- Selection method adopted by the RSU; [SPPRA Rule 33 (1)]
- Decision by the RSU under ITB section [3.5.6]. [SPPRA Rule 33 (2)]

3.6 Opening and Evaluation of Bids

3.6.1 Opening of Bids by RSU

The opening of bids shall be as per the procedure set down in Section 3.4.1 dealing with Bidding Process.

3.6.2 Clarification of Bids

No Bidder shall be allowed to alter or modify his bids after the expiry of the deadline for the receipt of the bids unless, RSU may, at its discretion, ask a Bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing, and no change in the prices or substance of bid shall be sought, offered or permitted. [SPPRA Rule43]

3.6.3 Preliminary Examination

RSU will examine the bids to determine whether the bids are complete and the documents have been properly signed and whether the bids are generally in order.

RSU may waive any minor informality; nonconformity or irregularity in a bid that does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any Bidder and further provided that such waiver will be at the complete and sole discretion of RSU.

If a bid is not substantially responsive, it will be rejected by RSU and may not subsequently be made responsive by the bidder by correction of the nonconformity.

3.6.4 Mandatory Eligibility Criteria

Only those consultancy firms are eligible to participate in the bid that can provide the following mandatory requirements:

SNo.	Documentary Requirements- One No Means Disqualification	Bidder's Response in	
		Yes	No
1	Certificate of registrar of firm or registration with local or international body firm's legal status		
2	Tax Certificates, i.e., GST, NTN, SRB		
3	Filer / Active Tax Prayer (With Proof)		
4	The bidder will provide signed affidavit to ensure that the bidder is not found black-listed by SPPRA and reported unsatisfactory performance by any other procuring agency in the past.		

Note:

Kindly fill the following necessary annexure required for the above mandatory eligibility criteria and attach the supporting documentary evidences as mentioned in each annexure;

Annex - A:	Organization Information (Form 'A')
Annex - B:	Eligibility Response Checklist
Annex - C:	Relevant Experience of the Organization (Form 'B')
Annex - D:	Key Management Staff of Firm (Form 'C')

And also sign the declaration form at the end of the document and attach with your other documents.

3.6.5 Discussions Prior to Evaluation

If required, RSU may call upon any of the Bidders to discuss or ask for clarification about anything contained in the bidding document.

3.7 Award of Contract

3.7.1 Award Criteria

Subject to ITB Section [3.7.2], RSU will award the contract to the successful bidder, whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided the information given in the bidding document is on the ground verified by the Consultant Selection Committee of the RSU.

3.7.2 Availability of Professional Staff

Having selected the bidder/firm based on, among other things, an evaluation of proposed Professional staff, the RSU expects to negotiate a contract based on the Professional team named in the bid. Before contract negotiations, the RSU will require assurances that the Professional staff will be actually available. The RSU will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and established that Professional staff were offered in the bid without confirming their availability, the bidder/firm may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the bidder/firm within the time specified in the letter of invitation to negotiate

3.7.3 RSU's Right to Accept Any Bid and to reject any or all bids

RSU reserves the right to annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the bidder (s) [SPPRA Rule 25]

3.7.4 Notification of Award

Prior to the expiration of the period of bid validity, RSU will notify the successful bidder in writing by letter, that his/her bid has been accepted. The notification of award will constitute the formation of the contract.

Upon the successful bidder's furnishing of the Performance Security pursuant to Section [3.7.5], RSU will promptly notify each unsuccessful bidder and will discharge his/her bid security, pursuant to ITB Section [3.4.6].

3.7.5 Signing of Contract

Within 15 Days from the date of notification of the award, the successful bidder shall furnish RSU particulars as requested by the RSU.

The contract shall be signed by parties within 20 days of award of contract. Refer to Section 5 for Conditions of contract.

3.7.6 Performance Security

Within 15 DAYS of receipt of the notification of award from RSU, the successful bidder shall furnish to RSU the Performance Security of 5% of the contract price which shall be valid for at least ninety (90) days beyond the date of completion of the contract to cover defects liability period or maintenance period. The Performance Security shall be in the form of a pay order or demand draft or bank guarantee issued by a reputable commercial bank in favour of Reform Support Unit, UNICEF Funds acceptable to RSU, located in Pakistan. [SPPRA Rule 39 (1)] Failure of the successful Bidder to comply with the requirement of ITB Section [3.7.4] shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event RSU may make the award to the next lowest evaluated bidder or call for new bids.

The bidders shall not complete the Performance Security forms at the time of their bid submission. Only the successful bidder will be required to provide Performance Security. The Performance Security will be discharged by RSU and returned to the bidder not later than thirty (30) days following the date of successful completion of the bidder's performance obligation under the contract.

3.7.7 General Conditions of Contract

For detailed General Condition of Contract refer to Section [5.1] of this BD.

3.7.8 Special Conditions of Contract

Same as General Conditions of the Contract.

3.7.9 Non-Disclosure Agreement

The successful bidder shall upon the award of the contract execute a Non-Disclosure Agreement with RSU.

4 TERMS OF REFERENCES (TORs)

4.1 Background

Reform Support Unit (RSU) with technical support of UNICEF (Coordinating Agency for Education Sector), Global Partnership for Education (GPE), The World Bank (Grant Agent, Members of Local Education Group (LEG) and other education stakeholders completed Education Sector Analysis (ESA) and developed the new School Education Sector Plan & Roadmap for Sindh 2019-24 (SESP&R).

Development of ESA was undertaken to form the basis for developing the Education Sector Plan for 2019-24. Findings of the ESA, emerging developments, vision and priorities agreed by the government, development partners, CSOs/others including Teachers (male, female) and students (boys, girls) supported to constitute the SESP&R. Series of workshops, and consultative meetings were held at provincial and districts level involving over two hundred officials from Government Education Department (Secretariat, Regional Directors, and District Education Officers) representatives of national and international institutions, Non-Government Organizations (NGOs), and development partners.

Based on these workshops, Technical Working Committees were constituted to provide technical inputs for preparing the sector plan, including from the Local Education Group. A Core Working Group of Costing and Simulation Model were also drafted to develop projection and simulation model for the SESP&R. Endorsement of the Plan Priority Programs and alignment with SELD Roadmap by Education leadership, honourable Minister Education & Secretary SELD.

4.2 Overarching Goals of School Education Sector Plan and Roadmap for Sindh 2019-2024

- a) Equitable Access: Increase enrolment and retention at all levels for all children and adolescents, and provision of literacy for youth
- b) Quality and learning: Improve the Capacity of quality delivery systems at provincial and district levels including meritorious teacher recruitment, teacher training and professional development; curriculum, textbook and learning materials; student learning outcomes and quality assurance
- c) Governance and Management: More effective and accountable use of resources at all levels

4.3 Program wise Priorities of School Education Sector Plan and Roadmap for Sindh 2019-2024

Program 1: Out of school children and illiterate youth

- Program 2: Adequate and equitable provision of school infrastructure
 Program 3: Equitable enrolment and retention
 Program 4: Merit-based teacher recruitment, qualifications and professional development
 Program 5: Quality inputs and processes
 Program 6: Professional educational leadership and management cadre
 Program 7: Improved resource allocation and utilization
 Program 8: Effective strategic planning and M&E

4.4 Review/ finalization of School Education Sector Plan and Roadmap for Sindh 2019-2024

1. Completed by (1) Independent Appraisal (2) GPE (3) Internal in-depth review of the Education Department
2. Comparative analysis of 3 above feedback done by Education Department. Final critical amendments completed by Education Department, UNESCO-IIEP and Core Working Group.
3. SESP&R finalized and endorsed by LEG on 13th November 2019 and notified by Secretary SELD on 20th November 2019.

The new School Education Sector Plan & Roadmap for Sindh 2019-24 covers all over program priority areas and all areas are further unpacked in the implementation plan of SESP&R. These all components are to be included in the District Education Plans.

4.5 Objectives of Assignment

The assignment's objective is to develop strategies and quality District Education Plans for all Districts in Sindh, as the micro plans of SESP&R, based on SESP&R and its implementation plan.

4.6 Scope of Assignment

Reform Support Unit, Schools Education and Literacy Department required services of an experienced and qualified bidder to develop equity-focused and gender-responsive District Education Plans (DEPs) for all districts in Sindh. These DEPs will serve micro plans of SESP&R, enable District Education Authorities in district-level educational planning, and provide collective support towards the implementation of Sindh Education Sector Plan & Roadmap 2019-24 the provincial level. These DEPs to be developed including strategic consultation at provincial, regional and districts level engaging diverse stakeholders, performing activity /target /financial data analysis, completeness of budget /costing, compare activities and overall budget in line with SESP&R 2019-24. Whereas existing DEPs of previous Sector Plan provide a useful reference on the design of the new DEPs to be developed.

4.7 Tasks, Activities & Deliverables

Tasks	Activities	Deliverable
1. Planning Meetings	1.1 Planning Meeting/ Discussion (After award and acceptance of the contract) about the scope and requirement of the procuring Agency 1.2 Development and discussion of the draft work plan 1.3 Approval of draft work Plan	
2. Desk Review of DEPs	2.1 Carry out a desk review of ESA, SESP&R (including implementation plan), DEPs of previous Education Sector Plan (ESP)/EU-DEEP project, SELECT Project/other related documents 2.2 Based on the desk review, develop the strategic structure of intended DEPs;	2.1 Assignment work plan (including a timeline) 2.2 Brief report on desk review; 2.3 Draft structure of DEP

Tasks	Activities	Deliverable
3. Consultative Session	<p>3.1 Organize consultative session at Province level with ED official / Head of SELD wings / RSU and UNICEF to discuss/ obtain the endorsement of the structure of intended DEPs</p> <p>3.2 Online Consultation Session with all DEOs, TEOs and Feedback.</p> <p>3.3 Two Regional Level (Hyderabad & Larkana) Capacity building Session for ED Official. And online session with all Director School Education & District Education Officers, Taluka Education Officers.</p> <p>3.4 Carry out briefing/ consultative meeting with SELD/RSU and UNICEF to review improved draft DEPs and incorporate recommendations to refine draft DEPs</p> <p>3.5 Logistic arrangement (Lunch 2-time tea, Drinking water, stationery etc.) for participants for consultation session</p> <p>3.6 TA/DA for out of station ED official as per government rule.</p>	<p>3.1 Provincial/ Field consultation plan</p> <p>3.2 & 3.3. Report/ minutes of consultative workshops and finalized and endorsed the structure of DEPs</p> <p>3.4 Minutes of meeting</p> <p>3.5 Attendance sheets of participants</p> <p>3.6 payment receiving sheets</p>
4. Development of DEPs	<p>4.1 Draft DEPs and incorporate recommendations of ED official to refine draft DEPs</p> <p>4.2 Conduct provincial consultation with key stakeholders and facilitate final review of draft DEPs.</p> <p>4.3 Online session with all Director School Education & District Education Officers.</p> <p>4.4 Conduct Two Regional Level (Hyderabad & Larkana) Session for ED Official share the draft DEP and endorsement.</p> <p>4.5 Logistic arrangement (Lunch 2-time tea, Drinking water, stationery, etc.) for participants for consultation session</p> <p>4.6 TA/DA for participants as per Govt. Rules</p>	<p>4.1 Draft and final DEPs of all 29 Districts</p> <p>4.2 Report on provincial & Regional consultation for the final review of draft DEPs and endorsement</p> <p>4.4 Minutes of meeting</p> <p>4.5 Attendance sheets of participants</p> <p>4.6 payment receiving sheets</p>
5. Translation of DEPs	<p>5.1 Finalize DEPs in English, Urdu and Sindhi Language, obtain endorsement from relevant authorities.</p>	<p>5.1 Printable final endorsed DEPs in English, Urdu and Sindhi version (soft & hard copies)</p>

4.8 Draft Template

- 1. TABLE OF CONTENTS**
- 2. LIST OF ACRONYMS**
 - i. According District
- 3. DISTRICT EDUCATION OFFICER MESSAGE**
- 4. EXECUTIVE SUMMARY.**
- 5. DISTRICT PROFILE**
 - i. General Description
 - ii. District Map
 - iii. Education & Literacy in district

- iv. Population & Labour Force
- v. Socio-Economic indicators

6. INTRODUCTION

- i. What is District Education Plan & its purpose?
- ii. What does the District Education Plan entail?

7. REVIEW OF PREVIOUS DEPS & NEW SESP&R (2019-2024)

- i. Situation Analysis in the district
- ii. Challenges and Recommendation

8. CHALLENGES & RECOMMENDATION

- i. Access
- ii. Quality Education
- iii. Improvement of Governance

9. GENDER MAINSTREAMING

- i. Situation Analysis
- ii. Policy & Priority
- iii. Issue/Challenges in the district

10. EARLY CHILDHOOD EDUCATION

- i. Situation Analysis in the district
- ii. Policy & Priority
- iii. Issue / Challenges in the district

Sr. No	Objective	Targets	Strategy	Activities	Outcome / Expected Achievement

Plan Implementation of Early Childhood Education

Sr. No	Goal	Output	Baseline / available resources	Indicator	Implementation / responsibility Agency	Targets	Source of Verification	Estimated Cost
	Equitable Access							
	Quality & Learning							
	Governance & Management							

11. PRIMARY/ELEMENTARY EDUCATION

- i. Situation Analysis in the district
- ii. Policy & Priority
- iii. Issue / Challenges in the district

Sr. No	Objective	Targets	Strategy	Activities	Outcome / Expected Achievement

Plan Implementation Primary Education

Sr. No	Goal	Output	Baseline / available resources	Indicator	Implementation / responsibility Agency	Targets	Source of Verification	Estimated Cost
	Equitable Access							
	Quality & Learning							
	Governance & Management							

12. SECONDARY & HIGHER SECONDARY EDUCATION

- i. Situation Analysis in the district
- ii. Policy & Priority
- iii. Issue / Challenges in the district

Sr. No	Objective	Targets	Strategy	Activities	Outcome / Expected Achievement

Plan Implementation of Elementary, Secondary & Higher Secondary Education

Sr. No	Goal	Output	Baseline / available resources	Indicator	Implementation / responsibility Agency	Targets	Source of Verification	Estimated Cost
	Equitable Access							
	Quality & Learning							
	Governance & Management							

13. NON-FORMAL EDUCATION/ALPs

- i. Situation Analysis in the district
- ii. Policy & Priority
- iii. Issue / Challenges in the district

Sr. No	Objective	Targets	Strategy	Activities	Outcome / Expected Achievement

Plan Implementation of Non-Formal Education/ALPs

Sr. No	Goal	Output	Baseline / available resources	Indicator	Implementation / responsibility Agency	Targets	Source of Verification	Estimated Cost
	Equitable Access							
	Quality & Learning							
	Governance & Management							

14. COSTING & FINANCING

- i. Situation Analysis in the district
- ii. Analysis of available allocated finance/budget & ADP Scheme and Gaps

Sr. No	Hear of Account	Activity / topic	Total budgets required as per DESP	Available Budget	Require resource	Strategy to fill the gaps

15. MONITORING

- i. Monitoring framework to ensure the implementation of DEP
- ii. Reporting mechanism
- iii. Role & Responsibility compliance of IM-SESP
- iv. KPI of DEO, TEO, HM.

16. REFERENCE

- i. Source of information of each indicator

4.9 Conditions of Tender

Services of successful bidder will be secured in accordance with the RSU's Procurement Policy subject to the following conditions:

1. The RSU reserves the right to award or not to award this contract;
2. Bidders who fail to complete and attach all relevant documents will be disqualified;
3. The prices quoted must be all taxes inclusive;
4. No tender document will be accepted if not properly sealed and marked;
5. Documents submitted to RSU will not be returned and will be treated in strictest confidence;
6. The RSU has the right to visit the business premises to verify the information provided in the bidding documents;
7. It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing time and date of the tender;
8. Bids received after closing time, and date are late and will NOT be considered;
9. Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the RSU will not be responsible for;
10. Any change of information provided in the tender document that may affect delivery should be brought to the RSU's attention as soon as possible. Failure to comply may result in the contract being terminated;
11. The Bidders presenting information intentionally incorrectly or fraudulently will be disqualified;
12. The RSU will enter into a formal contract with the successful bidder.

4.10 Bidding Document Fees

Interested eligible bidders may obtain further information on the bid and collect the bidding documents from the office of Reform Support Unit, School Education & Literacy Department, Government of Sindh, 47/ E-1, 48th Street, Block-6, PECHS, Sharah-e-Faisal, Karachi, within 17 days from the date of advertisement during office Hours, i.e., from 9:00 am to 5:00 pm on payment of document fee of Rs. 1,000/- in the form of Pay order/Demand Draft favouring Reform Support Unit UNICEF Funds. This bidding document can also be downloaded from the website of SPPRA, i.e., in which case document fee required in the specified format may be submitted along with the bid. Only the bids submitted with the document fee or proof of payment thereof will be considered as eligible for participation in the bidding process.

4.11 Evaluation Criteria

RSU will resort to "Single stage – two envelope procedure" for the award of contract as per SPPRA's Rules, 2010. Technical approval shall be based on bidder's criteria mentioned below for comparative technical evaluation. The financial proposals of only those technically responsive bidders who will obtain minimum 70% marks will be opened [SPPRA Rule 33 (1)], and the bidder with the lowest quoted cost or bid shall be selected.

4.12 Technical Proposal

- i. In the first stage, only Technical proposals will be opened in the presence of bidder's representatives.
- ii. The technical bids will be evaluated, and a minimum score for selection/opening of financial bids is 70%.
- iii. The bidder's technical evaluation shall be based on information provided in Technical Proposals and presentation by bidder's representative.
- iv. As part of technical evaluation, bidders may be asked to conduct a presentation /demonstration.
- v. The eligible bidder's technical proposal will be evaluated using the scoring guide attached as annexure - E.

4.13 Financial Proposal

- i. Based on technical evaluation, the financial proposal of only technically responsive bidders will be opened
- ii. Financial proposals of bids found substantively technically non-responsive will be returned unopened.
- iii. The bidder with the lowest quoted cost or bid shall be selected.
- iv. The financial proposal of the bidder is attached as annexure - F.

4.14 Type of Contract

The type of contract will be based on the lump-sum cost that includes but not limited to the scope of job and terms of references and any out-of-pocket expenses. The contract will be valid for three months from the date of signing of a contract.

4.15 Pre-Bid Meeting

A pre-bid meeting will be conducted (if required) on Tuesday 2nd February, 2021 at 13:00 Hours (Local Time) in RSU office for clarification of queries and more understating of the project.

4.16 Declaration

Kindly provide the declaration as per the format provided below at the end of the proposal.

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects; and
- I am duly authorized by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organisation]"

Name:	
Designation:	
Signature:	
Date and Place:	

4.17 Submission of Bids (Technical and Financial Proposal)

Complete bid containing technical and financial proposal along with all required information & documentary evidences may be delivered to

Reform Support Unit
School Education & Literacy Department
Government of Sindh
47/ E-1, 48th Street, Block-6, PECHS, Shahrah-e-Faisal, Karachi.

The Bids shall be submitted till 14:00 Hours (Local Time) on 12th February 2021. Technical proposals will be publicly opened on the same day, i.e., 12th February 2021 at 14:30 Hours (Local Time) in the presence of bidder's representatives who wish to attend the bid opening.

a- Cover Letter for the Submission of Technical Proposal and Financial Proposal

[Firm letterhead]

[Date] To,
Chief Program Manager
Reform Support Unit
School Education & Literacy Department
Government of Sindh
Address mentioned in Data Sheet]

Re: Technical Proposal and Financial Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical proposal and financial proposals, including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature Name and title of signatory

5 CONTRACTS

(As will be executed if the bid qualifies)

5.1 Conditions of Contract.

As per clause 5

5.1.1 Definitions

In this contract, the following terms shall be interpreted as indicated:

- i. Applicable law means the Sindh Public Procurement Act 2009 and the Sindh Public Procurement Rules 2010 (Amended 2019).
- ii. Procuring Agency or (PA) means the Reform Support Unit.
- iii. Contract means the contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions (GC), and the Special Conditions (SC).
- iv. Contract Price means the Annual Fee for Assignment.
- v. Effective date means the date on which this contract comes into force.
- vi. GC means these General Conditions of Contract.
- vii. Government means the Government of Sindh.
- viii. Currency means Pak Rupees.
- ix. Member means any of the entities that make up the joint venture/consortium/association, and "Members" means all these entities.
- x. Party means the RSU or the firm, as the case may be, and Parties means both of them.
- xi. Personnel means persons hired by the firm or by any Sub- Contractors and assigned to the performance of the Services or any part thereof.
- xii. SC means the Special Conditions of Contract by which the GC may be amended or supplemented.
- xiii. Services means the services to be performed by the contractor pursuant to this contract, as described in the scope of services.
- xiv. In writing means communicated in written form with proof of receipt.

5.1.2 Law Governing Contract

This contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Islamic Republic of Pakistan's laws.

5.1.3 Notice

- Any notice, request or consent required or permitted to be given or made according to this contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the address specified in the bidding document.
- A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the bidding document.

5.1.4 Authorized Representative

Any action required or permitted to be taken, and any document required or permitted to be executed under this contract by the RSU or the firm may be taken or executed by the officials.

5.1.5 Taxes and Duties

The firm shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the bidding document, the amount of which is deemed to have been included in the Contract Price.

5.1.6 Effectiveness of Contract

This contract shall come into effect on the date both parties sign the contract. The date the contract comes into effect is defined as the Effective Date.

5.1.7 Expiration of Contract

Unless terminated earlier, this contract shall expire at the end of such time period after the Effective date as specified in the contract.

5.1.8 Modifications or Variations

Any modification or variation of this contract's terms and conditions, including any modification or variation of the Services' scope, may only be made by written agreement between the Parties. However, each party shall give due consideration to any proposals for modification or variation made by the other party.

5.1.9 Force Majeure

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure results from natural calamities, disasters and circumstances beyond the control of the parties.

5.1.9.1 No Breach of Contract

The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this contract insofar as such inability arises from an event of Force Majeure, provided that the party affected by such an event:

- a) Has taken all reasonable precautions, due care and appropriate alternative measures to carry out the terms and conditions of this contract, and
- b) Has informed the other party, as soon as possible, about the occurrence of such an event.

5.1.9.2 Extension of Time

Any period within which a Party shall, pursuant to this contract, complete any action or task, shall be extended for a period equal to the time during which such party was unable to perform such action as a result of Force Majeure.

5.1.10 Termination of Contract

As per clause 5

5.1.11 Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this contract and adopt all reasonable measures to ensure the realization of this contract's objectives.

5.1.12 Settlement of Disputes

5.1.12.1 Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for smooth execution of the contract and the assignment's success. The Parties shall use their best efforts to settle amicably all disputes arising out of or connected with this contract or its interpretation.

5.1.12.2 Arbitration

Suppose the RSU and the supplier fail to amicably settle any dispute arising out of or in connection with the contract within ten (10) days of commencement of such informal

negotiations. In that case, the dispute shall be referred to the arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. The venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

5.1.13 Obligations of the Firm / Vendor

The firm shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. In respect of any matter relating to this contract or to the Services, the consultant shall always act as faithful advisers to the RSU and shall at all times support and safeguard the RSU legitimate interests in any dealings with third parties.

5.1.13.1 Conflict of Interest

The firm shall hold the RSU's paramount interest without considering future work, and strictly avoid conflict with other assignments or their corporate interests.

5.1.13.2 Confidentiality

Except with the prior written consent of the RSU, the Firm and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Firm and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

ANNEXURE - A (ORGANIZATION INFORMATION)

Form A: Bidder Profile		
S #	Required Information	Response
1	Legal name of the Organization	
2	Year of Registration / Establishment of the Organization	
3	National Tax Number	
4	Core business area/s of the Organization	
5	What is the legal status of your Organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Partnership Firm
		Others (Please specify)
6	Name and designation of the Head of Organization	
	Mobile:	
	Phone/s:	
	E-mail:	
	Fax:	
	Address of Organization:	
7	Name and designation of 'Contact	
	Person:	
	Phone/s:	
	Mobile:	
	E-mail:	
	Fax:	

ANNEXURE - B (Eligibility Response Checklist)

Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Certificate of registrar of firm or registration with local or international body firm's legal status		
2	Tax Certificates, i.e., GST, NTN, SRB	Sales Tax Number (STN)	
		National Tax Number (NTN)	
		SRB Number	
3	Filer / Active Tax Prayer (With Proof)		
4	The bidder will provide signed affidavit to ensure that the bidder is not found black-listed by SPPRA and reported unsatisfactory performance by any other procuring agency in the past.		

ANNEXURE - C (Relevant Experience)

Form 'B': Relevant Experience			
Sr. #	Required Information	Response (Please provide exact information with case title, location/s and duration)	
1	Vender / Firm name		
2	Services duration in months		
3	Location/s (districts/tehsils)		
4	In case of capacity building/review & suggest of the educational planning documents, please check the box	Relevant	Not Relevant
		<input type="checkbox"/>	<input type="checkbox"/>




ANNEXURE - D (Key Management Staff Information)

Form 'C': Key Management Staff Information (Sheet 1)				
Sr. #	Required Information		Response	
1	Name			
2	Position			
3	Firm Name			
4	Age			
5	Years of association with the firm			
6	Core professional area of work			
7	Assigned tasks in this firm			
8	Please name similar assignment undertaken by the individual			
10	Specific role of the individual in this Activity			
11	Please provide information on additional experience in education-related cases			
	Position	Employer	Duration	
			From	To
12	Educational Qualifications			
	Degree/Diploma/Certificate	Year	Institution	Specialty

ANNEXURE - E "Technical Evaluation

CRITERIA AND POINT SYSTEM FOR TECHNICAL EVALUATION

A	B	C	D		E
Sr.	Evaluation of Firm	Criteria for Weightage	Marks Allocated	Total Marks (100)	Documentary Evidence
1	General Experience of the Firm				
1.1	Work Experience of the firm with Government/Semi-Government/Autonomous Body	Below 05 Years	00 Marks	20	Proof of Assignment completion/ Contract/ Work Order
		05 years to 07 years	05 Marks		
		07 years to 10 years	10 Marks		
		10 years to 13 years	15 Marks		
		Above to 13 years	20 Marks		
2	Specific Experience of the Firm				
2.1	Specific experience of firm in handling the similar projects of Government/Semi-Government/Autonomous Body	Completed 01 Project	08 Marks	40	Proof of Assignment completion/ Contract/ Work Order
		Completed 02 Projects	16 Marks		
		Completed 03 Projects	24 Marks		
		Completed 04 Projects	32 Marks		
		Completed 05 Projects	40 Marks		
3	Key Management Staffs				
3.1	Principal Consultant / Education Specialist (At least 16 Years education with relevant experience)	More than 10 years of experience	10 Marks	10	Education, Experience Certificate & CV
		Less than 10 & greater than 08 years	08 Marks		
		Less than 08 & greater than 05 years	05 Marks		
		Less than 05 & greater than 03 years	02 Marks		
		Less than of 03 years' experience	00 Marks		
3.2	Project Coordinator / Documentation Expert (At least 16 Years education with relevant experience)	More than 10 years of experience	10 Marks	10	Education, Experience Certificate & CV
		Less than 10 & greater than 08 years	08 Marks		
		Less than 08 & greater than 05 years	05 Marks		
		Less than 05 & greater than 03 years	02 Marks		
		Less than of 03 years' experience	00 Marks		
3.3	Financial Management Expert (At least 16 Years education with relevant experience)	More than 10 years of experience	10 Marks	10	Education, Experience Certificate & CV
		Less than 10 & greater than 08 years	08 Marks		
		Less than 08 & greater than 05 years	05 Marks		
		Less than 05 & greater than 03 years	02 Marks		
		Less than of 03 years' experience	00 Marks		
4	Financial Capability of the Firm				
4.1	Financial capability (Worth) of firm as per latest Balance Sheet footing	Below 03 Million	00 Marks	10	Audited Financial Statement of last three years or Bank statements of last three years
		03 to 05 Million	05 Marks		
		05 to 10 Million	07 Marks		
		Above 10 Million	10 Marks		
Total Marks				100	

Note: Attachment of relevant evidence is necessary for each of the criteria mentioned above

ANNEXURE - F “Financial Proposal”

Tasks	Activities	Deliverable	Rate of Service Charges
1. Planning Meetings	1.1 Planning Meeting/ Discussion (After award and acceptance of the contract) about the scope and requirement of the procuring Agency 1.2 Development and discussion of the draft work plan 1.3 Approval of draft work Plan		PKR. In word (..... rupees only)
2. Desk Review of DEPs	2.1 Carry out a desk review of ESA, SESP&R (including implementation plan), DEPs of previous Education Sector Plan (ESP)/EU-DEEP project, SELECT Project/other related documents 2.2 Based on the desk review, develop the strategic structure of intended DEPs;	2.1 Assignment work plan (including a timeline) 2.2 Brief report on desk review; 2.3 Draft structure of DEP.	
3. Consultative Session	3.1 Organize consultative session at Province level with ED official / Head of SELD wings / RSU and UNICEF to discuss/ obtain the endorsement of the structure of intended DEPs 3.2 Online Consultation Session with all DEOs, TEOs and Feedback. 3.3 Two Regional Level (Hyderabad & Larkana) Capacity building Session for ED Official. And online session with all Director School Education & District Education Officers, Taluka Education Officers. 3.4 Carry out briefing/ consultative meeting with SELD/RSU and UNICEF to review improved draft DEPs and incorporate recommendations to refine draft DEPs 3.5 Logistic arrangement (Lunch 2-time tea, Drinking water, stationery, etc) for participants for consultation session 3.6 TA/DA for out of station ED official as per government rule.	3.1 Provincial/ Field consultation plan 3.2 & 3.3. Report/ minutes of consultative workshops and finalized and endorsed the structure of DEPs 3.4 Minutes of meeting 3.5 Attendance sheets of participants 3.6 payment receiving sheets	
4. Development of DEPs	4.1 Draft DEPs and incorporate recommendations of ED official to refine draft DEPs 4.2 Conduct provincial consultation with key stakeholders and facilitate final review of draft DEPs. 4.3 Online session with all Director School Education & District Education Officers.	4.1 Draft and final DEPs of all 29 Districts 4.2 Report on provincial & Regional consultation for the final review of draft DEPs and endorsement	

ANNEXURE - F "Financial Proposal"

	4.4 Conduct Two Regional Level (Hyderabad & Larkana) Session for ED Official shares the draft DEPs and endorsement. 4.5 Logistic arrangement (Lunch 2-time tea, Drinking water, stationery, etc.) for participants for consultation session 4.6 TA/DA for participants as per Govt. Rules	4.4 Minutes of meeting 4.5 Attendance sheets of participants 4.6 payment receiving sheets	
5. Translation of DEPs	5.1 Finalize DEPs in English, Urdu and Sindhi Language, obtain endorsement from relevant authorities.	5.1 Printable final endorsed DEPs in English, Urdu and Sindhi version (soft & hard copies)	

Note: All Relevant taxes will be deducted as per Tax Rules prevails at the time of payment.

ANNEXURE H "PAYMENT SCHEDULE"

Tasks	Activities	Deliverable	Timeframe	Payment %
1. Planning Meetings	1.1 Planning Meeting/ Discussion (After award and acceptance of the contract) about the scope and requirement of the procuring Agency 1.2 Development and discussion of the draft work plan 1.3 Approval of draft work Plan		1 week	
2. Desk Review of DEPs	2.1 Carry out a desk review of ESA, SESP&R (including implementation plan), DEPs of previous Education Sector Plan (ESP)/EU-DEEP project, SELECT Project/other related documents 2.2 Based on the desk review, develop the strategic structure of intended DEPs;	2.1 Assignment work plan (including a timeline) 2.2 Brief report on desk review; 2.3 Draft structure of DEP.	2 weeks	10%
3. Consultative Session	3.1 Organize consultative session at Province level with ED official / Head of SELD wings / RSU and UNICEF to discuss/ obtain the endorsement of the structure of intended DEPs 3.2 Online Consultation Session with all DEOs, TEOs and Feedback. 3.3 Two Regional Level (Hyderabad & Larkana) Capacity building Session for ED Official. And online session with all Director School Education & District Education Officers, Taluka Education Officers. 3.4 Carry out briefing/ consultative meeting with SELD/RSU and UNICEF to review improved draft DEPs and incorporate recommendations to refine draft DEPs 3.5 Logistic arrangement (Lunch 2-time tea, Drinking water, stationery, etc.) for participants for consultation session 3.6 TA/DA for out of station ED official as per government rule.	3.1 Provincial/ Field consultation plan 3.2 & 3.3. Report/ minutes of consultative workshops and finalized and endorsed the structure of DEPs 3.4 Minutes of meeting 3.5 Attendance sheets of participants 3.6 payment receiving sheets	2 weeks	30%
4. Development of DEPs	4.1 Draft DEPs and incorporate recommendations of ED official to refine draft DEPs	4.1 Draft and final DEPs of all 29 Districts 4.2 Report on provincial &	3 weeks	30%



Tasks	Activities	Deliverable	Timeframe	Payment %
	4.2 Conduct provincial consultation with key stakeholders and facilitate final review of draft DEPs. 4.3 Online session with all Director School Education & District Education Officers. 4.4 Conduct Two Regional Level (Hyderabad & Larkana) Session for ED Official share the draft DEP and endorsement. 4.5 Logistic arrangement (Lunch 2-time tea, Drinking water, stationery, etc) for participants for consultation session 4.6 TA/DA for participants as per Govt. Rules	Regional consultation for the final review of draft DEPs and endorsement 4.4 Minutes of meeting 4.5 Attendance sheets of participants 4.6 payment receiving sheets		
5. Translation of DEPs	5.1 Finalize DEPs in English, Urdu and Sindhi Language, obtain endorsement from relevant authorities.	5.1 Printable final endorsed DEPs in English, Urdu and Sindhi version (soft & hard copies)	3 weeks	30%



**Reform Support Unit
School Education & Literacy Department
Government of Sindh,**

NIT NO. RSU/SESP/DEPs/24/2021

DATED: 22ND JANUARY 2021

NOTICE INVITING TENDERS

**FOR HIRING THE SERVICES OF FIRM "TO DEVELOP
EQUITY FOCUSED AND GENDER RESPONSIVE DISTRICT
EDUCATION PLANS-DEPs-2020**

The Reform Support Unit, School Education and Literacy Department, Government of Sindh has received Grant from the UNICEF towards Sindh Education Sector Project and intends to apply part of the proceeds to hire consulting services. The consulting services ("the Services") include "To develop equity-focused and gender-responsive District Education Plans-DEPs" for all Districts in Sindh

Interested bidders/firms with at least five years' experience related to Planning and Development in Education Sector and manage similar development projects and Active Tax Prayers Lists of Federal and Provincial governments including SRB (For Sindh Sales Tax).

no.	Tender Description	Tender No.	Bidding Procedure	Tender Collection (Start Date)	Tender Collection (End Date)	Tender Submission (Date/Time)	Tender/Bid Opening Date (Technical)
	Hiring for Services of firm for District Education Plans-DEPs-2020	RSU/SESP/DEPs/...../2021	Single Stage-Two Envelopes	26-01-2021 on publication of advertisement	12-02-2021 17 Calendar Days from the publication of Advertisement	12-02-2021 up to 14:00 Hours	On 12-02-2021 at 14:30 Hours 47-E/1, Street# 48, PECHS-6, Shahrah-e-Faisal, Karachi, Sindh

PROCEDURE FOR SUBMISSION OF PROPOSALS:

1. A complete set of Request for Proposal (RFP) document may be obtained by any interested eligible firms/consultants on submitting a written application on letterhead below address upon payment of a non-refundable amount of Rs. 1,000/- (One Thousand only) in the form of a Demand Draft / Pay Order in favour of Reform Support Unit, UNICEF Funds or can be downloaded from the RSU. Website www.rsu-sindh.gov.pk/ & SPPRA Website <http://www.pprasindh.gov.pk/>
2. Bidders who download the document from the website and wish to participate in the selection process will be required to submit the NIT document's cost at the time of submission; otherwise, the NIT will be considered non-responsive.

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3. Least Cost Based Selection Method (LCBS) of SPPRA 2010 (Amended 2019) Rule 72 (1) will be used for open competitive bidding. The interested firms are requested to submit their sealed bids accordingly.
4. Shortlisting of the desired Firm/Bidder will be based on criteria mentioned RFP with 70% minimum passing score
5. Sealed bids will be submitted until 14.00 Hours (Local Time) on 12th February 2021, in Bangalow # 47-E/1, Street# 48, PECHS-6, and Shahrah-e-Faisal Karachi, Sindh and bids will be opened on the same day at 14:30 Hours (Local Time) in the presence of representatives of participating firms.
6. Bid Security equivalent to 2.0% of the total bid value in the form of Pay Order/Demand Draft/Banker's Cheque in favour of Reform Support Unit UNICEF Funds, shall be submitted with the sealed financial bid. A copy of the same will be attached with a technical bid (the amount must be erased/hidden). Bids without the bid security shall be rejected.
7. Clarifications will only be provided if the request is received five days before the closing date.
8. RSU reserves the right to reject or any of all proposals subject to relevant provision of SPP Rules, 2010 (Amended 2019)
9. Please note that in case of any emergency posing a natural calamity or declaration of public holiday by the Government of Sindh, the bid submission and opening timelines would be extended to the next working date.

Chief Program Manager

Reform Support Unit

School Education & Literacy Department

Government of Sindh

Bangalow # 47-E/1, Street# 48, PECHS-6, Shahrah-e-Faisal, Karachi, Sindh

**ANNUAL PROCUREMENT PLAN
(WORKS, GOODS & SERVICES)
FOR THE YEAR 2019-20**

In respect of NIT: Consultancy Services for "To develop equity-focused and gender-responsive District Education Plans-DEPs"

S. No.	Description of Procurement	Quantity where applicable	Estimated Unit Cost (where applicable)	Estimated Total Cost	Funds Allocated	Source of Funds (ADP/non-ADP)	Proposed Procurement Methods	Timing of Procurement				Remarks
								1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	
1	2	3	4	5	6	7	8	9	10	11	12	13
01	To develop equity-focused and gender-responsive District Education Plans-DEPs	01	N/A	PKR 3.7 million			Open competitive bidding Least Cost method Rule-72(1)	✓				

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