



**SPPRA REQUEST FOR PROPOSAL DOCUMENT**

**SELECTION OF CONSULTANT**

<b>ACTIVITY NAME</b>	Community Engagement and Social Mobilization Firm to Implement Children Parliament on Right to Education (RTE) in 30 Districts of Sindh
<b>RFP REF. NO.</b>	RSU-SE&LD/UNICEF/SESP/RWP/CP/2024
<b>BIDDING PROCEDURE</b>	Quality and Cost Based Selection (QCBS) Method, Rule No. 72 (3), SPPRA 2010 (Amended to date)
<b>SELECTION METHOD</b>	Single Stage Two Envelope Procedure, Rule No. 46 (2), SPPRA 2010 (Amended to date)



**OFFICE ADDRESS:**

Reform Support Unit  
School Education and Literacy Department  
Government of Sindh  
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Phone No.: +92-21-33517962



**FOREWORD**

This Standard Request for Proposals is applicable to consultant assignments by the procuring agencies of Sindh province whose legal agreement makes reference to the Sindh Public Procurement Rules, 2010

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**CONTENTS**

Table of Contents

SECTION-1. LETTER OF INVITATION .....6

SECTION-2: INSTRUCTIONS TO CONSULTANTS .....9

    1. Definitions ..... 10

    2. Introduction..... 11

    3. Conflict of Interest ..... 12

    4. Fraud and Corruption ..... 13

    5. Integrity Pact ..... 13

    6. Eligible Consultants ..... 14

    7. Eligibility of Sub- Consultants ..... 14

    8. Only one Proposal ..... 14

    9. Proposal Validity ..... 14

    10. Clarification and Amendment in RFP Documents ..... 14

    11. Preparation of Proposals ..... 15

    12. Language ..... 15

    13. Technical Proposal Format and Content..... 15

    14. Financial Proposals ..... 16

    15. Taxes ..... 17

    16. Submission, Receipt, and Opening of Proposals ..... 17

    17. Proposal Evaluation ..... 17

    18. Evaluation of Technical Proposals..... 18

    19. Evaluation of Financial Proposals ..... 18

    20. Negotiations ..... 19

    21. Technical Negotiations..... 19

    22. Financial Negotiations ..... 19

    23. Availability of Professional staff/experts ..... 20

    24. Award of Contract ..... 20

    25. Confidentiality ..... 20

PROPOSAL DATASHEET ..... 21

SECTION-3. TECHNICAL PROPOSAL - STANDARD FORMS..... 33

    FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM ..... 34

    FORM TECH-2. BIDDER'S ORGANIZATION AND EXPERIENCE ..... 35

    FORM TECH-3. COMMENTS AND SUGGESTIONS ON THE SCOPE OF SERVICES ..... 37



FORM TECH-4. PROPOSED IMPLEMENTATION PLAN: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ACTIVITY .....	39
FORM TECH-5. TEAM COMPOSITION AND TASK ASSIGNMENTS .....	40
FORM TECH-6. CURRICULUM VITAE (CV) FOR PROPOSED .....	41
FORM TECH-7. STAFFING SCHEDULE <sup>1</sup> .....	43
FORM TECH-8. WORK SCHEDULE .....	44
SECTION-4. FINANCIAL PROPOSAL - STANDARD FORMS.....	45
FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM .....	46
FORM FIN-2. SUMMARY OF COSTS .....	47
FORM FIN-3. BREAKDOWN COSTS BY ACTIVITY <sup>1</sup> .....	48
FORM FIN-4. BREAKDOWN OF REMUNERATION <sup>1</sup> .....	49
Form FIN-4. BREAKDOWN OF REMUNERATION <sup>1</sup> .....	51
FORM FIN-5. BREAKDOWN OF REIMBURSABLE EXPENSES <sup>1</sup> .....	52
Form FIN-5. BREAKDOWN OF REIMBURSABLE EXPENSES.....	53
APPENDIX. FINANCIAL NEGOTIATIONS - BREAKDOWN OF REMUNERATION RATES .....	54
SECTION-5. TERMS OF REFERENCE .....	56
SECTION-6. FORMS OF CONTRACT .....	67
GENERAL CONDITIONS OF CONTRACT (GCC) .....	68
1. GENERAL PROVISION .....	68
2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT.....	70
3. OBLIGATIONS OF THE CONSULTANT .....	71
4. CONSULTANTS PERSONNEL .....	73
5. OBLIGATIONS OF THE PA .....	74
6. PAYMENTS TO THE CONSULTANT .....	74
7. GOOD FAITH .....	75
8. SETTLEMENT OF DISPUTES.....	75
SPECIAL CONDITIONS OF CONTRACT (SCC).....	76
DRAFT CONTRACT .....	81
APPENDIX-A. INTEGRITY PACT .....	83
APPENDIX B – AFFIDAVIT (NON-BLACKLISTING).....	85
APPENDIX-C: POWER OF ATTORNEY .....	86



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## PREFACE

1. This document Standard Request for Proposals (SRFP) is to be used for various selection methods described in the SPPR 2010.
2. Before preparing an RFP, the procuring agency/ user must be familiar with the SPPR 2010, and Rule No 72.
3. Rule No 72 (1) shall be adopted for assignments of standard or routine nature where well-established practices and standards exist.
4. In case Rule No 72 (1) is not to be used, as the assignment is not a standard or routine nature, and standards and practices are not well-established, and procuring agency chooses other method of selection according to Rule No 72 (2), (3), (4), (5), and (6), the reason shall be recorded in writing by the competent authority, and also sent to SPPRA with RFP.
5. The SRFP includes a standard Letter of Invitation, standard Instructions to Consultants, Terms of Reference, and a standard Form of Contract. The standard Instruction to Consultants and the standard General Conditions of Contract may not be modified under any circumstances. However, the Data Sheet and the Special Conditions of Contract may be used to reflect particular assignment conditions.





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**SECTION-1. LETTER OF INVITATION**



## LETTER OF INVITATION (REQUEST FOR PROPOSAL)

RFP Ref No: RSU-SE&LD/UNICEF/SESP/RWP/CP/2024

Karachi, dated: 27-08-2024

1. The Reform Support Unit, School Education and Literacy Department, Government of Sindh ('Procuring Agency') invites sealed proposals from eligible consulting firms for the assignment titled: "Community Engagement and Social Mobilization Firm to Implement the Children's Parliament on Right to Education (RTE) in 30 Districts of Sindh" in accordance with SPP Rules, 2010 (as amended).
2. The consulting services will involve community engagement and social mobilization activities to support the successful implementation of the Children's Parliament on RTE. The firm will work across various districts in Sindh to ensure broad community participation and awareness of the RTE initiative, as detailed under Section V – Terms of Reference of the RFP Document.
3. The bidding procedure will utilize the National Competitive Bidding process and the Quality and Cost-Based Selection method as per Rules-15(2)(b) & 72(3) of SPP Rules, 2010. The contract will be awarded to the most advantageous bidder, achieving the highest combined technical and financial score, based on the criteria outlined in the RFP Document.
4. Prospective bidders may obtain the RFP document from the procuring agency's office from 30<sup>th</sup> August 2024 to 18<sup>th</sup> September 2024, during office hours, upon written application and payment of a non-refundable fee of PKR 2,000/- via Bank Draft/Pay Order in favor of Reform Support Unit, UNICEF Funds. Alternatively, the RFP document can be downloaded from the procuring agency's website: <https://rsu-sindh.gov.pk/downloads/tenders.php>. Firms downloading documents must submit the fee upon bid submission to avoid non-responsiveness.
5. Bids, including technical and financial proposals sealed separately, must be delivered in a marked envelope indicating the assignment title: "Community Engagement and Social Mobilization Firm to Implement the Children's Parliament on Right to Education (RTE) in 30 Districts of Sindh" by 19<sup>th</sup> September 2024 at 04:00 PM at the specified address below. Late submissions will be rejected. Technical proposals will be opened publicly on 19<sup>th</sup> September 2024 at 04:30 PM in the presence of bidders' representatives at the RSU-SE&LD office.
6. All bids must remain valid for ninety (90) days from the technical bids' opening date and be accompanied by a bid security equivalent to 2% of the total quoted bid, valid for twenty-eight (28) days beyond the bid validity period, issued by a scheduled bank of Pakistan in favor of "Reform Support Unit, UNICEF Funds."
7. The Procuring Agency reserves the right to reject any or all bids as per SPPRA Rules 2010 (amended 2017). The bidding process may be canceled at any time before the acceptance of a bid under Rule 25(1).

REFORM SUPPORT UNIT-SE&LD



PAGE 7 of 86



8. If unforeseen circumstances or a public holiday causes office closure on the bid submission date, the tender will be submitted and opened on the next working day at the same time and venue.
9. Address for Correspondence:  
Senior Project Manager (SPM)-SESP/RWP  
Reform Support Unit,  
School Education and Literacy Department,  
Government of Sindh  
47/E-1, Street No. 48, PECHS Block-6, Shahrah-e-Faisal, Karachi  
Telephone: +92-21-33517962  
Email: [mujeeb.khatri@rsu-sindh.gov.pk](mailto:mujeeb.khatri@rsu-sindh.gov.pk)

(JUNAID HAMEED SAMO)

Chief Program Manager,  
Reform Support Unit,  
School Education and Literacy Department,  
Government of Sindh





**SECTION-2: INSTRUCTIONS TO CONSULTANTS**



**SECTION-2. INSTRUCTIONS TO CONSULTANTS (ITC)**

**1. Definitions**

- 1.1. The following words and expressions shall have the meanings hereby assigned to them:
- (a) **"Authority"** means Sindh Public Procurement Regulatory Authority (SPPRA);
  - (b) **"Assignment"** means procurement of services ascribed thereto in the RFP (Section I – Letter of Invitation and Section II – Bid Data Sheet of the RFP Document);
  - (c) **"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 a Procuring Agency;
  - (d) **"Bidding Documents"** means the documents notified by the Authority for preparation of bids in uniform manner;
  - (e) **"Bidding Procedure"** means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract;
  - (f) **"Bid Price"** means the consultancy fee for providing services under this Assignment as quoted by the Consultant in its Financial Bid;
  - (g) **"Consultancy Service Agreement"** means an agreement to be executed between the Procuring Agency and the Bidder or Consultant, whose Bid found and declared as the Most Advantageous Bid pursuant to the selection method and criteria mentioned in this document;
  - (h) **"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, nongovernmental organizations, and individuals;
  - (i) **"Contract"** means an agreement enforceable by law and includes general and special conditions, specifications, drawings and bill of quantities;
  - (j) **"Data Sheet"** means such part of the Instructions to Consultants that is used to reflect specific Assignment conditions;
  - (k) **"Day"** means calendar day including holiday;
  - (l) **"Government"** means the Government of Sindh;
  - (m) **"Instructions to Consultants"** (Section-II of RFP) means the document which provides the Consultants with all information needed to prepare their Proposals;



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	<p>(n) <b>"Key Professional Staff"</b> means the professionals proposed by the Consultant (or the Consortium as the case may be) to undertake the Assignment;</p> <p>(o) <b>"Letter of Award"</b> means a letter of award or acceptance issued by the Procuring Agency to the bidder whose Bid declared as the Most Advantageous Bid in terms of Rule-49 of SPP Rules, 2010;</p> <p>(p) <b>"Letter of Invitation"</b> (Section-I of RFP) means the Letter of Invitation issued by the Procuring Agency to the Consultant;</p> <p>(q) <b>"Most Advantageous Bid"</b> means (i) a Bid or proposal for goods, works or services that after meeting the eligibility or qualification criteria, is found substantially responsive to the terms and conditions as set out in the bidding or request for proposal documents; and (ii) evaluated as the highest ranked Bid or proposal on the basis of cost or quality or qualification or any combination thereof, as specified in the Bidding Documents or request for proposal documents which shall be in conformity with the selection techniques to be issued by the Authority;</p> <p>(r) <b>"National Company or Firm"</b> means any enterprise, firm or company setup or incorporated in Pakistan;</p> <p>(s) <b>"Person"</b> means a company, entity, firm, association, individual, body of individuals, or a sole proprietorship other than an Agency;</p> <p>(t) <b>"Procuring Agency"</b> means the department with which the selected Consultant signs the Contract for the Services;</p> <p>(u) <b>"Proposal"</b> means the Technical Proposal and the Financial Proposal.</p> <p>(v) <b>"RFP"</b> means the Request for Proposal prepared by the Procuring Agency for the selection of consultants.</p> <p>(w) <b>"Rules"</b> means the Sindh Public Procurement Rules, 2010 (as amended till the date of RFP advertisement).</p> <p>(x) <b>"Sub-Consultant"</b> means any person or entity to whom the Consultant subcontracts any part of the Services;</p> <p>(y) <b>"Terms of Reference"</b> (TOR) means the document included in the RFP as Section-V which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Procuring Agency and the Consultant, and expected results and deliverables of the Assignment.</p>
<p><b>2. Introduction</b></p>	<p>2.1. The Procuring agency named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.</p> <p>2.2. The eligible Consultants (shortlisted if so) are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.</p>





	<p>2.3. Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants are encouraged to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is, however optional. Consultants may liaise with procuring agency's representative named in the Data Sheet for gaining better insight into the assignment.</p> <p>2.4. Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Agency reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.</p> <p>2.5. Procuring Agency may provide facilities and inputs as specified in Data Sheet.</p>
<p><b>3. Conflict of Interest</b></p>	<p><b>3.1. Conflict of Interest</b></p> <p>3.1.1. Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Agency interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.</p> <p>3.1.2. Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:</p> <p>(i) A consultant that has been engaged by the procuring agency to provide goods, works or services other than consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.</p> <p>(ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be</p>



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	<p>hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.</p> <p>(iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.</p> <p>3.2. Conflicting Relationships: Government officials and civil servants may be hired as consultants only if:</p> <ul style="list-style-type: none"> <li>(i) They are on leave of absence without pay;</li> <li>(ii) They are not being hired by the agency they were working for, six months prior to going on leave; and</li> <li>(iii) Their employment would not give rise to any conflict of interest.</li> </ul>
<p><b>4. Fraud and Corruption</b></p>	<p>4.1. It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the instructions contained in Sindh Public procurement Rules 2010 which defines:</p> <p>"Corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission, including misrepresentation, that knowingly or recklessly misleads or attempt mislead a party to obtain a financial or other benefit or to avoid an obligation;</p> <p>Under Rule 35 of SPPRA 2010, "The PA can inter-alia blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the SPPRA. Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard".</p>
<p><b>5. Integrity Pact</b></p>	<p>5.1. Pursuant to Rule 89 of SPPRA 2010 Consultant undertakes to sign an Integrity pact in accordance with prescribed format attached hereto for all the procurements estimated to exceed Rs. 2.5 million. (Annex- A)</p>



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<p><b>6. Eligible Consultants</b></p>	<p>6.1. If short listing process has been undertaken through REOI, as outlined under Rule 73 and 74 of SPPRA 2010 for the Contract(s) for which these RFP documents are being issued, those firms - in case of Joint Ventures with the same partner(s) and Joint Venture structure - that had been pre-qualified are eligible.</p> <p>6.2. Short listed consultants emerging from request of expression of interest are eligible.</p>
<p><b>7. Eligibility of Sub-Consultants</b></p>	<p>7.1. A shortlisted Consultant would not be allowed to associate with consultants who have failed to qualify the short-listing process.</p>
<p><b>8. Only one Proposal</b></p>	<p>8.1. Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub- Consultant, including individual experts, to more than one proposal is not allowed.</p>
<p><b>9. Proposal Validity</b></p>	<p>9.1. The Data Sheet indicates Proposal's validity that shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB). During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Agency may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.</p> <p>9.2. Consultants shall submit required bid security along with financial proposal defined in the data sheet (which shall not be less than one percent and shall not exceed five percent of bid amount).</p>
<p><b>10. Clarification and Amendment in RFP Documents</b></p>	<p>10.1. Consultants may request for a clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. The procuring agency shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry. Should the PA deem it necessary to amend the RFP as a result of a clarification, it shall do so.</p>



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	<p>10.2. At any time before the submission of Proposals, the Procuring Agency may amend the RFP by issuing an addendum/corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.</p>
<p><b>11. Preparation of Proposals</b></p>	<p>11.1. In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of personnel) in providing the information requested may result in rejection of a Proposal.</p> <p>11.2. The estimate number of professional staff months or the budget required for executing the assignment should be shown in the data sheet, but not both. However, proposal shall be based on the professional staff month or budget estimated by the consultant.</p>
<p><b>12. Language</b></p>	<p>12.1. The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English. However, it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.</p>
<p><b>13. Technical Proposal Format and Content</b></p>	<p>13.1. While preparing the Technical Proposal, consultants must give particular attention to the following:</p> <ul style="list-style-type: none"> <li>(i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy, as appropriate. The international consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to, national consultants.</li> <li>(ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.</li> <li>(iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.</li> </ul>





	<p>(iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under similar geographical condition.</p> <p>(v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submit for each position.</p> <p>13.2. The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):</p> <p>(i) A brief description of the consultant organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.</p> <p>(ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the PA (Section 3C).</p> <p>(iii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).</p> <p>(iv) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last----- (PA may give number of years as per their requirement) years.</p> <p>(v) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).</p> <p>(vi) A detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment (Section 3D).</p> <p>(vii) Any additional information requested in the Data Sheet</p> <p>13.3. The Technical Proposal shall not include any financial information.</p>
<p><b>14. Financial Proposals</b></p>	<p>14.1. The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (in the field and at the Consultants' office), and (b) reimbursable expenses indicated in the Data Sheet (if applicable).</p>



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	<p>Alternatively, Consultant may provide their own list of cost. If appropriate, these costs should be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.</p>
<b>15. Taxes</b>	<p>15.1. The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.</p>
<b>16. Submission, Receipt, and Opening of Proposals</b>	<p>16.1. Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants (Individual Consultant). The authorization shall be in the form of a written power of attorney accompanying the Proposal</p> <p>16.2. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.</p> <p>16.3. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by name of the assignment, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.</p> <p>16.4. The Proposals must be sent to the address indicated in the Data Sheet and received by the PA no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PA after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PA's internal dispatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before the deadline for submission.</p>
<b>17. Proposal Evaluation</b>	<p>17.1. From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the PA on any matter related to its Technical and/or Financial Proposal. Any effort by consultants to influence the PA in the</p>



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	<p>examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.</p> <p>Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p>
<p><b>18. Evaluation of Technical Proposals</b></p>	<p>18.1. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet.</p> <p>In the case of Quality-Based Selection, Selection Based on Consultant's Qualifications, and Single-Source Selection, the highest ranked consultant or firm selected on a single-source basis is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted.</p> <p><b>Public Opening and Evaluation of Financial Proposals: (LCS, QCBS, and Fixed Budget Selection Methods Only)</b></p> <p>18.2. After the technical evaluation is completed, the PA shall notify in writing Consultants that have secured the minimum qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional.</p> <p>Financial proposals of those consultants who failed to secure minimum qualifying marks shall be returned unopened.</p>
<p><b>19. Evaluation of Financial Proposals</b></p>	<p>19.1. Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.</p> <p>19.2. The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.</p>



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	<p>19.3. In case of Least Cost Selection LCS Method, the bid found to be the lowest evaluated bid shall be accepted.</p> <p>19.4. In case of Quality and Cost Based Selection QCBS Method the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P= the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: <math>S = St \times T\% + Sf \times P\%</math>. The firm achieving the highest combined technical and financial score will be invited for negotiations.</p> <p>19.5. In the case of Fixed-Budget and Quality Based Selection, the Procuring Agency will select the firm that submitted the highest ranked Technical Proposal.</p>
<b>20. Negotiations</b>	<p>20.1. Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the PA proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.</p>
<b>21. Technical Negotiations</b>	<p>21.1. Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The PA and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Minutes of negotiations, which will be signed by the PA and the Consultant, will become part of Contract Agreement.</p>
<b>22. Financial Negotiations</b>	<p>22.1. If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Consultants will provide the PA with the information on remuneration rates described in the Appendix attached to Section 4 (i.e., Financial Proposal - Standard Forms of this RFP).</p>



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<p><b>23. Availability of Professional staff/experts</b></p>	<p>23.1. Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PA expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PA will require assurances that the Professional staff will be actually available. The PA 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 if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.</p>
<p><b>24. Award of Contract</b></p>	<p>24.1. After completing negotiations, the Procuring Agency shall award the Contract to the selected Consultant and within seven of the award of contract, Procuring Agency shall publish on the website of the Authority and on its own website, if such a website exists, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, evaluation report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case may be.</p> <p>24.2. After publishing of award of contract consultant required to submit a performance security at the rate indicated in data sheet.</p> <p>24.3. The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p>
<p><b>25. Confidentiality</b></p>	<p>25.1. Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.</p>






PROPOSAL DATASHEET	
ITB CLAUSE REFERENCE	DESCRIPTION
ITC 2.1	<b>The Name of the PA's official (s)</b> Junaid Hameed Samo Chief Program Manager (CPM) Reform Support Unit, School Education and Literacy Department Government of Sindh
	<b>The Procuring Agency</b> Reform Support Unit, School Education and Literacy Department Government of Sindh
	<b>Address</b> Banglow No. 47/E-1, Street No. 48th, PECHS Block-6, Shahrah-e-Faisal, Karachi
	<b>Telephone</b> +92 21 33517962
	<b>E-mail Address</b> <a href="mailto:cpm.rsu@rsu-sindh.gov.pk">cpm.rsu@rsu-sindh.gov.pk</a>
	<b>Name of the Assignment</b> Community Engagement and Social Mobilization Firm to Implement Children Parliament on Right to Education (RTE) in 30 Districts of Sindh
	<b>RFP reference number</b> RSU-SE&LD/UNICEF/SESP/RWP/CP/2024
	<b>Market Approach</b> National Competitive Bidding - Open to all eligible bidders
	<b>Bidding Procedure</b> Single Stage Two Envelope Procedure Rule No. 46 (2), SPPRA 2010 (Amended to date)
	<b>Selection Method</b> Quality and Cost Based Selection (QCBS) Method, Rule No. 72 (3), SPPRA 2010 (Amended to date). Under this Method of Selection, the evaluation of the technical and financial proposals will be done by weighting and adding the quality and cost scores in the ratio of 70:30 (70% for Technical Proposal and 30% for Financial Proposal).
<b>The edition of the Guidelines</b> The Sindh Public Procurement Rules, 2010 (Amended to date)	
ITC 2.2	<b>Financial Proposal to be submitted together with Technical Proposal:</b> Yes, each proposal (Technical and Financial), with requisite number of copies as mentioned under ITB Clauses 16.2 & 16.3 of the Data Sheet, must be submitted in separate envelopes sealed in a proper manner.
ITC 2.3	<b>A Pre-bid meeting will be held:</b> No
ITC 2.4	Consultants will bear all costs for preparing and submitting proposals and negotiating contracts. The Procuring Agency reserves the right to cancel the selection process at any stage before the Contract award without incurring any liability to the Consultants.
ITC 2.5	<b>The PA will provide the following inputs and facilities:</b> • Dedicated Staff for Liaison and Coordination





	<ul style="list-style-type: none"> <li>• Access to relevant reference documents or information, if available;</li> <li>• Access to the field offices as part of this Activity;</li> <li>• Feedback and approvals on the relevant reports from time to time; and</li> <li>• Any other support as mentioned in the Activity's TOR.</li> </ul>								
ITC 5.1	Bidder undertakes to sign Integrity Pact as per prescribed format and instructions outlined in this document								
ITC 6 & 7	<b>Shortlisted Bidders may associate with other shortlisted Bidders:</b> Not applicable - the bidding process is open to all the bidders.								
ITC 8.1	Alternative bids shall not be considered.								
ITC 9.1	<b>Proposal Validity:</b> The proposal validity period shall be ninety (90) days effective from the date of opening of technical bids.								
ITC 9.2	<b>Proposal Security:</b> The original scaled financial proposal must contain a bid security equivalent to 2% of the total quoted proposal / price in the form of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee, valid for a period of twenty-eight (28) days beyond Proposal validity period, issued by a scheduled bank in Pakistan in favor of "Reform Support Unit, UNICEF Funds".								
ITC 10.1	<p><b>Clarification of Proposals:</b> Clarifications may be requested not later than five (05) days before the submission date.</p> <table border="1"> <tr> <td><b>Attention</b></td> <td>Mr. Mujeeb Rehman Khatri Senior Project Manager (SPM)-RWP/SESP&amp;R Reform Support Unit, School Education and Literacy Department Government of Sindh</td> </tr> <tr> <td><b>Address</b></td> <td>Banglow No. 47/E-1, Street No. 48th, PECHS Block-6, Shahrah-e-Faisal, Karachi</td> </tr> <tr> <td><b>Telephone</b></td> <td>+92 21 33517962</td> </tr> <tr> <td><b>E-mail</b></td> <td><a href="mailto:mujeeb.khatri@rsu-sindh.gov.pk">mujeeb.khatri@rsu-sindh.gov.pk</a></td> </tr> </table>	<b>Attention</b>	Mr. Mujeeb Rehman Khatri Senior Project Manager (SPM)-RWP/SESP&R Reform Support Unit, School Education and Literacy Department Government of Sindh	<b>Address</b>	Banglow No. 47/E-1, Street No. 48th, PECHS Block-6, Shahrah-e-Faisal, Karachi	<b>Telephone</b>	+92 21 33517962	<b>E-mail</b>	<a href="mailto:mujeeb.khatri@rsu-sindh.gov.pk">mujeeb.khatri@rsu-sindh.gov.pk</a>
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<b>E-mail</b>	<a href="mailto:mujeeb.khatri@rsu-sindh.gov.pk">mujeeb.khatri@rsu-sindh.gov.pk</a>								
ITC 10.2	Any corrigendum or addendum, if deemed mandatory to extend schedule for submission/ opening of bids and/ or amend the RFP Document after its issuance and before the deadline for submission of Bids or Proposals, shall be issued through advertising it in newspapers and posting it on the Procuring Agency website <a href="https://rsu-sindh.gov.pk/downloads/tenders.php">https://rsu-sindh.gov.pk/downloads/tenders.php</a>								
ITC 11.2	The estimated number of professional staff-months required for the assignment is: As given in Section 5 (Terms of Reference).								
ITC 12.1	The language of the submitted proposal shall be in <b>English</b> . All correspondence exchange shall be in <b>English language</b> . Language for translation supporting documents/ literature is <b>English</b> .								
ITC 13.1(a) ITC 1.1(u)	<b>Maximum number of members in the Consortium/Joint Venture shall be:</b> Not Applicable/ Not Allowed								
ITC 13.2	<b>The format of the Technical Proposal to be submitted is:</b> Full Technical Proposal (FTP) containing all the information, including: description of the approach, methodology, work plan for performing the Activity, task activities, work schedule, CV of proposed Professional Staff, Bidder's organization and experience, comments/								





	recommendations/ value additions on the TOR and comments on the counterpart staff and/ or facilities.														
ITC 13.2(f)	<b>Training is a specific component of this Activity:</b> No														
1TC 14.1	Bidders shall quote their bids in Pak Rupees (PKR), using the standard forms or equivalent, as applicable, for execution of the Activity. The contract shall be based on a fixed price or lump sum basis payable to the successful Bidder on its satisfactory completion of respective milestone(s) as mentioned in the Conditions of Contract.														
1TC 15.1	<b>Amounts payable by the Procuring Agency to the Bidder</b> under the contract to be subject to the local taxation, stamp duty and service charges, as applicable at the time of bids' submission. The Bidder shall incorporate all the applicable taxes, subject to exemption, in the Bid Price otherwise the Procuring Agency shall presume these taxes as the Bid part.														
ITC 16.2 1TB 16.3	The Bidder must submit one original copy the Technical Proposal, one soft copy of the Technical Proposal (scanned copy in USB), and one original copy of the Financial Proposal. Each proposal must contain in a separate and sealed envelope clearly marked with the Activity title and other information as provided under the 1TB Clause 16.3.														
ITC 16.4	<p><b>For proposals submission / opening purposes only, the PA's address is:</b></p> <table border="1"> <tr> <td><b>Attention</b></td> <td>Junaid Hameed Samo Chief Program Manager (CPM) Reform Support Unit, School Education and Literacy Department Government of Sindh</td> </tr> <tr> <td><b>Address</b></td> <td>Banglow No. 47/E-1, Street No. 48th, PECHS Block-6, Shahrah-e-Faisal, Karachi</td> </tr> <tr> <td><b>City</b></td> <td>Karachi</td> </tr> <tr> <td><b>Telephone</b></td> <td>+92 21 33517962</td> </tr> <tr> <td><b>Proposal Submission Date &amp; Time</b></td> <td>Thursday, 19<sup>th</sup> September, 2024, at 4:00 PM</td> </tr> <tr> <td><b>Proposal Opening Date &amp; Time</b></td> <td>Thursday, 19<sup>th</sup> September, 2024, at 4:30 PM</td> </tr> <tr> <td><b>Note</b></td> <td>Bidder shall not have option to submit Bids electronically.</td> </tr> </table>	<b>Attention</b>	Junaid Hameed Samo Chief Program Manager (CPM) Reform Support Unit, School Education and Literacy Department Government of Sindh	<b>Address</b>	Banglow No. 47/E-1, Street No. 48th, PECHS Block-6, Shahrah-e-Faisal, Karachi	<b>City</b>	Karachi	<b>Telephone</b>	+92 21 33517962	<b>Proposal Submission Date &amp; Time</b>	Thursday, 19 <sup>th</sup> September, 2024, at 4:00 PM	<b>Proposal Opening Date &amp; Time</b>	Thursday, 19 <sup>th</sup> September, 2024, at 4:30 PM	<b>Note</b>	Bidder shall not have option to submit Bids electronically.
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ITC 18.1 ITC 13.1 ITC 6.1 ITC 2.2	<p><b>Firms' Qualification Criteria for Eligibility:</b></p> <p>Bidders / Consultants must meet the following requirements for further technical evaluation and marking. The bidders / consultants must submit these documents with their technical proposal to be eligible for the evaluation process.</p> <ul style="list-style-type: none"> <li>• <b>Nationality:</b> The bidder must be incorporated or established in Pakistan, as evidenced by a Certificate of Incorporation and a valid license. Additionally, the bidder must be registered under the Social Welfare or Societies Act in the Sindh Province and possess a valid registration certificate.</li> <li>• <b>Registration:</b> Valid NTN (appearing in Active Taxpayer List (ATL) / Income Tax &amp; valid SNTN with Sindh Revenue Board (SRB) as applicable and appearing on active tax payer list showing service category (Proof is required);</li> </ul>														



*[Handwritten signature in blue ink]*



	<ul style="list-style-type: none"> <li>• <b>Power of Attorney:</b> Bidder must submit a power of attorney, as required by the RFP Document, for the authorized person nominated to sign the documents;</li> <li>• <b>Experience:</b> The bidder must have a minimum of five (05) years of experience providing similar services, including experience working with international partners such as UNICEF, JICA, UNESCO, World Bank and must provide documentary evidence such as audited accounts for at least three years and work completion certificates as proof.</li> <li>• <b>Non-blacklisting/ Non-debarment:</b> Bidder must submit an affidavit that the firm is not blacklisted by any public or private sector organization on stamp paper of Rs. 200.</li> <li>• <b>Affidavit:</b> Affidavit that all key professional's information given by the interested consultant is true and all staff mentioned in RFP will work with the consultant for this project on stamp paper of Rs. 200.</li> </ul> <p><b>Note:</b> - It must be noted that the Service Provider shall meet eligibility criteria as above otherwise it shall be declared ineligible and will not be further evaluated.</p>																																										
ITC 13.1	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <table border="1"> <thead> <tr> <th>CRITERIA</th> <th>DESCRIPTIONS</th> <th>POINTS</th> <th>TOTAL POINTS</th> </tr> </thead> <tbody> <tr> <td rowspan="2"><b>Specific Experience</b></td> <td>Specific Experience of the Consultant Relevant to Assignment within last 05 years</td> <td>10</td> <td rowspan="2">10</td> </tr> <tr> <td colspan="2">(The qualifying bidder must obtain 50% or above in this criteria) (Refer to TABLE-1)</td> </tr> <tr> <td rowspan="5"><b>Adequacy of Proposed Methodology</b></td> <td>(a) Technical Approach and Methodology</td> <td>10</td> <td rowspan="5">40</td> </tr> <tr> <td>(b) Work Plan</td> <td>10</td> </tr> <tr> <td>(c) Organization</td> <td>10</td> </tr> <tr> <td>(d) staffing</td> <td>10</td> </tr> <tr> <td colspan="2">(The qualifying bidder must obtain 50% or above in this criteria) (Refer to TABLE-2)</td> </tr> <tr> <td rowspan="7"><b>Key Professional Staff qualifications and Competences for the Assignment</b></td> <td>(i) Project Coordinator</td> <td>08</td> <td rowspan="7">40</td> </tr> <tr> <td>(ii) Advocacy and Communication officer (Digital)</td> <td>07</td> </tr> <tr> <td>(iii) Community Engagement and Outreach Specialist (Field Coordinator).</td> <td>06</td> </tr> <tr> <td>(iv) Monitoring &amp; Evaluation officer (M&amp;E)</td> <td>06</td> </tr> <tr> <td>(v) Finance, Admin and HR</td> <td>06</td> </tr> <tr> <td>(vi) Media Engagement Specialist</td> <td>06</td> </tr> <tr> <td colspan="2">(The qualifying bidder must obtain 50% or above in this criteria) (Refer to TABLE-3)</td> </tr> <tr> <td><b>Suitability of the Transfer</b></td> <td>(a) Relevance of Previous Training Programs</td> <td>05</td> <td>10</td> </tr> </tbody> </table>	CRITERIA	DESCRIPTIONS	POINTS	TOTAL POINTS	<b>Specific Experience</b>	Specific Experience of the Consultant Relevant to Assignment within last 05 years	10	10	(The qualifying bidder must obtain 50% or above in this criteria) (Refer to TABLE-1)		<b>Adequacy of Proposed Methodology</b>	(a) Technical Approach and Methodology	10	40	(b) Work Plan	10	(c) Organization	10	(d) staffing	10	(The qualifying bidder must obtain 50% or above in this criteria) (Refer to TABLE-2)		<b>Key Professional Staff qualifications and Competences for the Assignment</b>	(i) Project Coordinator	08	40	(ii) Advocacy and Communication officer (Digital)	07	(iii) Community Engagement and Outreach Specialist (Field Coordinator).	06	(iv) Monitoring & Evaluation officer (M&E)	06	(v) Finance, Admin and HR	06	(vi) Media Engagement Specialist	06	(The qualifying bidder must obtain 50% or above in this criteria) (Refer to TABLE-3)		<b>Suitability of the Transfer</b>	(a) Relevance of Previous Training Programs	05	10
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	<b>of Knowledge (Training) Program</b> (b) Training Approach and Methodology (The qualifying bidder must obtain 50% or above in this criteria)	05	
	<b>TOTAL</b>		<b>100</b>
	Total points of criteria = <b>100 Points</b> The minimum technical score required to pass is: <b>70 Points</b> The Procedure of open competitive bidding will be single stage -- two envelope. The type of contract will be Lump Sum Contract.		
ITC 19.4	<b>Evaluation Techniques</b> <b>Quality and Cost Based Selection (QCBS)</b> The bids shall be evaluated in accordance with the mandatory eligibility criteria and qualification criteria. Financial Bids shall be opened for those who obtained the minimum Technical Scores in technical evaluation. The lowest evaluated Financial Bids will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as under. The firm achieving the highest combined technical and financial score will be declared as "Most Advantageous". The formula for determining the financial scores (Sf) of all other Bids is calculated as following: $Sf = 100 \times Fm / F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.  The weights given to the Technical (T) and Financial (P) Bids are: $T = 0.7$ and $P = 0.3$ Bids are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Bids; P = the weight given to the Financial Bids; $T + P = 1$ ) as following: $S = St \times T\% + Sf \times P\%$		
ITC 20.1 ITC 23.1	<b>Expected date and address for contract negotiation is:</b> To be announced later.		
ITC 24.1	<b>Award Contract:</b> The Procuring Agency shall award the procurement contract to a Bidder/ Service Provider qualifying the eligibility or preliminary criteria and attaining the highest combined technical and financial score (Most Advantageous Bid) using Quality & Cost Based Selection (QCBS) method.		
ITC 24.2	Most Advantageous Bid, upon receiving the Letter of Award shall require to furnish the performance security equivalent to 5% of the contract amount in the shape of Bank Guarantee, valid for a period of ninety (90) days beyond the specified Contract duration, issued by a scheduled bank in Pakistan in favor of the 'Reform Support Unit, UNICEF Funds'.		
ITC 24.3	<b>Expected date for commencement of services is:</b> Immediately after signing of the contract by both the parties and the effectiveness of the contract.		

TABLE-1
Relevant Experience in Community Engagement and Social Mobilization to Implement Children's Parliament on the Right to Education (RTE) over the last five (05) Years- <b>10 Marks</b>



*[Handwritten signature in blue ink]*



This criterion evaluates the bidder's experience and proven track record in engaging communities and conducting social mobilization activities specifically related to implementing initiatives like the Children's Parliament on the Right to Education (RTE) across multiple districts. The bidder will be assessed based on their ability to effectively mobilize communities, engage stakeholders, and execute large-scale educational programs, particularly those focused on children's rights and education in diverse and challenging environments.	
Marks for each relevant project (each project of minimum 02 months period or above)	02 Marks
Maximum attainable	10 Marks
Qualifying Marks	07 Marks or above

#	Name of the Assignment	Name of the Client	Address of the Client	Duration of the Assignment			Total Cost of the Assignment in PKR	Completion /Performance certificate (Yes/No)	Work Order
				From Date	To Date	Total Months			
1.									
2.									
3.									
4.									
5.									

TABLE-2	
<b>ADEQUACY OF PROPOSED METHODOLOGY</b>	<b>40 MARKS</b>
<b>(a) Technical Approach &amp; Methodology</b>	<b>10 Marks</b>
<p>This criterion evaluates the bidder's technical approach and methodology for effectively engaging communities and conducting social mobilization activities, with a specific focus on implementing initiatives such as the Children's Parliament on the Right to Education (RTE) across multiple districts.</p> <p><b>EVALUATION ASPECTS:</b></p> <p><b>1. Community Engagement Strategy:</b></p> <ul style="list-style-type: none"> <li><b>Understanding of Community Dynamics:</b> Demonstration of a clear understanding of the social and cultural dynamics of the communities across the targeted districts.</li> <li><b>Approach to Inclusivity:</b> Strategies to ensure the active participation of diverse community members, including marginalized and underrepresented groups.</li> <li><b>Stakeholder Involvement:</b> Plans for involving local leaders, parents, educators, and other key stakeholders in the initiative to foster community ownership and support.</li> </ul> <p><b>2. Social Mobilization Methodology:</b></p> <ul style="list-style-type: none"> <li><b>Awareness and Advocacy Techniques:</b> Description of methods for raising awareness about the Right to Education (RTE) and the importance of the Children's Parliament initiative among community members.</li> </ul>	



*[Handwritten signature]*



<ul style="list-style-type: none"> <li>• <b>Mobilization Tools and Resources:</b> Identification of tools and resources, such as workshops, campaigns, and digital platforms, that will be used to mobilize communities effectively.</li> <li>• <b>Innovative Approaches:</b> Use of innovative techniques or technologies to enhance the reach and impact of social mobilization activities.</li> </ul> <p>3. <b><u>Program Design and Implementation:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Customization for Local Contexts:</b> Tailoring of the social mobilization approach to the specific needs and characteristics of each district, ensuring relevance and effectiveness.</li> <li>• <b>Sustainability and Continuity:</b> Plans to ensure the sustainability of the Children's Parliament initiative, including strategies for ongoing community engagement and support.</li> <li>• <b>Scalability:</b> Ability of the methodology to scale across different districts while maintaining effectiveness and impact.</li> </ul> <p>4. <b><u>Execution and Risk Management:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Timeline and Milestones:</b> A detailed implementation plan with a clear timeline, outlining key activities and milestones for engaging communities and mobilizing social action.</li> <li>• <b>Risk Mitigation:</b> Identification of potential challenges in community engagement and social mobilization, with proposed strategies for overcoming these obstacles to ensure the successful implementation of the initiative.</li> </ul>	
<p><b>(b) Work Plan</b></p>	<p><b>10 MARKS</b></p>
<p>This criterion evaluates the bidder's proposed work plan, which should clearly outline the sequence of activities, timelines, and key milestones required for the successful implementation of the project. The work plan should be supported by a simple bar chart that visually represents the timeline of activities.</p> <p><b><u>EVALUATION ASPECTS:</u></b></p> <p>1. <b><u>Detailed Activity Breakdown:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Comprehensive List of Activities:</b> A complete and detailed list of all activities that will be undertaken throughout the project, from initiation to completion.</li> <li>• <b>Logical Sequence:</b> Activities should be arranged in a logical sequence, showing the relationship and dependency between different tasks.</li> <li>• <b>Alignment with Objectives:</b> Each activity should be clearly linked to the project's overall objectives, ensuring that all tasks contribute to the successful implementation of the project.</li> </ul> <p>2. <b><u>Timeline and Milestones:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Clear Timelines:</b> Specific timelines should be provided for each activity, indicating start and end dates.</li> <li>• <b>Key Milestones:</b> Identification of critical milestones that will serve as checkpoints for monitoring progress and ensuring that the project stays on track.</li> <li>• <b>Flexibility and Adjustability:</b> The work plan should demonstrate flexibility to accommodate potential changes or unforeseen challenges without compromising the project's objectives or deadlines.</li> </ul> <p>3. <b><u>Resource Allocation:</u></b></p>	



*[Handwritten signature]*



<ul style="list-style-type: none"> <li>• <b>Assignment of Responsibilities:</b> Clear assignment of roles and responsibilities for each activity, ensuring that every task is appropriately staffed and managed.</li> <li>• <b>Resource Availability:</b> Confirmation that necessary resources (human, financial, material) are available and will be mobilized as per the work plan.</li> </ul> <p><b>4. Risk Management:</b></p> <ul style="list-style-type: none"> <li>• <b>Risk Identification:</b> Identification of potential risks associated with the work plan, particularly those that could delay or disrupt the project.</li> <li>• <b>Mitigation Strategies:</b> Proposed strategies for mitigating identified risks to minimize their impact on the project timeline.</li> </ul> <p><b>5. Bar Chart Visualization:</b></p> <ul style="list-style-type: none"> <li>• <b>Simple and Clear Representation:</b> The work plan should be supported by a simple bar chart that visually represents the sequence and duration of activities.</li> <li>• <b>Clarity of Dependencies:</b> The bar chart should clearly show the dependencies between activities, highlighting critical paths and overlapping tasks where applicable.</li> <li>• <b>Ease of Interpretation:</b> The chart should be easy to interpret, providing a quick and clear overview of the project timeline.</li> </ul>	
--	--

**(c) Organization**

**10 MARKS**

**(i) Organization Financial Portfolio (08 Marks)**

**Evaluation of Annual Turnover:**

This criterion assesses the financial strength and capacity of the organization based on its annual turnover. The financial portfolio is crucial for determining the organization's ability to sustain and manage large-scale projects, such as engaging communities and implementing social mobilization activities across multiple districts.

Annual Turnover	Percentage of 8 Marks	Marks
50-60 Million PKR Annual Turnover	25%	02
60-70 Million PKR Annual Turnover	50%	04
70-80 Million PKR Annual Turnover	75%	06
80 million PKR and Above Annual Turnover	100%	08

**(ii) Equipment Capacity: (02Marks)**

**Evaluation of Equipment for Community Engagement and Social Mobilization:**

This criterion evaluates the availability and adequacy of essential equipment required to effectively engage communities and conduct social mobilization activities, with a specific focus on initiatives like the Children's Parliament on the Right to Education (RTE) across multiple districts.

**Minimum Required Equipment:**

Sr#	Equipment	Minimum Required Units	Marks
1.	White Board	05 units	02 Marks
2.	Flip Chart Stands	05 units	
3.	Video Projectors	05 units	



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4.	Projector Screens	05 units																									
5.	Internet (Wireless) Devices	05 units																									
6.	Computers	05 units																									
7.	Audio Recorders	02 units																									
8.	Video Recorders	02 units																									
9.	Cameras	05 units																									
10.	Sound Systems	02 units																									
11.	Printers	05 units																									
12.	Scanners	05 units																									
<b>(d) Staffing</b>					<b>10 MARKS</b>																						
<p><b>Evaluation of Organizational Staffing:</b>  This criterion assesses the strength and capacity of the bidder's workforce. The number of permanent professional and administrative staff within the organization is crucial for determining the organization's ability to manage and execute large-scale projects effectively.</p> <p><b>Staffing Levels:</b></p> <table border="1"> <thead> <tr> <th>Staffing Levels</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>0-10 Staff</td> <td>1 Mark</td> </tr> <tr> <td>10-20 Staff</td> <td>2 Marks</td> </tr> <tr> <td>20-30 Staff</td> <td>3 Marks</td> </tr> <tr> <td>30-40 Staff</td> <td>4 Marks</td> </tr> <tr> <td>40-50 Staff</td> <td>5 Marks</td> </tr> <tr> <td>50-60 Staff</td> <td>6 Marks</td> </tr> <tr> <td>60-70 Staff</td> <td>7 Marks</td> </tr> <tr> <td>70-80 Staff</td> <td>8 Marks</td> </tr> <tr> <td>80-90 Staff</td> <td>9 Marks</td> </tr> <tr> <td>90-100 Staff</td> <td>10 Marks</td> </tr> </tbody> </table> <p><b>Documentation Requirement:</b></p> <ul style="list-style-type: none"> <li>• <b>Tangible Evidence:</b> The bidder must provide concrete proof of their staffing levels. This can include:</li> <li>• <b>Bank Statements:</b> Showing payroll distributions.</li> <li>• <b>Salary Slips:</b> For permanent staff.</li> <li>• <b>Audit Reports:</b> Issued by one of the top four audit firms or the Auditor General of Sindh (in the case of public sector organizations).</li> </ul>					Staffing Levels	Marks	0-10 Staff	1 Mark	10-20 Staff	2 Marks	20-30 Staff	3 Marks	30-40 Staff	4 Marks	40-50 Staff	5 Marks	50-60 Staff	6 Marks	60-70 Staff	7 Marks	70-80 Staff	8 Marks	80-90 Staff	9 Marks	90-100 Staff	10 Marks	
Staffing Levels	Marks																										
0-10 Staff	1 Mark																										
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30-40 Staff	4 Marks																										
40-50 Staff	5 Marks																										
50-60 Staff	6 Marks																										
60-70 Staff	7 Marks																										
70-80 Staff	8 Marks																										
80-90 Staff	9 Marks																										
90-100 Staff	10 Marks																										

TABLE-3				
Relevant Experience of the Bidder's Key Professional Staff (Mandatory)				40 MARKS
Position	Qualification (30% Weightage)	Relevant Experience (70% Weightage)	Marks	





<b>Project Coordinator</b>	Master's in project management / education / Development Study/ Social Science or a related field (at least sixteen years of education) from a reputable international or HEC recognized national university: 100% Bachelor's Degree in project management / education / Development Study/ Social Science or a related field (at least fourteen years of education) from a reputable international or HEC recognized national university: 50%	15 or more years of relevant experience: 70% 10-15 years of relevant experience: 60% 8-9 years of relevant experience: 50% 5-7 years of relevant experience: 40% Less than 5 years: 0%	08	
<b>Advocacy and Communication officer (Digital)</b>	Master's Degree in Communication, Media Studies, Public Relations, or a related field (at least sixteen years of education) from a reputable international or HEC recognized national university: 100% Bachelor's Degree in Communication, Media Studies, Public Relations, or a related field (at least fourteen years of education) from a reputable international or HEC recognized national university: 50%	15 or more years of relevant experience: 70% 10-15 years of relevant experience: 60% 8-9 years of relevant experience: 50% 5-7 years of relevant experience: 40% Less than 5 years: 0%	07	
<b>Community Engagement and Outreach Specialist (Field Coordinator)</b>	Master's Degree in Social Sciences/Development Studies/ Education, or a related field (at least sixteen years of education) from a reputable international or	15 or more years of relevant experience (in farms, departments, or academia): 70% 10-15 years of relevant experience: 60%	07	



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	HEC recognized national university: 100% Bachelor's Degree in Social Sciences/Development Studies/ Education, or a related field (at least fourteen years of education) from a reputable international or HEC recognized national university: 50%	8-9 years of relevant experience: 50% 5-7 years of relevant experience: 40% Less than 5 years: 0%		
<b>Monitoring &amp; Evaluation (M&amp;E) Officer</b>	Master's Degree in monitoring and evaluation/Communication / Development Study/ Social Science, or a related field (at least sixteen years of education) from a reputable international or HEC recognized national university: 100%  Bachelor's Degree in monitoring and evaluation / Communication / Development Study/ Social Science, or a related field (at least fourteen years of education) from a reputable international or HEC recognized national university: 50%	12 or more years of relevant experience: 70% 10-11 years of relevant experience: 60% 8-9 years of relevant experience: 50% 5-7 years of relevant experience: 40% Less than 5 years: 0%	06	
<b>Finance, Admin and HR</b>	Master's Degree in Finance, Accounting, Economics, or a related field (at least sixteen years of education) from a reputable international or HEC recognized national university: 100%  Bachelor's Degree in Finance, Accounting,	12 or more years of relevant experience: 70% 10-11 years of relevant experience: 60% 8-9 years of relevant experience: 50% 5-7 years of relevant experience: 40% Less than 5 years: 0%	06	



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	Economics, or a related field (at least fourteen years of education) from a reputable international or HEC recognized national university: 50%			
<b>Media Engagement Specialist</b>	<p>Master's Degree in Social Science, Human Rights, Mass Communication / Journalism, LL.M, or any other relevant subject (at least sixteen years of education) from a reputable international or HEC recognized national university: 100%</p> <p>Bachelor's Degree in Social Science, Human Rights, Mass Communication / Journalism, LL.B, or any other relevant subject (at least fourteen years of education) from a reputable international or HEC recognized national university: 50%</p>	<p>12 or more years of relevant experience: 70%</p> <p>10-11 years of relevant experience: 60%</p> <p>8-9 years of relevant experience: 50%</p> <p>5-7 years of relevant experience: 40%</p> <p>Less than 5 years: 0%</p>	06	

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**SECTION-3. TECHNICAL PROPOSAL - STANDARD FORMS**





**FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To:

Chief Program Manager (CPM)  
Reform Support Unit,  
School Education and Literacy Department  
Government of Sindh

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup>.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.  
We remain,

Yours sincerely,

Authorized Signature [In full and initials]	
Name and Title of Signatory	
Name of Firm	
Address	





FOR FTP ONLY

**FORM TECH-2. BIDDER'S ORGANIZATION AND EXPERIENCE**

**A. ORGANIZATION**

[Provide here a brief (preferably not more than Five pages) description of the background and organization of your Service Provider.]





**B. CONSULTANT'S EXPERIENCE**

*[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 pages.]*

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of PA:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	No of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	
Firm's Name:	





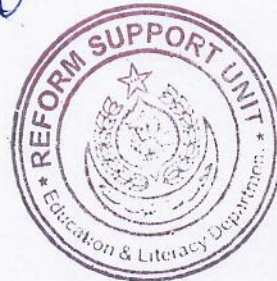
**FOR FTP ONLY**

**FORM TECH-3. COMMENTS AND SUGGESTIONS ON THE SCOPE OF SERVICES**

**A. ON THE SCOPE OF SERVICES**

*[Present and justify here any modifications or improvement to the Scope of Services you are proposing to improve performance in carrying out the Activity (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

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**B. ON COUNTERPART STAFF AND FACILITIES**

*[Comment here on counterpart staff and facilities to be provided by the PA according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]*





**FORM TECH-4. PROPOSED IMPLEMENTATION PLAN: DESCRIPTION OF  
APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE  
ACTIVITY**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (maximum of 50 pages, inclusive of charts and diagrams) divided into the following three chapters:*

- (a) Technical Approach and Methodology,*
- (b) Work Plan, and*
- (c) Organization and Staffing,*

- (a) **Technical Approach and Methodology:** In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*
- (b) **Work Plan:** In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the PA), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.*
- (c) **Organization and Staffing:** In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff]*





FORM TECH-5. TEAM COMPOSITION AND TASK ASSIGNMENTS

PROFESSIONAL STAFF				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned



*[Handwritten signature]*



**FORM TECH-6. CURRICULUM VITAE (CV) FOR PROPOSED**

1.	<b>Proposed Position</b>	<i>[only one candidate shall be nominated for each position]</i>														
2.	<b>Name of Firm</b>	<i>[Insert name of firm proposing the staff]</i>														
3.	<b>Name of Staff</b>	<i>[Insert full name]</i>														
4.	<b>Date of Birth</b>	<i>[dd-mm-yyyy]</i>														
5.	<b>Nationality</b>															
6.	<b>Education</b>	<i>[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]</i>														
7.	<b>Membership of Professional Associations</b>															
8.	<b>Other Training</b>	<i>[Indicate significant training since degrees under 5 - Education were obtained]</i>														
9.	<b>Countries of Work Experience</b>	<i>[List countries where staff has worked in the last ten years]</i>														
10.	<b>Languages</b>	<i>[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]</i>														
11.	<b>Employment Record</b>	<p><i>[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]</i></p> <table border="1"> <tr> <td>Tenure</td> <td>From [Year] to [Year]</td> </tr> <tr> <td>Employer</td> <td></td> </tr> <tr> <td>Positions held</td> <td></td> </tr> </table>	Tenure	From [Year] to [Year]	Employer		Positions held									
Tenure	From [Year] to [Year]															
Employer																
Positions held																
12.	<b>Detailed Tasks Assigned</b>	<i>[List all tasks to be performed under this assignment]</i>														
13.	<b>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b>	<p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <table border="1"> <tr> <td>Name of assignment or project</td> <td></td> </tr> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Location</td> <td></td> </tr> <tr> <td>PA</td> <td></td> </tr> <tr> <td>Main project features</td> <td></td> </tr> <tr> <td>Positions held</td> <td></td> </tr> <tr> <td>Activities performed</td> <td></td> </tr> </table>	Name of assignment or project		Year		Location		PA		Main project features		Positions held		Activities performed	
Name of assignment or project																
Year																
Location																
PA																
Main project features																
Positions held																
Activities performed																



*[Handwritten signature]*



14.	<b>Certification</b>	I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.
<i>[Signature of staff member or authorized representative of the staff]</i>		Date <i>[Day-Month-Year]</i>
Full name of authorized representative		

*[Handwritten signature in blue ink]*

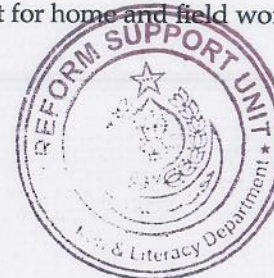




**FORM TECH-7. STAFFING SCHEDULE<sup>1</sup>**

Sr#	Name of Staff	Staff input (in the form of a bar chart) <sup>2</sup>														Total staff-month input		
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field <sup>3</sup>	Total	
<b>Foreign</b>																		
1.	Home																	
	Field																	
2.	Home																	
	Field																	
3.	Home																	
	Field																	
n	Home																	
	Field																	
														Subtotal				
<b>Local</b>																		
1.	Home																	
	Field																	
2.	Home																	
	Field																	
3.	Home																	
	Field																	
n	Home																	
	Field																	
														Subtotal				
														Total				

1. For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
2. Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
3. Field work means work carried out at a place other than the Consultant's home office.



*[Handwritten signature]*



**FORM TECH-8. WORK SCHEDULE**

S#	Activity <sup>1</sup>	Months <sup>2</sup>					
		1	2	3	4	5	6
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

1. Indicate all main activities of the assignment, including delivery of reports (e.g., inception, interim and final reports), and other benchmarks such as PA approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in the form of a bar chart.



*[Handwritten signature in blue ink]*



**SECTION-4. FINANCIAL PROPOSAL - STANDARD FORMS**




FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of PA]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below<sup>2</sup>:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity

We understand you are not bound to accept any Proposal you receive.  
We remain,

Yours sincerely,

Authorized Signature [In full and initials]	
Name and Title of Signatory	
Name of Firm	
Address	

1. Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.
2. If applicable, replace this paragraph with: "No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution."





**FORM FIN-2. SUMMARY OF COSTS**

Items	Costs	
	<i>Indicate Foreign Currency<sup>1</sup></i>	<i>Indicate Local Currency</i>
<b>Total Costs of Financial Proposal<sup>2</sup></b>		

1. Indicate between brackets the name of the foreign currency. Maximum of three currencies, use as many columns as needed, and delete the others.
2. Indicate the total costs excluding local taxes to be paid by the PA in each currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.





**FORM FIN-3. BREAKDOWN COSTS BY ACTIVITY<sup>1</sup>**

Group of Activities (Phase) <sup>2</sup>	Description <sup>3</sup>			
	[Indicate Foreign Currency#1] <sup>4</sup>	[Indicate Foreign Currency#2] <sup>4</sup>	[Indicate Foreign Currency#3] <sup>4</sup>	[Indicate Local Currency]
Remuneration <sup>5</sup>				
Reimbursable Expenses <sup>5</sup>				
Subtotals				

1. Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities required different modes of billing payment (e.g., the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must be coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
2. Names of activities (Phase) should be the same as, or correspond to the ones indicated in the second column of the Form TECH-8.
3. Short description of the activities whose cost breakdown is provided in this Form.
4. Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2.
5. For each currency, Remuneration and Reimbursable Expenses must respectively coincide with the relevant Total Costs indicated in Form FIN-4, and FIN-5.



*[Handwritten signature in blue ink]*



**FORM FIN-4. BREAKDOWN OF REMUNERATION<sup>1</sup>**

(This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Time Based)

<b>Group of Activities (Phase):</b>							
<b>Name<sup>2</sup></b>	<b>Position<sup>3</sup></b>	<b>Staff-Moth Rate<sup>4</sup></b>	<b>Input<sup>5</sup> (Staff-Months)</b>	<b>[Indicate Foreign Currency#1]<sup>6</sup></b>	<b>[Indicate Foreign Currency#2]<sup>6</sup></b>	<b>[Indicate Foreign Currency#3]<sup>6</sup></b>	<b>[Indicate Local Currency]<sup>6</sup></b>
<b>Foreign Staff</b>							
		[Home]					
		[Field]					
		[Home]					
		[Field]					
		[Home]					
		[Field]					
		[Home]					
		[Field]					
<b>Local Staff</b>							
		[Home]					
		[Field]					
		[Home]					
		[Field]					
		[Home]					
		[Field]					
		[Home]					



*[Handwritten signature]*



		[Field]					
		[Home]					
		[Field]					
<b>Total Cost</b>							

1. Form FIN-4 shall be filled for each of the Forms FIN-3 provided.
2. Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
3. Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.
4. Indicate separately staff-month rate and currency for home and field work.
5. Indicate, separately for home and field work, the total expected input of staff for carrying out the group of activities or phase indicated in the Form.
6. Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. For each staff indicate the remuneration in the column of the relevant currency, separately for home and field work. Remuneration = Staff-month Rate x Input.



*[Handwritten signature]*



**Form FIN-4. BREAKDOWN OF REMUNERATION<sup>1</sup>**

Name <sup>2</sup>	Position <sup>3</sup>	Staff-month Rate <sup>4</sup>
<b>Foreign Staff</b>		
		[Home]
		[Field]
<b>Local Staff</b>		
		[Home]
		[Field]

1. Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
2. Professional Staff should be indicated individually, Support Staff should be indicated per category (e.g., draftsmen, clerical staff).
3. Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.
4. Indicate separately staff month rate and currency for home and field work.




**FORM FIN-5. BREAKDOWN OF REIMBURSABLE EXPENSES<sup>1</sup>**

(This Form FIN-5 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Time Based)

Group of Activities (Phase):								
#	Description <sup>2</sup>	Unit	Unit Cost <sup>3</sup>	Quantity	[Indicate Foreign Currency#1] <sup>4</sup>	[Indicate Foreign Currency#2] <sup>4</sup>	[Indicate Foreign Currency#3] <sup>4</sup>	[Indicate Local Currency] <sup>4</sup>
1.	Per diem allowances	Day						
2.	Per diem allowances <sup>5</sup>	Trip						
3.	Miscellaneous travel expenses	Trip						
4.	Communication costs between [Insert place] and [Insert place]							
5.	Drafting, reproduction of reports							
6.	Equipment, instruments, materials, supplies, etc.							
7.	Shipment of personal effects	Trip						
8.	Use of computers, software							
9.	Laboratory tests							
10.	Subcontracts							
11.	Local transportation costs							
12.	Office rent, clerical assistance							
13.	Training of the PA's personnel <sup>6</sup>							
<b>Total Cost</b>								

- Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.
- Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
- Indicate unit cost and currency.
- Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-
- Indicate the cost of each reimbursable item in the column of the relevant currency. Cost = Unit Cost x Quantity.
- Indicate route of each flight, and if the trip is one- or two-ways.
- Only if the training is a major component of the assignment, defined as such in the TOR.





**Form FIN-5. BREAKDOWN OF REIMBURSABLE EXPENSES**

SR#	DESCRIPTION <sup>1</sup>	UNIT	UNIT COST <sup>2</sup>
1.	Per diem allowances	Day	
2.	Per diem allowances <sup>3</sup>	Trip	
3.	Miscellaneous travel expenses	Trip	
4.	Communication costs between <i>[Insert place]</i> and <i>[Insert place]</i>		
5.	Drafting, reproduction of reports		
6.	Equipment, instruments, materials, supplies, etc.		
7.	Shipment of personal effects	Trip	
8.	Use of computers, software		
9.	Laboratory tests		
10.	Subcontracts		
11.	Local transportation costs		
12.	Office rent, clerical assistance		
13.	Training of the PA's personnel <sup>4</sup>		

1. Delete items that are not applicable or add other items according to paragraph Reference 14.1 of the Data Sheet.
2. Indicate unit cost and currency.
3. Indicate the route of each flight, and if the trip is one-or two-ways.
4. Only if the training is a major component of the assignment, defined as such in the TOR.





## APPENDIX. FINANCIAL NEGOTIATIONS - BREAKDOWN OF REMUNERATION RATES

(Not to be used when cost is a factor in the evaluation of Proposals)

### 1. Review of Remuneration Rates

The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for assignments away from headquarters. To assist the firm in preparing financial negotiations, a Sample Form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.

The PA is charged with the custody of funds from Government of Sindh and is expected to exercise prudence in the expenditure of these funds. The PA is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the firm's remuneration rates, certified by an independent auditor. The firm shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

(i) **Salary:** This is the gross regular cash salary paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus.

(ii) **Social Costs:** Social costs are the costs to the firm of staff's non-monetary benefits. These items include, inter alia, social security including pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during an assignment if no additional staff replacement has been provided. Additional leave taken at the end of an assignment in accordance with the firm's leave policy is acceptable as a social cost.

(iii) **Cost of Leave:** The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

Leave cost as percentage of salary =  $\frac{\text{total days leave}}{365 - w - ph - v - s} \times 100$

Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

It is important to note that leave can be considered a social cost only if the PA is not charged for the leave taken.

(iv) **Overheads:** Overhead expenses are the firm's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the contract. Typical items are home office costs (partner's time, nonbillable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, taxes on business activities and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the





last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The PA does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly payments charged for subcontracted staff.

- (v) **Fee or Profit:** The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The firm shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the contract.
- (vi) **Away from Headquarters Allowance or Premium:** Some Consultants pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit.
- (vii) **Subsistence Allowances:** Subsistence allowances are not included in the rates, but are paid separately and in local currency. No additional subsistence is payable for dependents-the subsistence rate shall be the same for married and single team members.

Standard rates for the particular country may be used as reference to determine subsistence allowances.

2. **Reimbursable expenses:**

The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursable expenses. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilization and demobilization, insurance, and printing. These costs may be either unit rates or reimbursable on the presentation of invoices, in foreign or local currency.

3. **PA Guarantee:**

Payments to the firm, including payment of any advance based on cash flow projections covered by a PA guarantee, shall be made according to an agreed estimated schedule ensuring the consultant regular payments in local and foreign currency, as long as the services proceed as planned.





**SECTION-5. TERMS OF REFERENCE**





**(A) NAME OF THE ASSIGNMENT:**

Community Engagement and Social Mobilization Firm to Implement Children Parliament on Right to Education (RTE) in 30 Districts of Sindh.

**(B) BACKGROUND:**

The Reform Support Unit (RSU) of the Sindh Education and Literacy Department, Government of Sindh, is seeking to hire a Community Engagement and Social Mobilization Firm for the implementation of the Children Parliament on Right to Education (RTE) initiative. This project is aimed at empowering the youth of Sindh to advocate for equitable access to quality education, addressing challenges such as limited access, resource inequity, and lack of awareness about children's rights.

**(C) OBJECTIVES:**

Empower Youth: Provide a platform for children to advocate for their right to education.  
Promote Equity: Ensure equitable access to quality education across Sindh. Raise Awareness: Enhance understanding of children's rights in education among communities.

**(D) GENERAL INTRODUCTION:**

Access to quality education is a fundamental right of every child, as recognized by international treaties and conventions. However, in Sindh, Pakistan, significant barriers to education persist, particularly in marginalized areas. These challenges include limited access to quality education, inequitable distribution of resources, and a lack of awareness about children's rights. Addressing these issues is essential for the holistic development of children and for building a just and equitable society.

The Children's Parliament for the Right to Education (Article 25A) is an initiative designed to empower young minds and amplify their voices in advocating for equitable access to education. This project seeks to provide a platform for boys and girls to advocate for their right to education while promoting inclusiveness, interfaith harmony, pluralism, and collaborative learning. The diverse cultural and religious landscape of Sindh necessitates such initiatives that not only empower children but also encourage social cohesion and mutual respect from an early age.

By establishing the Children's Parliament, the project aims to address critical gaps in the education system. It will provide a unique platform where boys and girls can actively participate in shaping their educational experiences, fostering a sense of ownership and responsibility. Through meaningful engagement, the Children's Parliament seeks to create a more cohesive and harmonious society where children, regardless of their backgrounds, come together to collaboratively address challenges and advocate for their educational rights.

The establishment of a Children's Parliament for the Right to Education in Sindh is driven by the need to address the pressing challenges within the region's education system. In many cases, children's voices are marginalized and excluded from decision-making processes that directly impact their educational experiences. By creating a dedicated platform for these young voices to be heard, the Children's Parliament aims to amplify their perspectives, concerns, and ideas regarding the state of education in Sindh.

This initiative is particularly significant in marginalized communities where access to education is limited, ensuring that the unique needs and viewpoints of these populations





are adequately represented. Moreover, the Children's Parliament will act as a catalyst for raising awareness about the importance of education among children, parents, communities, and policymakers. It strives to engage all stakeholders in a collective effort to improve educational opportunities and outcomes.

By providing a space for boys and girls to articulate the challenges they face, such as inadequate infrastructure, gender disparities, and child labor, the Children's Parliament will offer critical insights that can inform effective policy changes. Through its advocacy efforts, the initiative seeks to drive meaningful reforms in educational infrastructure, curriculum design, teacher quality, and other essential components of a holistic and quality education system. Ultimately, the Children's Parliament will not only address immediate barriers to education but also foster long-term empowerment and leadership development among its young participants. By engaging boys and girls in shaping the future of education, the project aims to create sustainable and lasting positive impacts on the education landscape in Sindh.

**(E) KEY CHALLENGES INCLUDE:**

- According to SE&LD Net Enrollment Rate, girls' enrollment is approximately 39% of the total enrollment, whereas the percentage of girls' schools is only 19% of the total public sector schools.
- The percentage of female teachers is not more than 15% of the total public sector teachers.
- Around 90% of the total public sector schools are primary schools, limiting post-primary retention of children significantly.
- Distance to post-primary educational facilities poses a major hurdle, particularly for girls in remote areas.
- Only 10% of the total public sector teachers are specialized in science subjects.
- Missing facilities such as boundary walls, furniture, functional toilets, science labs, libraries, and other recreational facilities challenge the attainment of quality education.
- The absence of public sector non-formal educational institutes presents significant challenges for children aged 9-16 who cannot access formal schooling due to the less flexible structure.

**(F) AIMS:**

The Children's Parliament for Right to Education project has the following key objectives:

1. **Empowerment:** Engage and empower nearly 200 children and adolescent leaders (both boys and girls) at district, divisional, and provincial levels with knowledge and skills about their rights and responsibilities, enabling them to actively participate in decisions affecting their education and future.
2. **Gender Equity:** Promote girls' and adolescents' participation by allocating 35% reserved seats, in addition to the general seats, in the Children's Parliament to ensure their voices are heard for gender mainstreaming.
3. **Inclusiveness:** Foster an environment of inclusiveness where boys and girls from diverse backgrounds, including various ethnicities, religions, and socioeconomic strata, come together to engage in constructive dialogues.





4. **Interfaith Harmony and Pluralism:** Promote interfaith understanding and respect for diverse cultural and religious traditions, encouraging boys and girls to appreciate differences and work together for a harmonious society.
5. **Co-Creational Activities:** Engage boys and girls in co-creational activities that encourage collaborative problem-solving, critical thinking, and creativity, enhancing their overall development.

**(G) EXPECTED OUTCOMES**

The Children's Parliament for the Right to Education project aims to achieve the following outcomes:

- **Increased Enrollment and Retention:** A notable rise in the enrollment and retention rates of boys and girls in schools across Sindh, ensuring more children have access to consistent education.
- **Heightened Awareness:** Greater awareness among children, parents, and communities about the importance of education, its benefits, and the rights associated with it.
- **Promotion of Inclusiveness and Harmony:** An increased understanding and practice of inclusiveness, interfaith harmony, and pluralism among children, fostering respect and unity from an early age.
- **Skill Development:** Enhanced leadership, communication, and advocacy skills among the members of the Children's Parliament, equipping them to be effective advocates for their peers and communities.
- **Influence on Policy:** Meaningful contributions to policy discussions and decisions related to critical issues such as education, climate change, Water, Sanitation, and Hygiene (WASH), and the Technical and Vocational Education and Training (TVET) sector in Sindh.
- **Strengthened Collaboration:** Improved cooperation and partnership between the Children's Parliament and various stakeholders, including NGOs, government bodies, and civil society, leading to more sustainable and impactful education initiatives.

**(H) PROJECT ACTIVITIES:**

**(a) Operational Activities:**

1. **Consultative Workshop:** Organize workshops to establish a robust framework for engaging prospective members and contestants for the Children's Parliament, ensuring a well-defined and equitable selection process.
2. **Targeted Outreach Program:** Implement a targeted outreach program to identify and engage potential contestants from diverse educational backgrounds, including public sector schools, private sector schools, madressas, out-of-school children (OOSCs), and TVET learners. Emphasize gender equity and diversity as fundamental criteria for candidate selection.
3. **Inclusive Candidate Selection:** Employ an inclusive approach to finalize the selection of candidates, ensuring representation from various backgrounds and perspectives.
4. **Manifesto Development:** Facilitate the development of manifestos for the parties, ensuring alignment with the goals highlighted in the Education Sector Plan (ESP) and



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links to Sustainable Development Goals (SDG) 4 (Quality Education) and SDG 5 (Gender Equality).

5. **Data Gathering:** Collect and prepare data-driven infographics and advocacy materials to support Children's Parliament members in robust advocacy and lobbying efforts.
6. **Training Manual Development:** Develop and print a training manual for members of the Children's Parliament to guide them in their roles.
7. **IEC Material Design:** Design and disseminate impactful Information, Education, and Communication (IEC) materials to raise awareness about education rights and promote social cohesion.
8. **Digital Media Campaign:** Develop and execute a comprehensive digital media campaign strategy, utilizing various online platforms to raise awareness about the Children's Parliament project.

**(b) Program Activities:**

1. **Orientation and Training:** Conduct a three-day orientation and comprehensive training workshops, followed by a transparent democratic election process and oath-taking ceremony to establish and empower Children's Parliament members.
2. **Parliamentary Proceedings:** Organize assembly sessions where elected Children's Parliament members engage in constructive debates, discussions, and decision-making processes.
3. **Stakeholder Engagement Meetings:** Facilitate interactive meetings between Children's Parliament members and School Management Committees (SMCs) to support inclusive decision-making.
4. **Policy Advocacy:** Conduct dialogues and advocacy meetings with relevant departments to advocate for and facilitate positive policy changes in education.
5. **Co-Creational Projects:** Develop collaborative projects that foster creativity, problem-solving, and teamwork among Children's Parliament members, actively involving them in community initiatives.
6. **Advocacy Campaigns:** Engage in targeted constituency-level advocacy campaigns, partnering with elected representatives to address education-related issues and promote holistic community progress for the right to education.
7. **Community Advocacy Sessions:** Conduct community-level sessions focused on education advocacy during the election tenure to generate organic demand for girls' education.
8. **Advisory Council Consultations:** Organize consultative dialogues with the Advisory Council to receive technical support and mentorship, leveraging their experience in program implementation, advocacy campaigns, and policy development.
9. **Engagement with Goodwill Ambassadors:** Facilitate meetings with goodwill ambassadors to promote the right to education and inclusive education for all.
10. **Podcast Series:** Produce an insightful podcast series on interfaith harmony and inclusiveness, presented by Children's Parliament members.





**11. Provincial Gala Event and Exposure Visit:** Host a commemorative provincial gala event and an enlightening exposure visit to the Sindh Assembly to showcase remarkable achievements and provide a deeper understanding of democratic processes.

**(I) SCOPE OF ASSIGNMENTS:**

Sr	Activities	Location	Target	Key Deliverable
1.	Organize a consultative workshop with the High-Level Advisory Council to establish a framework and Code of Conduct for the Children Parliament selection process.	Karachi	One workshop for 25-30 persons, including logistics, food, TA/DA, etc.	<ul style="list-style-type: none"> <li>• Detailed workshop report including agenda, list of participants, minutes, and outcomes.</li> <li>• Established framework and Code of Conduct document.</li> </ul>
2.	Conduct a three-day provincial-level orientation, comprehensive training workshops, democratic election process, and oath-taking ceremony for the Children Parliament.	Karachi	One training for 60-70 persons / students, including logistics, food, accommodation, TA/DA, etc.	<ul style="list-style-type: none"> <li>• Comprehensive training manual and orientation materials.</li> <li>• Attendance records and participant feedback.</li> <li>• Documentation of election process and results</li> <li>• Photos and videos of the oath-taking ceremony.</li> </ul>
3.	Develop, design, and print a training manual for Children Parliament members.	Karachi	One manual, 100 copies	<ul style="list-style-type: none"> <li>• Completed training manual including modules on children's rights, leadership, advocacy, and governance.</li> <li>• Printed and digital copies of the manual.</li> </ul>
4.	Organize district-level assembly sessions engaging elected Children Parliament members and High-Level Technical Advisory Council (HLTAC) in debates, discussions, and decision-making.	Khairpur, Sujawal, Hyderabad, SBA	Four sessions for 60-70 persons / students, including logistics, food, TA/DA, etc.	<ul style="list-style-type: none"> <li>• Session agendas, minutes, and action items.</li> <li>• Attendance lists and participant feedback.</li> <li>• Summary report of key discussions and decisions.</li> </ul>





5.	Organize a provincial assembly session on World Children's Day for elected Children Parliament members to engage in debates, discussions, and decision-making.	Sindh Provincial Assembly Karachi	One session for 60-70 persons / students, including logistics, food, TA/DA, etc.	<ul style="list-style-type: none"> <li>• Session agenda, minutes, and resolutions.</li> <li>• Media coverage reports and documentation.</li> <li>• Participant attendance records and feedback.</li> </ul>
6.	Conduct interactive stakeholder engagement meetings between Children Parliament members and School Management Committees (SMCs).	All districts of Sindh	30 meetings for 25-20 persons, including logistics, food, etc.	<ul style="list-style-type: none"> <li>• Meeting agendas, minutes, and resolutions.</li> <li>• Media coverage and documentation.</li> <li>• Participant attendance records and feedback.</li> </ul>
7.	Produce a podcast series on interfaith harmony and inclusiveness presented by Children Parliament members.	Karachi	10 podcasts	<ul style="list-style-type: none"> <li>• Series of recorded podcast episodes with transcripts.</li> <li>• Promotional materials and distribution plan.</li> <li>• Listener engagement metrics and feedback.</li> </ul>
8.	Organize a one-day Sindh Influencer's Conference on the right to education led by Children Parliament on RTE and the Parliamentary Standing Committee on Education.	Karachi	One conference for 200-250 persons, including logistics, food, TA/DA, etc.	<ul style="list-style-type: none"> <li>• Conference agenda, speaker list, and session summaries.</li> <li>• Attendance records and participant feedback.</li> <li>• Media coverage and post-event report.</li> </ul>
9.	Develop and execute a comprehensive digital media campaign strategy to raise awareness about the Children's Parliament project.	All districts of Sindh	One social campaign with digital, electronic, and print media	<ul style="list-style-type: none"> <li>• Detailed digital media campaign strategy document.</li> <li>• Content calendar and digital assets.</li> <li>• Analytics report on campaign reach and impact.</li> </ul>
10.	Organize orientation and review meetings of the High-Level Technical Advisory Council for developing and	Karachi	Six meetings for 25-20 persons, including logistics, food, TA/DA, etc.	<ul style="list-style-type: none"> <li>• Meeting agendas, minutes, and action plans.</li> <li>• Progress reports and tracking documents.</li> </ul>



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	tracking the ADAP action plan.			<ul style="list-style-type: none"> <li>• Participant attendance records and feedback.</li> </ul>
11.	Design and disseminate impactful IEC materials to raise awareness about education rights and social cohesion.	All districts through Children Parliament	Lump sum	<ul style="list-style-type: none"> <li>• IEC materials designed and printed.</li> <li>• Distribution plan and records.</li> <li>• Impact assessment report.</li> </ul>

**(J) DURATION OF ASSIGNMENT:**

The assignment is for a period of 6 months, extendable based on project needs and satisfactory performance.

**(K) IMPLEMENTATION ARRANGEMENTS**

- **Collaboration and Reporting:** The firm will work with Head Teachers, Cluster Head Teachers, Taluka Education Officers, District Education Officers, and the Directorate of School Education. Progress reports will be submitted to the RSU-SE&LD, managed by the Chief Program Manager.
- **Direct Coordination and Consultation:** The firm will coordinate with the Component Lead for the Children Parliament on RTE and consult with project specialists. The firm will attend periodic briefings and consultations with stakeholders.
- **Community Engagement and Activities Execution:** The firm will conduct community meetings, workshops, training, and advocacy campaigns. It will ensure robust monitoring and evaluation with regular updates to RSU-SE&LD.

**(L) REPORTING AND MONITORING MECHANISM**

- **Activity Plans:** Monthly activity plans to facilitate monitoring.
- **Monthly Targets Achievement:** Report on achievement of targets including meetings, trainings, and workshops.
- **Means of Verification (MOVs):** Pictures, attendance sheets, session reports, and participant feedback.
- **Communication Tasks Integration:** Include updates on communication materials and audience engagement strategies.

**(M) SELECTION CRITERIA FOR MEMBERS OF THE CHILDREN'S PARLIAMENT**

The selection process for students to become members of the Children's Parliament is designed to ensure diversity, inclusiveness, and active participation from various communities and backgrounds. The following criteria will guide the selection process:

1. **Age Range:** Candidates should be within the age range of 11 to 18 years to ensure they can effectively engage in parliamentary discussions and activities.
2. **Educational Diversity:** Representation should include children from public schools, private schools, madrassas, SEF-assisted schools, non-formal education centers, out-of-school children, and TVET sector learners.



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3. **Gender Balance:** A balanced representation of boys and girls is essential. In addition to general seats, reserved seats should be allocated for girls to promote gender equality and encourage diverse perspectives.
4. **Inclusion of Children with Disabilities:** Children with disabilities should be actively encouraged to participate to ensure their representation and voice within the Parliament.
5. **Socioeconomic Diversity:** Selection should consider students from various socioeconomic backgrounds to reflect the full spectrum of society, providing a platform for marginalized voices.
6. **Geographical Representation:** Members should be selected from different regions within Sindh, including both urban and rural areas, as well as various cultural and linguistic groups.
7. **Academic Performance:** While academic excellence is not the sole criterion, a certain level of academic performance may be considered to ensure participants can effectively engage in discussions and activities.
8. **Interest in Civic Engagement:** Students who demonstrate a genuine interest in civic engagement, education, and community development should be prioritized, as their enthusiasm will contribute to meaningful participation.
9. **Communication Skills:** Effective communication is crucial for parliamentary activities, so students should demonstrate strong communication abilities.
10. **Leadership Potential:** Preference should be given to students who show leadership potential and the ability to work collaboratively with others.
11. **Cultural and Religious Respect:** Students who display an understanding of and respect for diverse cultures, religions, and viewpoints should be chosen to foster an environment of inclusiveness and interfaith harmony.
12. **Parental or Guardian Consent:** Consent from parents or guardians is required to ensure that students have the necessary support to participate in the Children's Parliament activities.
13. **Ethical and Moral Conduct:** Students with a record of ethical and moral conduct, both within and outside the school environment, should be prioritized to maintain the integrity of the Children's Parliament.

**(N) PROPOSED TEAM**

Relevant Experience of the Bidder's Key Professional Staff (Mandatory)		
Position	Qualification (30% Weightage)	Relevant Experience (70% Weightage)





Project Coordinator	Master's in project management / education / Development Study/ Social Science or a related field (at least sixteen years of education) from a reputable international or HEC recognized national university: 100% Bachelor's Degree in project management / education / Development Study/ Social Science or a related field (at least fourteen years of education) from a reputable international or HEC recognized national university: 50%	15 or more years of relevant experience: 70% 10-15 years of relevant experience: 60% 8-9 years of relevant experience: 50% 5-7 years of relevant experience: 40% Less than 5 years: 0%
Advocacy and Communication officer (Digital)	Master's Degree in Communication, Media Studies, Public Relations, or a related field (at least sixteen years of education) from a reputable international or HEC recognized national university: 100% Bachelor's Degree in Communication, Media Studies, Public Relations, or a related field (at least fourteen years of education) from a reputable international or HEC recognized national university: 50%	15 or more years of relevant experience: 70% 10-15 years of relevant experience: 60% 8-9 years of relevant experience: 50% 5-7 years of relevant experience: 40% Less than 5 years: 0%
Community Engagement and Outreach Specialist (Field Coordinator)	Master's Degree in Social Sciences/Development Studies/ Education, or a related field (at least sixteen years of education) from a reputable international or HEC recognized national university: 100% Bachelor's Degree in Social Sciences/Development Studies/ Education, or a related field (at least fourteen years of education) from a reputable international or HEC recognized national university: 50%	15 or more years of relevant experience (in farms, departments, or academia): 70% 10-15 years of relevant experience: 60% 8-9 years of relevant experience: 50% 5-7 years of relevant experience: 40% Less than 5 years: 0%
Monitoring & Evaluation (M&E) Officer	Master's Degree in monitoring and evaluation/Communication / Development Study/ Social Science, or a related field (at least sixteen years of education) from a reputable	12 or more years of relevant experience: 70% 10-11 years of relevant experience: 60% 8-9 years of relevant experience: 50% 5-7 years of relevant experience: 40% Less than 5 years: 0%





	<p>international or HEC recognized national university: 100%</p> <p>Bachelor's Degree in monitoring and evaluation / Communication / Development Study/ Social Science, or a related field (at least fourteen years of education) from a reputable international or HEC recognized national university: 50%</p>	
Finance, Admin and HR	<p>Master's Degree in Finance, Accounting, Economics, or a related field (at least sixteen years of education) from a reputable international or HEC recognized national university: 100%</p> <p>Bachelor's Degree in Finance, Accounting, Economics, or a related field (at least fourteen years of education) from a reputable international or HEC recognized national university: 50%</p>	<p>12 or more years of relevant experience: 70%</p> <p>10-11 years of relevant experience: 60%</p> <p>8-9 years of relevant experience: 50%</p> <p>5-7 years of relevant experience: 40%</p> <p>Less than 5 years: 0%</p>
Media Engagement Specialist	<p>Master's Degree in Social Science, Human Rights, Mass Communication / Journalism, LLM, or any other relevant subject (at least sixteen years of education) from a reputable international or HEC recognized national university: 100%</p> <p>Bachelor's Degree in Social Science, Human Rights, Mass Communication / Journalism, LLB, or any other relevant subject (at least fourteen years of education) from a reputable international or HEC recognized national university: 50%</p>	<p>12 or more years of relevant experience: 70%</p> <p>10-11 years of relevant experience: 60%</p> <p>8-9 years of relevant experience: 50%</p> <p>5-7 years of relevant experience: 40%</p> <p>Less than 5 years: 0%</p>

**(O) BIDDING PROCEDURE:**

Single Stage Two Envelope Procedure

**(P) SELECTION METHOD:**

Quality and Cost Based Selection (QCBS) Method





**SECTION-6. FORMS OF CONTRACT**





**GENERAL CONDITIONS OF CONTRACT (GCC)**

**1. GENERAL PROVISION**

**1.1. Definitions**

- 1.1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:
- (a) "Applicable Law" means the Sindh Public Procurement Act, thereunder Rules 2010.
  - (b) "Procuring Agency PA" means the implementing department which signs the contract
  - (c) "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, nongovernmental organizations, and individuals.
  - (d) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause I, that is General Conditions (GC), the Special Conditions (SC), and the Appendices.
  - (e) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
  - (f) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
  - (g) "Foreign Currency" means any currency other than the currency of the PA's country.
  - (h) "GC" means these General Conditions of Contract.
  - (i) "Government" means the Government of Sindh.
  - (j) "Local Currency" means Pak Rupees.
  - (k) "Member" means any of the entitles that make up the joint venture/consortium/association, and "Members" means all these entities.
  - (l) "Party" means the PA or the Consultant, as the case may be, and "Parties" means both of them.
  - (m) "Personnel" means persons hired by the Consultant or by any Sub-Consultants and assigned to the performance of the Services or any part thereof.
  - (n) "SC" means the Special Conditions of Contract by which the GC may be amended or supplemented.
  - (o) "Services" means the consulting services to be performed by the Consultant pursuant to this Contract, as described in the Terms of References.
  - (p) "Sub-Consultants" means any person or entity to whom/which the Consultant subcontracts any part of the Services.





	(q) "In writing" means communicated in written form with proof of receipt.
<b>1.2. Law Governing Contract</b>	1.2.1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable law.
<b>1.3. Language</b>	1.3.1. This Contract is executed in the language specified in the SC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
<b>1.4. Notices</b>	1.4.1. Any notice, request or consent required or permitted to be given or made pursuant 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 SC. 1.4.2. A Party may change its address for notice hereunder by giving the other Party notice in writing.
<b>1.5. Location</b>	1.5.1. The Services shall be performed at such locations as are specified in special condition of contract and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the PA may approve.
<b>1.6. Authority of Member in Charge</b>	1.6.1. In case the Consultant consists of a joint venture/ consortium/ association of more than one individual firms, the Members hereby authorize the individual firms or specified in the SC to act on their behalf in exercising all the Consultant's rights and obligations towards the PA under this Contract, including without limitation the receiving of instructions and payments from the PA.
<b>1.7. Authorized Representative</b>	1.7.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the PA or the Consultant may be taken or executed by the officials specified in the SC.
<b>1.8. Taxes and Duties</b>	1.8.1. The Consultant, Sub-Consultants, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.
<b>1.9. Fraud and Corruption</b>	1.9.1. If the PA determines that the Consultant and/or its Personnel, sub-contractors, sub-consultants, services providers and suppliers has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, in competing for or in executing the Contract, then the PA may, after giving 14 days notice to the Consultant, terminate the Consultant's employment under the Contract, and may resort to other remedies including blacklisting / disqualification as provided in SPPR 2010. 1.9.2. Any personnel of the Consultant who engages in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, shall be removed in accordance with Sub-Clause 4.2.





<b>2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT</b>	
<b>2.1 Effectiveness of Contract</b>	2.1.1 This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.
<b>2.2 Commencement of Services</b>	2.2.1 The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.
<b>2.3 Expiration of Contract</b>	2.3.1 Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.
<b>2.4 Modifications or Variations</b>	2.4.1 Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, 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.
<b>2.5 Force Majeure</b>	<p>2.5.1 The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.</p> <p>2.5.2 <b>No Breach of Contract:</b> The failure of a Party to fulfill 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 reasonable alternative measures in order 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.</p> <p>2.5.3 <b>Extension of Time:</b> 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.</p> <p>2.5.4 <b>Payment:</b> During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.</p>
<b>2.6 Termination</b>	2.6.1 <b>By the Procuring Agency (PA):</b> The PA may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC. In such an occurrence the PA shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days in the case of the event referred to in (e).





	<p>(a) If the Consultant does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the PA may have subsequently approved in writing.</p> <p>(b) If the Consultant becomes insolvent or bankrupt.</p> <p>(c) If the Consultant, in the judgment of the PA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.</p> <p>(d) If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.</p> <p>(e) If the PA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.</p> <p>(f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.</p> <p>2.6.2 <b><u>By the Consultant:</u></b> The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the PA, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:</p> <p>(a) If the PA fails to pay any money due to the Consultant pursuant to this Contract without consultant's fault.</p> <p>(b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.</p> <p>(c) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.</p> <p>(d) If the PA fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.</p> <p>2.6.3 <b><u>Payment upon Termination:</u></b> Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the PA shall make the following payments to the Consultant:</p> <p>(a) payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination;</p> <p>(b) except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.</p>
<p><b>3. OBLIGATIONS OF THE CONSULTANT</b></p>	
<p>3.1 General</p>	<p>3.1.1 <b><u>Standard of Performance:</u></b> The Consultant 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</p>



*[Handwritten signature in blue ink]*



	<p>sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the PA, and shall at all times support and safeguard the PA's legitimate interests in any dealings with Sub-Consultants or third Parties.</p>
<p><b>3.2 Conflict of Interest</b></p>	<p>The Consultant shall hold the PA's interest's paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.</p> <p><b>3.2.1 Consultants not to Benefit from Commissions, Discounts, etc.:</b> The payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant's only payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional payment.</p> <p><b>3.2.2 Consultant and Affiliates not to be Otherwise Interested in Project:</b> The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant. as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.</p> <p><b>3.2.3 Prohibition of Conflicting Activities:</b> The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.</p>
<p><b>3.3 Confidentiality</b></p>	<p><b>3.3.1</b> Except with the prior written consent of the PA, the Consultant 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 Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.</p>
<p><b>3.4 Insurance to be Taken Out by the Consultant</b></p>	<p><b>3.4.1</b> The Consultant (a) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at their (or the Sub-Consultants', as the case may be) own cost but on terms and conditions approved by the PA, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the PA's request. shall provide evidence to the PA showing that such insurance has been taken out and maintained and that the current premiums have been paid.</p>





<p><b>3.5 Consultant's Actions Requiring PA's Prior Approval</b></p>	<p>3.5.1 The Consultant shall obtain the PA's prior approval in writing before taking any of the following actions:</p> <ul style="list-style-type: none"> <li>(a) entering into a subcontract for the performance of any part of the Services,</li> <li>(b) appointing such members of the Personnel not listed by name in Appendix C, and</li> <li>(c) any other action that may be specified in the SC.</li> </ul>
<p><b>3.6 Reporting Obligations</b></p>	<p>3.6.1</p> <ul style="list-style-type: none"> <li>(a) The Consultant shall submit to the PA the reports and documents specified in (PA may insert appendix) hereto, in the form, in the numbers and within the time periods set forth in the said Appendix</li> <li>(b) Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.</li> </ul>
<p><b>3.7 Documents Prepared by the Consultant to be the Property of the PA</b></p>	<p>3.7.1</p> <ul style="list-style-type: none"> <li>(a) All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the PA, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PA, together with a detailed inventory thereof.</li> <li>(b) The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.</li> </ul>
<p><b>3.8 Accounting, Inspection and Auditing</b></p>	<p>3.8.1 The Consultant shall keep, and shall cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Contract, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify relevant time changes and costs.</p> <p>3.8.2 The Consultant shall permit, and shall cause its Sub-consultants to permit, the PA and/or persons appointed by the PA to inspect its accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the PA if requested by the PA. The Consultant's attention is drawn to Clause 1.9.1 which provides, inter alia, that acts intended to materially impede the exercise of the PA's inspection and audit rights provided for under Clause 3.8 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the PA's prevailing sanctions procedures.).</p>
<p><b>4. CONSULTANTS PERSONNEL</b></p>	
<p><b>4.1 Description of Personnel</b></p>	<p>4.1.1 The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described</p>



*[Handwritten signature in blue ink]*



	in Appendix C. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix C are hereby approved by the PA.
<b>4.2 Removal and /or Replacement of Personnel</b>	<p>4.2.1</p> <p>(a) Except as the PA may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.</p> <p>(b) If the PA finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the PA' s written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the PA.</p> <p>(c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.</p>
<b>5. OBLIGATIONS OF THE PA</b>	
<b>5.1 Assistance and Exemption</b>	5.1.1 The PA shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as specified in the SC.
<b>5.2 Change in the Applicable Law Related to Taxes and Duties</b>	5.2.1 If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 (a) or (b), as the case may be.
<b>5.3 Services and Facilities</b>	5.3.1 The PA shall make available free of charge to the Consultant the Services and Facilities listed under Appendix F.
<b>6. PAYMENTS TO THE CONSULTANT</b>	
<b>6.1 Security</b>	6.1.1 The consultant has to submit bid security and the performance security at the rate mention in SC.
<b>6.2 Lump-Sum Payment</b>	6.2.1 The total payment due to the Consultant shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4
<b>6.3 Contract Price</b>	6.3.1 The price payable in Pak Rupees/foreign currency/ is set forth in the SC.



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<b>6.4 Payment for Additional Services</b>	6.4.1 For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.
<b>6.5 Terms and Conditions of Payment</b>	6.5.1 Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of an advance payment guarantee for the same amount, and shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix G hereto, or in such other form, as the PA shall have approved in writing. Any other payment shall be made after the conditions listed in the SC for such payment have been met, and the Consultant has submitted an invoice to the PA specifying the amount due.
<b>7. GOOD FAITH</b>	
<b>7.1 Good Faith</b>	7.1.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.
<b>8. SETTLEMENT OF DISPUTES</b>	
<b>8.1 Amicable Settlement</b>	8.1.1 The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
<b>8.2 Dispute Resolution</b>	8.2.1 Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.




**SPECIAL CONDITIONS OF CONTRACT (SCC)**

*he following Special Conditions of Contract (SCC) shall supplement and/ or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.*

<b>GCC Clause</b>	<b>Amendments of, and Supplements to, Clauses in the General Conditions of Contract</b>	
<b>GCC 1.1.1(a)</b>	<b>The Applicable Procurement Law is:</b> Sindh Public Procurement Act and Sindh Public Procurement Rules (as prevails at the RFP advertisement time)	
<b>GCC 1.1.1(b)</b>	<b>The Procuring Agency's Name is:</b> Reform Support Unit, School Education and Literacy Department (RSU-SE&LD), Government of Sindh.	
<b>GCC 1.2.1.</b>	<b>The Contract shall be construed in accordance with the law of:</b> Islamic Republic of Pakistan.	
<b>GCC 1.3.1.</b>	<b>The Language is:</b> English	
<b>GCC 1.4.1.</b>	<b>The addresses are:</b>	
	<b>PROCURING AGENCY:</b>	
	<b>The Name of the PA's official (s)</b>	Junaid Hameed Samo Chief Program Manager (CPM) Reform Support Unit, School Education and Literacy Department Government of Sindh
	<b>The Procuring Agency</b>	Reform Support Unit, School Education and Literacy Department Government of Sindh
	<b>Address</b>	Banglow No. 47/E-1, Street No. 48th, PECHS Block-6, Shahrah-e-Faisal, Karachi
	<b>Telephone</b>	+92 21 33517962
	<b>E-mail Address</b>	<a href="mailto:junaidcpmsu@gmail.com">junaidcpmsu@gmail.com</a>
	<b>CONSULTANT:</b>	
	<b>Attention</b>	
	<b>Consultant's Name</b>	
	<b>Address</b>	
<b>Telephone</b>		
<b>E-mail Address</b>		
<b>GCC 1.5.1.</b>	<b>The services shall be performed at:</b> Designated places / offices as further specified in the TOR.	
<b>GCC 1.6.1</b>	<b>The Member in Charge is:</b> [insert name of member]	





GCC 1.7.1.	<p><b>The Authorized Representatives are:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">For the Procuring Agency (PA)</th> </tr> </thead> <tbody> <tr> <td style="width: 20%;"><b>Attention</b></td> <td>Mr. Mujeeb Rehman Khatri Senior Project Manager (SPM)-RWP/SESP&amp;R Reform Support Unit, School Education and Literacy Department Government of Sindh</td> </tr> <tr> <td><b>Address</b></td> <td>Banglow No. 47/E-1, Street No. 48th, PECHS Block-6, Shahrah-e-Faisal, Karachi</td> </tr> <tr> <td><b>Telephone</b></td> <td>+92 21 33517962</td> </tr> <tr> <td><b>E-mail</b></td> <td><a href="mailto:mujeeb.khatri@rsu-sindh.gov.pk">mujeeb.khatri@rsu-sindh.gov.pk</a></td> </tr> <tr> <th colspan="2" style="text-align: center;">For the Consultant</th> </tr> <tr> <td><b>Attention</b></td> <td></td> </tr> <tr> <td><b>Address</b></td> <td></td> </tr> <tr> <td><b>Telephone</b></td> <td></td> </tr> <tr> <td><b>E-mail</b></td> <td></td> </tr> </tbody> </table>	For the Procuring Agency (PA)		<b>Attention</b>	Mr. Mujeeb Rehman Khatri Senior Project Manager (SPM)-RWP/SESP&R Reform Support Unit, School Education and Literacy Department Government of Sindh	<b>Address</b>	Banglow No. 47/E-1, Street No. 48th, PECHS Block-6, Shahrah-e-Faisal, Karachi	<b>Telephone</b>	+92 21 33517962	<b>E-mail</b>	<a href="mailto:mujeeb.khatri@rsu-sindh.gov.pk">mujeeb.khatri@rsu-sindh.gov.pk</a>	For the Consultant		<b>Attention</b>		<b>Address</b>		<b>Telephone</b>		<b>E-mail</b>	
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CC 1.8.1.	All the taxes and duties including income, service, stamp duty, and those as applicable on the offered services under this contract shall be borne by the Consultant. The applicable taxes shall be deemed as part of the Consultant's total quoted bid.																				
GCC 2.1.1.	The date for effectiveness of contract shall start with effect from the date of agreement signing by both the Parties.																				
GCC 2.1.2.	The Consultant shall commence contractual services within ten (10) days of the agreement signing. Confirmation of the Professional Staff/ Key Experts' availability to start the Assignment shall be submitted to the Procuring Agency in writing (also along with the Proposal) as a written statement signed by each Expert.																				
GCC 2.3.1.	The Contract shall remain effective for six (06) months; however, this stipulated period may be extended at no-cost or without any change in the Contract Price in case of a reasonable delay, acceptable to the Procuring Agency, in the Project's execution subject to the terms and conditions laid down in the RFP.																				
GCC 2.4.1.	Any modification or variation of terms and conditions of this Contract, including any modification or variation of the scope of Services, if required, will be made through an addendum to agreement with mutual consent of both the parties.																				
GCC 3.6.1.	Reporting obligations are: Refer to the TORs for further details.																				
GCC 6.1.1	Successful Consultant, upon seven (7) days of issuance of the Bid acceptance letter, shall require to submit performance security equivalent to 5% of the Contract Price in shape of Bank Guarantee issued by a scheduled bank in Pakistan in favor of "Reform Support Unit, UNICEF Funds". Discharge of the security shall take place within twenty-eight (28) days following satisfactory completion of the PA's performance obligations.																				
GCC 6.3.1.	The Procuring Agency shall release the payments to the Consultant in Pak Rupees. In any case, the payments shall not be made in other than the local currency.																				





GCC 6.5.1.	Payment Milestone	Description	Activities Included	Deliverables Required for Payment
	Advance Payment (10%)	Ten percent (10%) of the total contract price shall be paid on the commencement date against the submission of a demand guarantee for the same amount. This payment is to facilitate initial project mobilization and preparation activities.	N/A	N/A
	Milestone 1: Initial Planning and Workshops	<p>This milestone payment will vary depending on whether the advance payment was taken.</p> <ul style="list-style-type: none"> <li>• <b>If Advance Payment is Taken:</b> 22.5% of the total contract price will be paid upon completion of the activities listed.</li> <li>• <b>If Advance Payment is Not Taken:</b> 32.5% of the total contract price will be paid upon completion of the activities listed.</li> </ul>	<ul style="list-style-type: none"> <li>• Organize a consultative workshop with the High-Level Advisory Council to establish a framework and Code of Conduct for the Children Parliament selection process.</li> <li>• Develop, design, and print a training manual for Children Parliament members.</li> <li>• Conduct a three-day provincial-level orientation, comprehensive training workshops, democratic election process, and oath-taking ceremony for the Children Parliament.</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed workshop report, including agenda, list of participants, minutes, and outcomes.</li> <li>• Established framework and Code of Conduct document.</li> <li>• Completed training manual, printed and digital copies.</li> <li>• Comprehensive training manual and orientation materials.</li> <li>• Documentation of the election process and results.</li> <li>• Photos and videos of the oath-taking ceremony.</li> </ul>
	Milestone 2: District and Provincial Engagement	Payment will be made upon the successful completion of the activities and submission of the required deliverables.	<ul style="list-style-type: none"> <li>• Organize district-level assembly sessions engaging elected Children Parliament members and High-Level Technical Advisory Council (HLTAC).</li> </ul>	<ul style="list-style-type: none"> <li>• Session agendas, minutes, and action items for district and provincial sessions.</li> <li>• Summary report of key discussions and decisions from district-level sessions.</li> </ul>



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		<ul style="list-style-type: none"> <li>• Organize a provincial assembly session on World Children's Day for elected Children Parliament members.</li> <li>• Conduct interactive stakeholder engagement meetings between Children Parliament members and School Management Committees (SMCs).</li> </ul>	<ul style="list-style-type: none"> <li>• Session agenda, minutes, and resolutions for the provincial assembly session.</li> <li>• Media coverage reports and documentation.</li> <li>• Participant attendance records and feedback from stakeholder engagement meetings.</li> </ul>
Milestone 3: Media and Public Engagement	Payment will be made upon the successful completion of the activities and submission of the required deliverables.	<ul style="list-style-type: none"> <li>• Produce a podcast series on interfaith harmony and inclusiveness presented by Children Parliament members.</li> <li>• Organize a one-day Sindh Influencer's Conference on the right to education led by Children Parliament on RTE and the Parliamentary Standing Committee on Education.</li> <li>• Develop and execute a comprehensive digital media campaign strategy to raise awareness about the Children's Parliament project.</li> </ul>	<ul style="list-style-type: none"> <li>• Series of recorded podcast episodes with transcripts.</li> <li>• Conference agenda, speaker list, and session summaries.</li> <li>• Detailed digital media campaign strategy document.</li> <li>• Content calendar and digital assets.</li> <li>• Analytics report on campaign reach and impact.</li> <li>• Media coverage and post-event report for the conference.</li> </ul>
Milestone 4: Review, Evaluation, and IEC Materials	Payment will be made upon the successful completion of the activities and submission of the required deliverables.	<ul style="list-style-type: none"> <li>• Organize orientation and review meetings of the High-Level Technical Advisory Council for developing and tracking the ADAP action plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting agendas, minutes, and action plans from review meetings.</li> <li>• Progress reports and tracking documents.</li> <li>• IEC materials designed and printed.</li> </ul>



*[Handwritten signature]*



			<ul style="list-style-type: none"> <li>• Design and disseminate impactful IEC materials to raise awareness about education rights and social cohesion.</li> </ul>	<ul style="list-style-type: none"> <li>• Distribution plan and records.</li> <li>• Impact assessment report of IEC materials.</li> </ul>
<b>GCC 8.2.1.</b>	Disputes shall be settled by complaint redressal committee define in SPPR 2010 or through arbitration Act of 1940.in accordance with the following provisions:			
<b>GCC 8.2.2.</b>	Firm is bound to achieve targets within CF year if not then the firm has to complete assignment within the same amount of time extends otherwise deduction will be made accordingly.			



*[Handwritten signature in blue ink]*



**DRAFT CONTRACT**

THIS CONTRACT ("Contract") is entered into this [insert starting date of Assignment], by and between [insert PA's name] ("the PA") having its principal place of business at [insert PA's address], and [insert Consultant's name] ("the Consultant") having its principal office located at [insert Consultant's address].

WHEREAS, the Procuring Agency wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

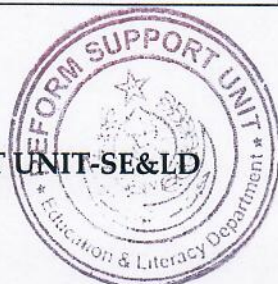
<p><b>1. Services</b></p>	<p>1.1 The Consultant shall perform the services specified in Section V – Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").</p> <p>1.2 The Consultant shall provide the reports listed in Annex B, "Consultant's Reporting Obligations," within the time periods listed in such Annex, and the personnel listed in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.</p>
<p><b>2. Term</b></p>	<p>2.1 The Consultant shall perform the Services during the period commencing [insert start date] and continuing through [insert completion date] or any other period as may be subsequently agreed by the parties in writing.</p>
<p><b>3. Payment</b></p>	<p><b>3.1 Ceiling:</b> For Services rendered pursuant to Section V, the Procuring Agency shall pay the Consultant an amount not to exceed [insert amount]. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.</p> <p><b>3.2 Payment Conditions:</b> Payment shall be made in Pak Rupees (PKR), no later than thirty (30) days following submission by the Consultant of invoices in duplicate to the coordinator designated in paragraph 5.</p>
<p><b>4. Economic Price Adjustment</b></p>	<p>a. Not Applicable</p>
<p><b>5. Project Administration</b></p>	<p><b>5.1 Coordinator:</b> The Procuring Agency designates Mr./Ms. [insert name] as PA's Coordinator; the coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the PA.</p> <p><b>5.2 Timesheets:</b> During the course of their work under this Contract the Consultant's employees providing services under this Contract</p>





	<p>may be required to complete timesheets or any other document used to identify time spent, as instructed by the coordinator.</p> <p><b>5.3 Records and Accounts:</b> The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Procuring Agency reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.</p>
<b>6. Performance Standards</b>	6.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Procuring Agency considers unsatisfactory.
<b>7. Confidentiality</b>	7.1 The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Procuring Agency's business or operations without the prior written consent of the PA.
<b>8. Ownership of Materials</b>	8.1 Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Procuring Agency under the Contract shall belong to and remain the property of the PA. The Consultant may retain a copy of such documents and software
<b>9. Consultant Not to be Engaged in Certain Activities</b>	9.1 The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
<b>10. Insurance</b>	10.1 The Consultant will be responsible for taking out any appropriate insurance coverage for their personnel and equipment
<b>11. Assignment</b>	11.1 The Consultant shall not assign this Contract or Subcontract any portion thereof it without the PA's prior written consent.
<b>12. Law Governing Contract and Language</b>	12.1 The Contract shall be governed by the laws of Islamic Republic of Pakistan or the Provincial Government and the language of the Contract shall be English.
<b>13. Dispute Resolution</b>	13.1 Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940.

FOR THE PROCURING AGENCY	FOR THE CONSULTANT
Signed by	Signed by
Title	Title



*[Handwritten signature in blue ink]*



**APPENDICES**  
**APPENDIX-A. INTEGRITY PACT**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN**

<b>Contract No.</b>	
<b>Dated</b>	
<b>Contract Value</b>	
<b>Contract Title</b>	

**[name of Supplier]** hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, **[name of Supplier]** represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

**[name of Supplier]** certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

**[name of Supplier]** accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, **[name of Supplier]** agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **[name of**





Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

<b>Name of PA</b>	Reform Support Unit, School Education & Literacy Department (RSU-SE&LD), Government of Sindh
<b>Signature</b>	
<b>Seal</b>	
<b>Name of Supplier</b>	
<b>Signature</b>	
<b>Seal</b>	





**APPENDIX B – AFFIDAVIT (NON-BLACKLISTING)**

*[On stamp paper of PKR 200]*

*[To be attested by Oath Commissioner]*

*[Location, Date]*

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

Ref:	COMMUNITY ENGAGEMENT AND SOCIAL MOBILIZATION FIRM TO IMPLEMENT CHILDREN PARLIAMENT ON RIGHT TO EDUCATION (RTE) IN 30 DISTRICTS OF SINDH.
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Dear Sir,

Pursuant to the Request for Proposal document dated [insert the date] in respect of the Project, [Insert Name of the Attorney] hereby represents and warrants that, as of the date of this letter, [Insert Name of Bidder]:

- (a) is not in bankruptcy or liquidation proceedings;
- (b) has not been convicted of, fraud, corruption, collusion or money laundering;
- (c) is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with the obligations under the Consultancy Contract; and
- (d) does not fall within any of the circumstances for ineligibility listed in Section 2.16 (Basic Eligibility Criteria) of the Invitation for Proposal.

Your Sincerely,

Authorized Signature [In full and initials]	
Name and Title of Signatory	
Name of Firm	
Address	





**APPENDIX-C: POWER OF ATTORNEY**

*[On stamp paper of required value]*

*[To be notarized]*

*[Location, Date]*

Know all men by these presents, we, \_\_\_\_\_ [insert name and address of the registered office of the firm] do hereby constitute, appoint and authorize Mr./ Ms. \_\_\_\_\_ [insert name and father name] who is presently employed with us and holding the position of \_\_\_\_\_ as our Attorney, to do in our name and on our behalf, all or any of the acts, deeds or things necessary or incidental to our Bid for providing consultancy services in relation to the Assignment "Community Engagement and Social Mobilization Firm to Implement Children Parliament on Right to Education (RTE)", (the "Project"), including signing, authenticating and submission of application / proposals (technical and financial) and affidavits, participating in conferences, responding to queries, submission of information/ documents and generally to represent us in all its dealings with the School Education & Literacy Department, any other Government entity or any person, in connection with the Project until culmination of the process of bidding and thereafter till the execution of relevant Project documents.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

<b>For and on behalf of [insert name of the relevant Person]</b>			
Authorized Signature [In full and initials]			
Name and Title of Signatory			
Name of Firm			
Address			
<b>Signature of the Attorney</b>			
Name and Title of Signatory			
Address of the Attorney			
<b>Witnesses</b>			
<b>Witness-1</b>		<b>Witness-2</b>	
Signature		Signature	
Name		Name	
CNIC No.		CNIC No.	

