



Elementary & Secondary Education Govt; of Khyber Pakhtunkhwa

Request for Proposal

1. Actions to Strengthen Performance for Inclusive and Responsive Education (ASPIRE) is a World Bank funded results-based program which links disbursement of funds from the World Bank to the federal consolidated fund directly to the achievement of specific program results. Elementary & Secondary Education Department through Project Implementation Unit is a beneficiary organization.
2. Project Director ASPIRE Elementary & Secondary Education (E&SE) Department, Khyber Pakhtunkhwa, GoKP, requires the services of eligible interested firms for the accelerated foundational literacy and numeracy policy for the Khyber Pakhtunkhwa. Detailed scope of services is available link given below.
3. Sealed bids are invited from reputed firms/companies/corporation/corporation's consortium & Joint Ventures registered with Sales Tax, Income Tax & other relevant Govt; Registration Authorities.
4. The applicant firms are advised to submit their proposals through Single stage two envelope in one sealed covering envelope having separately sealed technical and financial proposals to the office of Project Director, PMU Elementary & Secondary Education Department, on payment and official receipt of Rs. 10,000/- (Ten thousand only) non-refundable.
5. All the eligible firms are entitled to submit their proposals individually or in the form of a JV or consortium as per bid data sheet in the RFP document.
6. A firm will be selected under Quality & Cost-Based Selection and procedures described in this RFP, in accordance with the Khyber Pakhtunkhwa Public Procurement Regulatory Authority Act 2012, Procurement Rules 2014 made thereunder.
7. Bid solicitation documents containing complete details relating to details of stipends and eligibility along with detailed terms & conditions of the procurement process can be obtained from the office of the undersigned during office hours till 13/03/2024 against the non-refundable cash payment of Pak Rupees five thousand (Rs. 5000/- PKR). The RFP Documents can also be downloaded from the following official website (www.kpese.gov.pk & www.kppra.gov.pk)
8. A pre-submission conference will be held on 28/02/2024, at 0300 hours, at Conference Room of E&SE Peshawar. The firms are requested to thoroughly study the RFP Documents before pre-bid conference for any clarification of their queries during the said conference
9. The bids shall reach to the Office of the undersigned through registered Dak or Courier Services or by hand through acknowledgement receipt on or before 13/03/2024 at 11:00AM. The bids shall be opened on the same day by the Procurement Committee in the presence of Representatives of the bidders who chose to attend at 02:00 PM, Bid submitted after due date & time shall be treated as non-responsive.
10. The undersigned reserves the right to reject any or all the bids as per provisions contained in KPPRA Procurement Rules 2014

Sd/-
Project Director (ASPIRE),
E&SE Department,
Govt; of Khyber Pakhtunkhwa,
Civil Secretariat Peshawar
Phone No. 091-9210049/9210488

GOVERNMENT OF KHYBER PAKHTUNKHWA



Elementary & Secondary Education Department

REQUEST FOR PROPOSAL (RFP)

FOR

CONSULTANCY SERVICES

Grant In Aid Project titled ASPIRE (2021-25)

For Accelerated Foundational Literacy and Numeracy Policy

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Request for Proposal

Country:	Pakistan
Province:	Khyber Pakhtunkhwa
District:	Khyber Pakhtunkhwa
Source.	Grant in Aid
Project Name:	Actions to Strengthen Performance for Inclusive and Responsive Education (ASPIRE)
Title of consulting	Drafting of Policy regarding Foundational Literacy and Numeracy
Completion Time	Four (4) Months

DEFINITIONS:

- a) "Client" means the Project Management Unit, ASPIRE, E&SE Department, Government of Khyber Pakhtunkhwa
- b) "Firm" means any entity including a Joint Venture that will provide the Services to the Client under the Contract.
- c) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the Special Conditions (SC) by which the GC may be amended or supplemented, and the Appendices.
- d) "Data Sheet" means such part of the Instructions to Firm used to reflect specific assignment conditions.
- e) "Day" means calendar day.
- f) "Government" means the government of Khyber Pakhtunkhwa.
- g) "Instructions to Firm" means the document which provides short listed Firms with all information needed to prepare their Proposals.
- j) "Personnel" means qualified persons provided by the Firm and assigned to perform the Services or any part thereof.
- k) "Proposal" means a technical proposal or a financial proposal, or both.
- l) "QBS" means Quality-Based Selection.
- m) "QCBS" means Quality- and Cost-Based Selection.
- n) "RFP" means this Request for Proposal.
- o) "Services" means the work to be performed pursuant to the Contract.
- p) "SSS" means the Single Source Selection.
- q) "Standard Electronic Means" includes facsimile and email transmissions.
- r) "Sub-Consultants" means any person or entity with whom the Consultant associates for performance of any part of the Services and for whom the Firm is fully responsible.
- s) "Terms of Reference" (TOR) means the document included in the RFP, which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

LETTER OF INVITATION (LOI)

Project Grant No. A03970 Grant in Aid
Location & Date: Project Director, ASPIRE, Elementary & Secondary
Education Department, Civil Secretariat, Police Line
Road, Peshawar.
Dated -----

Name & Address of Consultant: (add names from shortlisted consultants)

Attention:

1. INTRODUCTION

- 1.1 You are hereby invited to submit a technical and a financial proposal for consulting services required for the Assignment named in the attached LOI Data Sheet (referred to as “Data Sheet” hereafter) annexed with this letter. Your proposal could form the basis for future negotiations and ultimately a contract between your firm and the Client named in the Data Sheet.
- 1.2 A brief description of the Assignment and its objectives are given in the Data Sheet. Details are provided in the attached TOR.
- 1.3 The Assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. (When the Assignment includes several phases, continuation of services for the next phase shall be subject to satisfactory performance of the previous phase, as determined and directed by the Client).
- 1.4 The Client (Elementary & Secondary Education Department) has been entrusted the duty to implement the Project as Executing Agency by the (*Government of Khyber Pakhtunkhwa.*) and funds for the project for the phase have been approved and provided in the budget under **PROVINCIAL Lumpsum Grant** for utilization towards the cost of the Assignment, and the Client intends to apply part of the funds to eligible payments under the contract for which this LOI is issued.
- 1.5 To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a

pre-proposal conference if specified in the Data Sheet. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.

1.6 The Client shall provide the inputs specified in the Data Sheet, assist the Firm/Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.

1.7 Please note that:

- i. The cost of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and
- ii. The Client is not bound to accept any of the proposals submitted.
- iii. The applicant firm must provide Proof of Financial soundness for the last three years including Bank Statements and Audit Report duly certified by the external auditors.
- iv. The applicant firm must provide SECP registration certificate and active taxpayer along with proof of renewal for the year 2023-2024, NTN & KPRA Certificate. Failure to do so, may result in the rejection of proposal.
- v. The applicant firm must provide an Affidavit regarding “non-blacklisting & Litigation History on stamp paper” of the applicant firm. Application of firm black listed by any government department will not be considered for Evaluation.
- vi. The applicant firm should possess proven expertise in policy-making, specifically with a track record of successfully formulating policies. A crucial requirement is a minimum of two approved policies, preferably within the education sector, showcased in their professional profile. These policies should reflect the firm's ability to navigate the complexities of policy development and demonstrate a thorough understanding of the intricacies within the educational landscape.
- vii. The Client shall neither be liable for any such actions nor be under any obligation

to inform the bidder of the grounds for rejection/any marking against technical bid, however, may be debriefed if solicited.

- viii. The applicant firms are advised to submit their proposals through **Single stage two envelope** in one sealed covering envelope having separately sealed technical and financial proposals to the office of Project Director, PMU Elementary & Secondary Education Department, on payment and official receipt of Rs. 10,000/- (Ten thousand only) non refundable.
 - ix. All the eligible firms are entitled to submit their proposals individually or in the form of a JV or consortium as per bid data sheet in the RFP document.
 - x. A firm will be selected under **Quality & Cost-Based Selection** and procedures described in this RFP, in accordance with the Khyber Pakhtunkhwa Public Procurement Regulatory Authority Act 2012, Procurement Rules 2014 made thereunder.
- 1.8 An invitation to submit proposals has been sent to the firms as listed/stated in the Data Sheet.
- 1.9 We wish to remind you that in order to avoid conflicts of interest:
- i) Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and
 - ii) Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.

2. DOCUMENTS

- 2.1 To prepare a proposal, please use the attached Forms/Documents listed in the Data Sheet.
- 2.2 Firms requiring a clarification of the Documents must notify the Client, in writing, not later than Ten (10) days before the proposal submission date. Any request for clarification in writing, or by cable, telex or telefax shall be sent to the Client's address

indicated in the Data Sheet. The Client shall respond by cable, telex or telefax to such requests and copies of the response shall be sent to all invited Firms.

- 2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment shall be sent in writing or by cable, telex or telefax to all invited consulting firms and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. PREPARATION OF PROPOSAL

- 3.1 You are requested to submit a technical and a financial proposal. Your proposal shall be written in English language.

Technical Proposal

You are requested to ensure that its technical proposal comprehensively addresses all the aspects for the development of the Literacy and Numeracy Policy. The proposed methodology should clearly outline the approach, including a thorough literature review, stakeholder engagement, benchmarking best practices, and a robust iterative refinement process. The timeline should be presented in a Gantt chart format, providing a visual representation of key milestones and activities over a specified duration.

The proposal should elaborate on the qualifications and experience of the team members, emphasizing their expertise in policy development. Utilization of advanced tools and technologies for data collection, analysis, and reporting should be clearly articulated. If external support is envisioned, the integration strategy should be flexible and responsive to project needs. Data collection, Research and analysis methodologies should align with the unique requirements of policy development, with a focus on an iterative refinement process driven by stakeholder feedback. Quality assurance mechanisms, including internal review processes and compliance checks, should be detailed. Reporting and documentation aspects should be addressed, encompassing regular interim progress reports and a comprehensive final report. Risks associated with the project should be identified, and strategic mitigation measures should be proposed, demonstrating a proactive approach to ensuring project success.

- 3.3 In preparing the technical proposal, you are expected to examine all terms and

instructions included in the Documents. Failure to provide all requested information shall be at your own risk and result in rejection of your proposal.

3.3 During preparation of the technical proposal, you must give particular attention to the following:

i) If you consider that your firm does not have all the expertise for the Assignment you may obtain a full range of expertise by associating with other firms or entities. You may also utilize the services of expatriate experts but only to the extent for which the requisite expertise is not available in any Pakistani Firm. You may not associate with the other firms invited for this Assignment unless specified in the Data Sheet.

ii) The firms are allowed to constitute a joint venture or consortium and may participate in the competitive process. It is however advised that the national firm shall be the lead partner whereas the partners can be national or international firms. The standard instructions in terms of weightages shall govern the JV or Consortium.

iii) The estimated number of key professional staff-months required for the Assignment is stated in the Data Sheet. Your proposal should be based on a number of key professional staff-months substantially in accordance with the above number. However you may propose changes in the light of your experience through your comments on the TOR.

iv) The key professional staff proposed may be fully dedicated for the assignment and be available till finalization of the consulting services.

v) Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment. The minimum required experience of proposed key staff shall be as listed in the Data Sheet.

vi) No alternative to key professional staff may be proposed, and only one curriculum vitae (CV) may be submitted for each position.

vii) Study reports must be in the English Language. Working knowledge of the national language by the firm's personnel is recommended. The knowledge of the regional language where the Assignment is located will be considered additional qualification and additional weightages shall be awarded.

3.4 Your technical proposal shall provide the following and any additional information, using the formats attached in Appendix 1:

I-Form-1 A brief description of Profile organization and an outline of recent Five Years experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff provided, duration, contract amount and firm's involvement.

I-Form-2 A list of projects presently being under taken by the Firm and expertise-wise total number and number of staff deployed on the projects being presently under-taken.

I-Form-3 Firm's understanding of the objectives of the project, their approach towards the assignment and a description of methodology that the consultants propose to perform on the activities and completion of the assignment.

I-Form-4 Any comments or suggestions on the TOR;
The Firm's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR.

I-Form-5 CVs recently signed by the proposed key professional staff. Key information should include number of years with the firm, and degree of responsibility held in various assignments especially during the last five (5) years.

I-Form-6 A monthly work plan, illustrated with a bar chart of activities and graphics showing monthly activities like consultaions, research, FGDs, and KIIs.

I-Form-7 A work plan and time schedule for the key personnel also showing the total number of person-months by each key person.

I-Form-8 The composition of the proposed staff team, the tasks which would be assigned to each staff members and their positions.

11. Any additional information as requested in the Data Sheet.

3.5 The technical proposal shall not include any financial information. The Firm's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR shall be included in the technical proposal.

Financial Proposal

- 3.6 The financial proposal should list the costs associated with the Assignment. These normally cover remuneration for staff in the field and at headquarters, per diem, housing, transportation for mobilization and demobilization, services and equipment (Office equipment furniture and supplies), printing of documents, surveys and investigations. These costs should be broken into foreign (if applicable) and local costs. Your financial proposal should be prepared using the formats attached as Appendix 2 i.e. Form Nos. 6. Your financial proposal shall clearly state the amount for design phase and supervision phase separately.
- 3.7 The Firm 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
- 3.8 Costs may be expressed in currency(ies) listed in the Data Sheet

4. SUBMISSION OF PROPOSALS

- 4.1 You shall submit one original technical proposal and one original financial proposal and the number of copies of each indicated in the Data Sheet. Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All technical proposals shall be placed in an envelope clearly marked "Technical Proposal" and the financial proposals in the one marked "Financial Proposal". These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."
- 4.2 In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and shall be signed by the authorized Consultant's representative. The representative's authorization shall be confirmed by a written power of attorney accompanying the proposals. All pages of the technical and financial proposals shall be initialed by the person or persons signing the proposal.
- 4.3 The proposal shall contain no interlineation or overwriting except as necessary to correct errors made by the Firms themselves. Any such corrections shall be initialed by the person or persons signing the proposal.

4.4 The completed technical and financial proposals shall be delivered on or before the time and date stated in the Data Sheet.

4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, you shall keep available the professional staff proposed for the assignment. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

5. PROPOSAL EVALUATION

5.1 A two-envelope procedure shall be adopted in ranking of the proposals. The technical evaluation shall be carried out first, followed by the financial evaluation. Firms shall be ranked using a combined technical/financial score.

Technical Proposal

5.2 The evaluation committee appointed by the Client shall carry out its evaluation, applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal shall be attributed a technical score (St). Firms scoring less than seventy (70) percent points shall be rejected and their financial proposals returned unopened.

Financial Proposal

For Quality cum Cost Based Selection

5.3 The financial proposals of the consulting firms scoring more than 70%, on the basis of evaluation of technical proposals shall be opened in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The Client shall inform the date, time and address for opening of financial proposals as indicated in the data Sheet. The total cost and major components of each proposal shall be publicly announced to the attending representatives of the firms.

5.4 The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) among the three shall be given a financial score (Sf) of 100 points. The financial scores of the proposals shall be computed as follows:

$$S_f = \frac{100 \times F_m}{F}$$

F

(F = amount of specific financial proposal)

- 5.5 Proposals, in the quality cum cost based selection shall finally be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T- the weight given to the technical proposal, P = the weight given to the financial proposal; and $T+P=1$) indicated in the Data Sheet:

$$S = S_t \times T \% + S_f \times P\%$$

6. NEGOTIATION

- 6.1 Prior to the expiration of proposal validity, the Client shall notify the successful Firm that submitted the highest ranking proposal in writing, by registered letter, cable telex or facsimile and invite it to negotiate the Contract.
- 6.2 Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.
- 6.3 Negotiations shall commence with a discussion of your technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have made to improve the TOR. Agreement shall then be reached on the final TOR, the staffing, and the bar charts, which shall indicate activities, staff, periods in the field and in the home office, staff months, logistics and reporting.
- 6.4 Changes agreed upon shall then be reflected in the financial proposal, using proposed unit rates (no negotiation of the staff month rates).
- 6.5 Having selected Firms on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the proposal. Prior to contract negotiations, the Client shall require assurances that the staff members will be actually available. The Client shall not consider substitutions of key staff except in cases of un-expected delays in the starting date or incapacity of key professional staff for reasons of health.
- 6.6 The negotiations shall be concluded with a review of the draft form of the contract. The Client and the Firm shall finalize the contract to conclude negotiations. If negotiations

fail, the Client shall invite the Firm that received the second highest score in ranking to Contract negotiations. The procedure will continue with the third in case the negotiation process is not successful with the second ranked consultants.

7. AWARD OF CONTRACT

7.1 The contract shall be awarded after successful negotiations with the selected Consultants and approved by the competent authority. Upon successful completion of negotiations/initialling of the draft contract, the Client shall promptly inform the other Consultants that their proposals have not been selected.

7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

8. CONFIRMATION OF RECEIPT

8.1 Please inform the Client by telex/facsimile courier or any other means:

- i) that you received the letter of invitation;
- ii) whether you will submit a proposal; and
- iii) if you plan to submit a proposal, when and how you will transmit it.

LETTER OF INVITATION (LOI)

DATA SHEET

- 1.1 **The name of the Assignment is : Drafting of Accelerated Foundational Literacy and Numeracy Policy under Grant in Aid Project titled ASPIRE.**

The name of the Client is : ASPIRE, Elementary & Secondary Education
Department, Khyber Pakhtunkhwa

- 1.2 The description and the objectives of the Assignment are: **Drafting of Accelerated Foundational Literacy and Numeracy Policy (Details are provided as per attached TOR's)**

- 1.3 Phasing of the Assignment (if any): **N/A**

- 1.4 Pre-Proposal Conference: Yes () No
if yes, indicate date, time and venue.

28-02-2024 , 03:00 Pm at the Committee Room of Elementary & Secondary
Education Department, Civil Secretariat, Police Line Road Peshawar

- 1.5 The Documents are: LOI, Data Sheet, Technical & Financial Proposal forms
TOR/Background information, Draft Form of Contract, Sample formats /
Appendices etc.

1.6 The address for seeking clarification is: ***Project Director, ASPIRE, Elementary & Secondary Education Department, Civil Secretariat, Peshawar.***

1.7 (i) A short-listed firm may associate with another short-listed firm.

Yes No

(ii) The sub-contractor shortlisted by client may participate in several proposals

Yes No

(iii) The estimated number of key professional staff months is: Attached as Annexure-A.

(v) The minimum required experience of proposed Key staff is]:

S.No.	Positon	Minimum Acadmic Qulaification	No. of Years of Professional Experience	No. of Years of Professional Experience in similar projects	Minimum No. of similar project for specific expertise
1	Policy Development Lead	Atleast Masters in realvant field.	15	10	3
2	Policy Coordinator	Atleast Masters in realvant field.	8	4	2
3	Eudcation Expert-Currinculum	Atleast Masters in realvant field.	15	10	2
4	Eudcation Expert-EPM	Atleast Masters in realvant field.	15	10	2
5	Legal Expert	Atleast Masters in realvant field.	10	5	2
6	M&E Specialist	Atleast Masters in realvant field.	8	3	0

1.8 Training is an important feature of this Assignment:.

Yes No

- 1.9 The number of copies of the Proposal required is: One original.
- 1.10 The address for writing on the proposal is :
Project Director, ASPIRE, Elementary & Secondary Education Department, Civil Secretariat, Police Line Road Peshawar.
 Telephone: Cable:

Telex: _____

Facsimile: _____

- 1.11 The date and time of proposal submission are: As per NIT

- 1.12 Validity period of the proposal is (days, date): 90 days

The location for submission of proposals is: **Project Director, ASPIRE, Elementary & Secondary Education Department, Civil Secretariat, Police Line Road Peshawar.**

- 1.13. The points given to each category of evaluation criteria are:

FIRM EVALUATION CRITERIA		
1.	FIRM PROFILE	15
	<p>A. Years of existence (5 Marks)</p> <p>i. Years of incorporation, more than 10 years = 5 marks</p> <p>ii. Years of incorporation, more than 05 years = 3 marks</p> <p>iii. Years of incorporation, more than 02 years = 2 marks</p> <p>B. Public Sector Clients (Marks)</p> <p>i. More than 05 Clients = 10 marks</p> <p>ii. Less than 05 Clients = 05 Mark</p>	
2.	PAST EXPERIENCE	20
	<p>Supported by following documents:</p> <ul style="list-style-type: none"> • Policy study & development • Logframe development • Law/Rules/Regulations development • Training development & Implementation • Course/Curriculum development • Education policies development and implementation 	<p>Only five best firms/organizations would be considered. Each firm/organization will be scored as under:</p> <p>i. Policy development - 4 Marks per policy development for a maximum of 02 policies</p> <p>ii. Logframe development 04 marks per activity with a maximum of 04 document</p> <p>iii. Law/Rules/Regulations development 4 marks per activity with a maximum of 03 activities</p> <p>Course/Curriculum development</p> <p>Education policies development and implementation 4 marks per activity with a maximum of 03 activities</p>

		•	
3.	FUNDS MANAGEMENT CAPACITY		10
	Accumulative Financial Turn Over last three Financial Years (2021,2022 & 2023)	<ul style="list-style-type: none"> • Rs. 50 million or more • Rs. 25 million to less than Rs. 50 million • Rs. 10 million to less than Rs. 25 million 	10 07 05
4.	HUMAN RESOURCE CAPACITY		40
	Attached Updated CVs & Degrees	Policy Development Lead (At least Masters in relevant field) <ul style="list-style-type: none"> • Policy Development Lead with of 15 years of overall experience and 10 years of relevant experience- 10 marks • Policy Development Lead with of 10 years of overall experience and 05 years of relevant experience– 5 marks • Policy Development Lead with of 07 years of overall experience and 03 years of relevant experience– 2 marks • 	12
		Policy Coordinator (At least Masters in relevant field) <ul style="list-style-type: none"> • Policy Coordinator with of 08 years of overall experience and 04 years of relevant experience- 10 marks • Policy Coordinator with of 06 years of overall experience and 03 years of relevant experience– 5 marks • Policy Coordinator with of 04 years of overall experience and 02 years of relevant experience– 2 marks 	05
		Education Expert Curriculum (At least Masters in relevant field) <ul style="list-style-type: none"> • Education Expert Curriculum with of 15 years of overall experience and 10 years of relevant experience- 10 marks • Education Expert Curriculum with of 10 years of overall experience and 05 years of relevant experience– 5 marks • Education Expert Curriculum with of 07 years of overall experience and 03 years of relevant experience– 2 marks 	08

		<p>Education Expert EPM (At least Masters in relevant field)</p> <ul style="list-style-type: none"> • Education Expert EPM with of 15 years of overall experience and 10 years of relevant experience- 10 marks • Education Expert EPM with of 10 years of overall experience and 05 years of relevant experience– 5 marks • Education Expert EPM with of 07 years of overall experience and 03 years of relevant experience– 2 marks 	08
		<p>Legal Expert (At least Masters in relevant field)</p> <ul style="list-style-type: none"> • Legal Expert with of 10 years of overall experience and 05 years of relevant experience- 10 marks • Legal Expert with of 08 years of overall experience and 04 years of relevant experience– 5 marks • Legal Expert with of 05 years of overall experience and 02 years of relevant experience– 2 marks 	07
5.	Technical Approach and Operational Methodology Understanding of the Assignment, Tasking and Alignment of the Proposal With The RFP	10	
	Work Plan / Operationalization Plan Innovative ideas & suggestions presented on TORS		
6.			05
	TOTAL		100

- The minimum qualifying technical score [70] Points.
Total Marks (Technical Criteria + Financial Criteria): TM: 70 + 30 =100

1.14 The date, time and address of the financial proposal opening are:-

Expected date and address for Financial Proposal opening will be notified after Technical Evaluation of proposal. The Financial proposal shall be opened in presence of authorized representative of Firms.

1.15 The weights given to the Technical and Financial Proposals are:-

Technical: 0.7
Financial : 0.3

1.16 The Assignment is expected to commence on:-

Date: By the end of -----
Location: **Khyber Pakhtunkhwa**

Sincerely,

Project Director
ASPIRE, Elementary & Secondary
Education Department
Civil Secretariat Peshawar.
Phone No. 091-9210049/9210488

Enclosures

- Sample Forms for:-
 - Technical Proposal
 - Financial Proposal
- Terms of Reference
- Contract for Engineering Consultancy Services

STANDARD FORMS

APPENDIX-I

TECHNICAL PROPOSAL FORMS

Form 1

FIRM'S REFERENCE

Relevant Services Carried Out in the Last Five Years Which Best Illustrate Qualifications

Using in the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm:
Name of Client:		No of Staff:
Address:		No of Staff Months:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current USD/Rs.)
Name of Associated Firm (s), if any:		No. of Months of Professional Staff Provided by Associated Firm(s)
Name of Senior Staff (Project Director/Co-ordinator, Team Leader) involved and functions performed:		
Narrative Description of Project		
Description of Actual Services Provided by Your Staff		

Consultants' Name: _____

PRESENT STAFF DEPLOYMENT

(As of _____)

Major Project(s) Presently Undertaken		
Project Name	Location	Associates(s)

Field of Expertise	Total Number of Permanent Staff	Staff Assigned to Above Projects

***APPROACH PAPER ON METHODOLOGY PROPOSED
FOR PERFORMING THE ASSIGNMENT***

Approach and Methodology proposed by the firm to carry out the assignment is sub divided in to several areas According to TORs

COMMENTS/SUGGESTIONS OF CONSULTANT

On the Terms of Reference (TOR)

1.

2.

3.

4.

5.

6.

Etc.

On the data, services and facilities to be provided by the Client indicated in the TOR:-

1.

2.

3.

4.

5.

Etc.

Form 5

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF

1. Proposed Position: _____
2. Name of Firm: _____
3. Name of Staff: _____
4. Profession: _____
5. Date of Birth: _____
6. Years with Firm: _____
7. Nationality: _____
8. Detailed Tasks Assigned on the Project: _____

9. Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to one page].

10. Education:

[Summarize college/university and other specialized education of staff member, giving names of institutions, dates attended and degrees obtained.]

11. Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.

12. Languages:-

[Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor].

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe myself, my qualifications and my experience.

Signature of Staff Member

Date: _____
Day/Month/Year

WORK PLAN/ACTIVITY SCHEDULE

Detail of Activities	Monthly Programme from date of assignment (in the form of a Bar Chart)			
	1	2	3	4

WORK PLAN AND TIME SCHEDULE FOR KEY PERSONNEL

Name	Position	Months (in the form of a Bar Chart)				Number of Months
		1	2	3	4	

Full Time: _____

Part Time: _____

Activities Duration _____

Yours faithfully,

Signature _____
 (Authorized Representative)

Full Name _____

Designation _____

Address _____

***COMPOSITION OF THE TEAM PERSONNEL AND THE TASKS TO
BE ASSIGNED TO EACH TEAM MEMBER***

1. Technical/Managerial Staff

Name	Position	Task Assignment

2. Support Staff

Name	Position	Task Assignment

APPENDIX-II

FINANCIAL PROPOSAL FORMS

Form 1

BREAKDOWN OF RATES FOR CONSULTANCY CONTRACT

Project Title -----

Source of Fund/Detail. _____

**SUMMARY OF COST OF CONSULTANT/FIRM'S FOR DESIGN
STAGE**

S.N o.	Task to be accomplished	Payments (of the total Consultancy cost)	Timelines
1.	Desk Review & Inception Report	15%	2 weeks
	Stakeholder Consultation and Engagement Plan submission.	10%	1 weeks
2	Consultations, Workshops with stakeholders, sample based students assessment, FGDs, KIIs <ul style="list-style-type: none"> • Analysis of Qualitative and Quantitative data. • Presentation and key findings based on data • Submission of initial policy draft 	40%	8 weeks
3.	Submission Final Draft of Policy.	20%	2 weeks
4.	Approval of Policy.	10%	2 weeks
5.	Financial Closure	5%	1 weeks
			Total: 16 weeks

Final cost (in figure)
(in words)

Dated ___/___/_____

Chief Executive/Autorized Signature & Seal _____

Address of the company _____

[Form 6 shall be submitted on Company letter head and signed by chief Executive or Authorized Agent]

TERMS OF REFERENCE

The Firm will provide services during design and supervision phases as per Terms of References mentioned below.

Terms of Reference (TOR) for the Development of Literacy and Numeracy Policy

Background:

The Elementary and Secondary Education Department (E&SED) of the Government of Khyber Pakhtunkhwa (KPK) is embarking on a significant initiative to enhance the educational landscape within the region. Recognizing the fundamental role of literacy and numeracy in shaping a strong foundation for learning, the department is actively seeking qualified firms to undertake the development of a comprehensive Literacy and Numeracy Policy.

The motivation behind this effort is rooted in the department's commitment to aligning educational frameworks with constitutional mandates and international standards. Article 25-A of the Constitution of Pakistan guarantees the right to education for every child, emphasizing the government's responsibility to provide free and compulsory education to children aged 5 to 16 years.

The principal goal is to create a strategic policy framework that addresses current challenges and gaps in literacy and numeracy education. By doing so, the E&SED aims to improve access, enhance educational quality, and foster student retention throughout elementary and secondary education levels. The policy development process will actively engage educators, parents, community members, and other stakeholders, ensuring that diverse perspectives contribute to the formulation of an inclusive and effective policy. The envisioned policy will not only adhere to constitutional mandates but also strive to elevate educational standards, making KPK a beacon for best practices in literacy and numeracy education. Through this initiative, the E&SED seeks to foster a learning environment that equips students with essential skills, paving the way for personal and societal advancement within the region.

Objectives: The development of a comprehensive Literacy and Numeracy Policy by the Elementary and Secondary Education Department (E&SED) of the Government of Khyber Pakhtunkhwa (KPK) is driven by four key objectives.

1. Firstly, the initiative aims to **improve access** to quality education, ensuring that every student, regardless of socio-economic background or geographic location, has equitable opportunities for learning. This inclusivity is essential for addressing disparities and ensuring that education is accessible to all.
2. Secondly, the focus is on **quality enhancement** in literacy and numeracy education.

Annexure -2 to Section 2

The initiative seeks to elevate educational standards by implementing evidence-based strategies and innovative teaching methodologies. Continuous improvement is emphasized, fostering a dynamic learning environment that meets evolving educational needs.

3. The third objective revolves around the development and implementation of effective **retention strategies**. Recognizing the challenges associated with dropout rates, particularly during the transition from elementary to secondary education, the initiative aims to identify and implement measures that encourage continuous learning and reduce attrition.
4. Lastly, the initiative is committed to **improving literacy and numeracy standards** to meet basic educational benchmarks. By aligning with global best practices and standards, KPK endeavors to enhance the foundational skills of students, ensuring that literacy and numeracy education meets and exceeds basic standards,

Scope of Work:

The scope of work for the development of the comprehensive Literacy and Numeracy Policy by the selected firm entails a multifaceted approach encompassing various critical aspects. The scope is designed to achieve the overarching objectives outlined by the Elementary and Secondary Education Department (E&SED) of the Government of Khyber Pakhtunkhwa (KPK).

1. Literature Review:

Conduct an extensive review of existing literature on literacy and numeracy policies globally, with a focus on best practices, challenges, and innovations. Synthesize insights from academic research, policy documents, and relevant publications to inform the policy development process.

2. Stakeholder Engagement:

Facilitate meaningful consultations with key stakeholders, including educators, parents, community members, and educational experts. Employ diverse engagement strategies such as focus group discussions, surveys, and interviews to gather insights and perspectives on literacy and numeracy needs.

3. Benchmarking Best Practices:

Identify and benchmark against international best practices in literacy and numeracy education. Analyze successful models and strategies implemented in other regions to extract valuable lessons applicable to the KPK context.

4. Drafting Initial Policy Document:

Develop an initial draft of the Literacy and Numeracy Policy, incorporating findings from the literature review, stakeholder consultations, and benchmarking exercises. Ensure that the policy aligns with constitutional mandates, international standards, and the specific educational needs of KPK.

5. Final Policy Document:

Prepare a finalized Literacy and Numeracy Policy document ready for implementation. Ensure that the policy reflects the input of stakeholders, addresses identified challenges, and aligns with the educational goals and standards set by the E&SED.

6. Documentation and Reporting:

Provide regular progress reports to the E&SED, detailing milestones achieved, challenges encountered, and solutions proposed.

Present a comprehensive final report summarizing the entire policy development process, including key findings, stakeholder engagements, and the finalized policy document.

Deliverables:

The development of the comprehensive Literacy and Numeracy Policy will involve the creation and submission of several key deliverables, each contributing to the overall success of the initiative. The selected firm is expected to provide the following:

1. **Interim Report with Literature Review Findings:**
 - A detailed report synthesizing insights from the literature review, highlighting key findings, best practices, challenges, and innovations in global literacy and numeracy policies.
2. **Stakeholder Feedback Reports:**
 - Reports summarizing the outcomes of stakeholder consultations, capturing diverse perspectives, concerns, and recommendations gathered through focus group discussions, surveys, and interviews.
3. **Updated Policy Document Reflecting Stakeholder Input:**
 - An updated version of the Literacy and Numeracy Policy, incorporating constructive feedback received during stakeholder feedback sessions. This iteration should demonstrate responsiveness to stakeholder concerns and needs.
4. **Finalized Literacy and Numeracy Policy Document:**
 - A polished and comprehensive final policy document ready for implementation. This document should reflect the refined policy framework, align with constitutional mandates, adhere to international standards, and address specific educational needs in Khyber Pakhtunkhwa.

CONTRACT FOR CONSULTANCY SERVICES

Qualification and Experience of Consultant's Key personnel

Firm will assign adequately qualified personnel to carry out the implementation of project as described in TOR. Man-month input for which are indicated in **Part-I** of this **Annexure**. In particular, the key personnel should possess the qualifications and experience as indicated in following.

1. Policy Development Lead

The Policy Development Lead is expected to hold a Master's degree in a relevant field, such as Public Policy, Education Policy, or a related discipline. Essential to the role is substantial experience in spearheading projects analogous to the development of educational policies, with a proven track record of successfully conducting similar assignments in collaboration with both government and non-government organizations. This comprehensive experience equips the candidate with an intricate understanding of the intricacies involved in policy formulation and ensures an adept ability to navigate complex stakeholder environments. The Policy Development Lead's academic proficiency, coupled with their practical expertise, positions them as a capable leader in steering the development of the Literacy and Numeracy Policy. Their role is pivotal in shaping a policy framework that aligns with governmental objectives, meets educational standards, and addresses the diverse needs of stakeholders within the Khyber Pakhtunkhwa educational landscape.

2. Policy Coordinator

The ideal candidate for the role of Policy Coordinator should hold a Master's degree in a relevant field such as Public Administration, Policy Studies, or a comparable discipline. Moreover, the candidate should bring a wealth of experience, particularly in conducting assignments akin to the development of educational policies, ideally with both government and non-government organizations. Demonstrated expertise in coordinating similar projects ensures a nuanced understanding of the complexities involved in policy development, while prior engagements with government bodies and non-profit organizations underscore the candidate's ability to navigate diverse stakeholder landscapes. This combination of academic proficiency and practical experience equips the Policy Coordinator to effectively lead the coordination of the Literacy and Numeracy Policy Development project, ensuring its successful implementation in alignment with governmental and educational objectives.

3. Education Experts- Curriculum

The Education Expert for Curriculum Development is required to possess a Masters. in Education, specializing in curriculum design or a closely related field. Beyond academic qualifications, the ideal candidate should demonstrate a substantial history of leading initiatives akin to curriculum development, showcasing expertise in collaborating with both governmental and non-governmental entities. This seasoned professional brings a wealth of experience, ensuring a nuanced understanding of educational systems and pedagogical approaches. The candidate's extensive background, coupled with a strong educational foundation, positions them to effectively spearhead the development of a tailored curriculum for the Literacy and Numeracy Policy. This comprehensive curriculum will align with academic standards, cater to the diverse needs of Khyber Pakhtunkhwa's educational landscape, and contribute significantly to achieving the project's overarching objectives.

4. Education Experts- EPM

The Education Expert for Educational Planning and Management is expected to hold a Masters in Education, specializing in educational planning or a closely related field. This distinguished academic qualification is complemented by a proven track record in leading initiatives similar to educational planning and management, with a demonstrated history of collaboration with both governmental and non-governmental organizations. The candidate's extensive experience reflects a deep understanding of educational systems, planning methodologies, and effective management practices. With a solid academic foundation and practical expertise, the Education Expert is well-positioned to spearhead the development of robust educational planning and management strategies within the framework of the Literacy and Numeracy Policy. Their role is critical in ensuring the alignment of educational initiatives with overarching policy objectives, fostering organizational efficiency, and contributing to the enhancement of educational quality in Khyber Pakhtunkhwa..

5. Legal Expert

The Legal Expert sought for the Literacy and Numeracy Policy Development project should possess a minimum of a Master's degree in Law or a relevant field. The ideal candidate must demonstrate a proven professional record with substantial experience in providing legal expertise in policy design and implementation, particularly within the education sector. Proficiency in navigating legal considerations related to policy development is essential. The Legal Expert should be well-versed in collaborating with government entities and possess a comprehensive understanding of the complexities within the educational landscape.

6. Monitoring and Evaluation Specialist

The Monitoring and Evaluation (M&E) Specialist for the Literacy and Numeracy Policy Development project should hold a minimum of a Master's degree in Monitoring and Evaluation, Statistics, or a related field. The successful candidate must demonstrate a proven professional record with substantial experience in designing and implementing M&E frameworks, particularly within the education sector. Proficiency in developing and implementing effective monitoring systems, data collection, and impact assessment is essential. The M&E Specialist should possess strong analytical skills and the ability to ensure that policies align with set standards.