

Terms of References for Hiring of Third Party Firm for Pre and Post Utilization of SSB Utilization

Background

Financial Year 2009-10 District Education Budgets showed that total non salary budget for schools was Rs 800Million. Thus, the schools had an average of Rs 1,300 per month and some of school had Rs300 per month non salary school budgets. Keeping in view the above position , Finance Department (FD) notified Minimum Funding Standards for Schools (MFSS) policy in FY 2011-12 and agreed an increase in Non Salary Budgets of Districts by six times.

Schools Specific Budget (SSB) policy was notified on 16th of May 2011 by the Finance Department under Sindh Education Reforms Program (SERP) - I. The Policy was an outcome of a Working Group formed with representation from the concerned departments/sections of the District and Provincial government. The District Coordination Officers (DCOs), District Education Office-DEO (Finance and Planning) and District Education Officer (DEO) were the representatives from the Districts while the Provincial Government was represented by Secretary Education and Director, Economic Reform Unit (ERU)/Finance Department, Government of Sindh.

School Specific Budget is given to all primary, middle, elementary, high and higher secondary schools in 29 districts of Sindh. Government of Sindh has agreed that only schools with valid SEMIS codes will receive non-salary school specific budgets constructed following the stipulated guidelines. The current formula for school non salary budgets is a function of the school's level (based on financial powers), student enrollment, and number of classrooms.

School Specific Budget is consolidated by taluka levels and distribution of budgets available in the School Specific Budget Annexure of Volume III of Budget Book. The project would essentially be dealing with the drawing and disbursement offices and the command structures. SPPRA rules, budget books and relevant rules and notifications will be the key reference documents.

RSU awarded a contract to M/s Deloitte for capacity building of procurement committees, technical and inspection committees on SSB guidelines and SPP Rules with following objectives:

- Enhance capacity of procurement Committee members and Technical & Inspection Committee members on School Specific Budget to help them perform functions related to procurement, technical and inspection of SSB smoothly.
- Develop and provide standardized procurement related documents/formats to the procurement committees
- Monitor the procurement process at regional level and help the procurement committees to perform their functions in accordance with SPPRA Rules and SSB Guidelines
- Draft NITs, Bidding Documents and Contract agreements for selected vendors/firms and DDOs to regulate the procurement process as per SSB Guidelines and SPPRA Rules.

Scope of work

RSU with consensus of the World Bank intend to monitor the progress and impact of previous contracts of capacity building on members of procurement Committee, Technical and Inspection Committee members. The firm/consultant require to monitors sample schools selected on basis of their budget allocation. The schools which have allocation of more than Rs.1 lac has been selected for Monitoring. Total number of schools is 1579 which have their own cost centers (DDO codes) in all 29 districts mentioned in annexure A.

The selected firm shall monitor the selected schools from each district in following manner:

(i) Pre-Utilization Monitoring

Consulting Firm shall monitor the procurement process at district and school level and help the procurement committees to perform their functions in accordance with SPPRA Rules and SSB Guidelines.

(ii) Post Utilization Monitoring

Firm shall be provided a list of schools after Procurement Process is completed to monitor the procedure /methods used in the procurement process are in line with SPP Rules and the SSB guidelines.

Reporting Requirements

The Monitoring firm shall Conduct field supervision visits of all TEO offices and schools which have utilized the budget includes primary, middle, elementary and secondary/higher secondary schools to cross-verify the validity of reported information, and to recommend to RSU that expenditures incurred have increase in inputs at the school level

Input

Six months assignment from date of commencement

Deliverable:

Deliverable	Timeline	Percent Disbursement
Inception Report		10%
Pre Utilization Report	Immediately after the commencement of the contract	20%
Post utilization Report	2 and half Months from Contract commencement	20%
Impact Assessment and recommendations for improvement	3 months from contract commencement	20%
Final Report	6 Months after commencement of services	30%

Annexure' A'

**LIST OF SCHOOLS FOR PRE UTILIZATION MONITORING OF PROCUREMENT
PROCESS UNDER SSB**

District Name	Primary	Middle	Elementary	Secondary	Hi. Secondary	TOTAL
Badin	3	1	0	7	7	18
Dadu	13	0	0	6	6	25
Ghotiki	25	2	1	13	6	47
Hyderabad	31	43	1	18	3	96
Jacoabad	33	3	1	5	6	48
Jamshoro	25	2	2	28	6	63
Karachi	14	0	3	30	8	55
Kashmore	11	1	0	2	4	18
Khairpur	78	13	77	18	7	193
Larkana	99	10	4	49	14	176
Tharparkar	2	2	0	5	4	13
Mitiari	29	0	1	20	3	53
Mirpurkhas	58	6	6	40	15	125
Naushero Feroz	13	0	1	10	18	42
Shaheed Benazirabad	69	2	10	75	10	166
Sanghar	0	0	0	4	7	11
Kamber Shahdadkot	21	0	0	3	2	26
Shikarpur	41	1	0	28	12	82
Sukkur	26	3	9	37	12	87
Tando M.Khan	3	0	3	4	2	12
Tando Allah Yar	21	3	1	17	5	47
Thatta & Sujawal	24	0	2	15	12	53
Umerkot	10	0	0	2	11	23
Total	649	92	122	436	180	1479