

Terms of Reference

Hiring of Firm for Designing, Printing, Delivery, and logistics support for implementation of Literacy and Numeracy Assessment (LaNA)

Project Context and Background:

Actions to Strengthen Performance for Inclusive and Responsive Education Program (ASPIRE) is part of the World Bank's COVID-19 Education support package in Pakistan and helps the Government of Pakistan (GoP) in the immediate response to the COVID-19 crisis and supporting education systems in becoming more responsive, resilient, and inclusive. The ASPIRE program is implemented by the Ministry of Federal Education and Professional Training (MoFEPT) in close coordination with provincial departments of education and aims to support the GoP to (i) respond to school disruptions caused by the COVID-19 pandemic; (ii) recover access and improve education quality; and (iii) enhance sector resilience through better coordination, with a focus on disadvantaged areas and vulnerable populations. Under ASPIRE, participation in an international assessment that includes competencies in math and language is a Disbursement Linked Result (DLR 12.3). On behalf of the Government of Pakistan (GoP), the National Assessment Wing (NAW) of Pakistan Institute of Education (PIE) has signed an agreement with IEA for participating in the Literacy & Numeracy Assessment (LaNA) study.

Supported by the ASPIRE program, this study will provide data for effective policy linking decisions related to the Sustainable Development Goal(s) (SDG 4.1.1.b); providing data on two basic indicators of SDG 4.1.1.b. i.e. numeracy and literacy at the end of Primary Level. The study will be carried out in schools (both public and private) across the country and all the segments of society will be represented in the study. Participation in LaNA study will provide an opportunity for education systems of all the contributing countries to compare their students' achievement in literacy and numeracy internationally. The Study is particularly designed for developing countries because it is being conducted in paper-pencil mode.

What is LaNA?

LaNA, the IEA's Literacy and Numeracy Assessment, is targeted to assess students at the end of primary school in Low- and Middle-Income Countries (LMICs) and delivers high-quality data identifying strengths and weaknesses in education systems as a basis for evidence-based education policies.

The LaNA study can serve as a steppingstone for participation in future TIMSS and PIRLS cycles for developing countries. Participation in LaNA provides education systems with valuable experience in assessment planning, design, implementation, administration, and reporting. LaNA is designed so that student achievement may finally be linked to the TIMSS/ Numeracy 2015 and PIRLS/ Literacy 2016 assessments. Therefore, by participating in LaNA, education systems will have the opportunity to compare their students' numeracy and literacy achievement on an international scale. Furthermore, conducting student assessment will enable countries to provide literacy and numeracy achievement data in both national and globally comparable context.

The objectives of LaNA are:

- Reporting on SDG4.1.1.b. (Literacy and Numeracy)
- Comparison of literacy and numeracy achievement internationally.
- Fulfilment of International commitment being a signatory of SDG.4.1.1.
- Facilitation in policy linking decision.
- Providing a foundation for digitalization in assessment.

Scope of Activity

Project Coordination Unit (PCU-MoFEPT) invites firms for implementation of LaNA activities in provinces and federal areas (GB, AJK and ICT). The following activities will be carried out (details provided in the schedule of requirement table below):

- Design and type-setting of booklets and other items in In-Design
- Large-scale Printing of booklets, forms etc
- Provision of Stationery and relevant items for LaNA implementation
- Packing and Dispatching of material to 18 centers across the country
- Refreshment arrangement for STF and TA Training for participants in regional centers
- Collection/Returning of material from 384 participating schools and delivery of material to PIE Islamabad
- Payment of incentive to teachers for STF and CLF form filling
- Data Entry of test items in software proposed by PIE

Final List of Schools/Number of TAs will be provided at the time of Award of Contract, currently tentative estimated number of TAs /Students is provided. The detailed schedule of requirements is provided in the document below.

This firms' responsibilities are to:

- Consult with the Pakistan Institute of Education (PIE) and PCU-MoFEPT to develop a plan for designing, printing, delivery and collection of items, payments to private school teachers, and data entry
- Designing and composing of printing material as per the requirements of PIE on InDesign Software. Samples will be shared with PIE and all soft copies of the items will be provided. Secrecy of the assessment items will be strictly maintained throughout the assignment. RTF files, word files, and PDF files to be delivered to PCU-MoFEPT and PIE.
- Procure supplies include stationery items such as Pencil, Sharpeners, Pouches, Sacks, Cloth Bags, Envelops etc.
- Package the printing and stationery materials to 384 schools across the country. (Packaging guidelines will be shared with firm by PIE once the assignment commences.)
- Share the material delivery plan with relevant stakeholders
- Dispatch the printing and stationery materials to the centers across the country and maintain proper documentation including delivery chalans, Bank records, and other relevant documents
- Arrange refreshments (Tea and Lunch) for participants of STF and TA training in regional centers

Verify the full package of materials delivered to schools with Test Administrator (TAs) to ensure all materials required are complete per the school material checklist. Obtain the TA's acknowledgment on a receipt form, finalized with the PIE.

Collect and return the completed assessments from schools and deliver to PIE within one week of administration of assessments in schools.

Accurate and timely data entry of completed assessments on the software provided by PIE to the satisfaction of NAW-PIE

Payment of incentive to private school teachers for participation in SLF and CLF forms

Stakeholders

The firm will work closely with the NAW-PIE, PCU-MoFEPT and Provincial Assessment Centers, TAs for successful completion of activity in a timely manner.

DURATION OF THE CONTRACT

Duration of the assignment will be till Jan, 2024 or end of assignment

Eligibility Criteria

- I. Annual turnover of a minimum PKR 5 Million maintained during the last 3 year
- II. Registration with National Authorities (SECP,FBR,)with an active income tax and sales service tax status
- III. Minimum 5 years of experience in providing printing supplies and stationary supplies logistic support either in pvt or public sector with minimum 2 years specific assignment of printing logistic experience for providing services to public sector
- IV. Evidence of association in case of large printing with printing press
- V. Evidence of printing press OR Rental basis
- VI. The firm may also provide HR capacity to facilitate on ground implementation and arrangement required event to provide material in all districts identified by the PIE through provision of logistic services including transportation delivery handling

Schedule of Requirements

LaNA-2023

Activity No.1 (Printing (Colour/B&W), Designing/Composing and Stationary (Tentative)							
Category	Material	Number	Qty	Unit Cost	Total Cost	Requirements Specifications/ Service Specifications	Timeline
Designing	InDesign Software Experts/Firm RTF and PDF	8 Booklets (24 version)				Designing in InDesign program (software) RTF files, and PDF (formats). Three prints for proof reading and third proof read will be the final for print. 24 InDesign files (complete package) RTF files, and PDF files to be delivered to PCU and NAW-PIE for final approval.	Completion date: 20 th September, 2023
		English	8 booklets (352 pages total)				
		Urdu	8 booklets (328 pages total)				
		Sindhi	8 booklets (328 pages total)				
Sindhi Type-setting	Typesetting of booklets in Sindhi	8 Different Booklets	352 pages			Typing in MS. Word Delivery in Word and PDF 1 st review 2 nd review Final review	12 September, 2023
Printing	Booklets (English, Urdu, Sindhi)	9500	40-52 pages per booklet including title pages			A4 Imported 80 gm white paper. 8 pages in 4 colour print Central Pin	By 10 th October, 2023.

Questionnaire-1 (Student Questionnaire)	9500	14 Pages per questionnaire			A4 - imported 80 gm white paper (single color)	By 10th October,2023.
Questionnaire-2 (School questionnaire)	424	12 pages per questionnaire			A4 - imported 80 gm white paper (single color)	By 10th October,2023.
Charts (including printing)	818	Size: 23"x36" (4 pages)			Local 68 gm white paper (single color), 4 per school	By 10th October,2023.
	818	Size: 15"x20" (4 pages)				By 10th October,2023.
T.A Manual (24 pages)	424	24 pages per manual			Imported A4 - 80 gm white paper (single color) Cover (art card) One per TA and LMT	By 10th October,2023.
School Coordinator Manual (21 pages)	404	21 pages per manual			Imported 80 gm white paper (single color) Cover (art card)	By 10th October,2023.
Envelopes	1636	12x16 inches			Imported 120 gm paper/ Waterproof Mulmul cloth inside (as per specified sample)	By 10th October,2023.
ID labels (Student + Schools)	20,000	One Sticker Size: 2x4 inches,			Easily detachable (sticker perforated) 12 on one A4 sheet	By 10th October,2023.
Student Tracking Form (STF)	1000	A4 Page - 1 page (back to back)			Imported 80 gm paper (single color)	By 10th October,2023.

	Class listing form (CLF)	500	1 page 1 side		A4 size colored paper Imported 80 gm paper (single color)	By 10th October, 2023.
	Test Admin Form (2 pages)	1000	A4 Page - 1 page (back to back)		A4 size Imported 80 gm paper (single color) (Back to back)	By 10th October, 2023.
	Cloth Bags	422	24"x32" in different color for each region Screen printing		(24x32) (inches) (as per sample) Screen printed Separate color for each region ICT: 66-Pink AJK/GB:66-Light Green KP: 66-Sky Blue Sindh: 66-Light Yellow Baluchistan: 66-Light Red Punjab: 92- White	By 10th October, 2023.
	Sacks	300	50 Kg capacity		Fine quality Plastic thread Material sack (50 Kg capacity)	By 10th October, 2023.
Stationary for Student	Pencil	9500	Sharp Pencil with eraser		Sharpened Pencil Well-known brand (good quality) Soft writing and easily erasable. ISO certified company	To be dispatched along with the material
	Sharpener	9500			Well-known brand	
	Pouch	600			Number of pouches depend upon the number of students per school	

Stationary for Training Centers	Ball Point Pen	600			Ball Point Pen of any well-known brand (good quality, soft writing)	Will be required on the day of the training for LMTs/TAs
	Drafting Pad	500	24 pages each		A5 Size for Drafting Pad/PIE-NAW specific printed	-----do-----
	Registration Form	500	1 page		Printing on A4 Paper	-----do-----
	Attendance Sheet	30	30 sets (4 pages per set)		Printing on A4 Paper	-----do-----
	File Folder	500			Card/File Folder (Normal)	-----do-----
	NDA Agreement	500	1 page		Printing on A4 Paper	-----do-----
Packing and Dispatch of Material	18 Centers across the country (As per list attached)	300 Sacks (Extra-large)	Cost per Sack		Renowned courier service for packing and dispatching agency to pack the material as desired by NAW Dispatch the packed material to the designated centers (18) across the country	15 working days before the Test. Packing Completion date: 15th October, 2023
Return of Material	384 Schools across the country (As per list attached)	600 Cloth Bags	600 cloth bags to be packed		Cloth bags from each school will be returned to PIE office within 1 week of test conduction	
Packing Seal (plastic)	2400	Standard Size	One for each cloth bag during packing and one for return.		TA will pack the material after conducting the test and seal it again	
"Doori" (String)	10 Roll	Normal Size	For stitching Sacks		For stitching Sacks	
Masking Tap	400	Normal Size	1" tape		Used for pasting Chart during the test administration	

Board Marker	Permanent: 60 markers		During Packing		Permanent markers will be used for Writing on the packing material. Erasable one for each center
	Erasable: 50 markers		TA Training		
Data Entry	Booklets	9500	120 entries per booklet		Data will be entered in Data Management Expert Software provided by PIE/NAW. Accuracy and quality of data entry will be made to the satisfaction of PIE/NAW.
	Questionnaire-1	9500	50 entries per questionnaire		
	Questionnaire-2	384	50 entries per questionnaire		
	Test Admin Form	384	30 entries per form		
	Student Tracking Form (STF)	550	300 entries per form		
Refreshment for Student Tracking Form (STF) filling activity in 18 regional centers	Tea	500 participants	2 days		Hi-tea: A cup of tea per person+ One Cake Piece +Two Biscuits +One Patty in STF Filling will be held in 1st Week of October in 18 regional centers
	Lunch	500 participants	2 days		Lunch Box for each participant STF Filling will be held in 1st Week of October in 18 regional centers
Refreshment TA Training in 18 regional centers	Tea	500 participants	2 days		Hi-tea: A cup of tea per person+ One Cake Piece +Two Biscuits +One Patty Training will be held after completion of printing in 18 regional centers
	Lunch	500 participants	2 days		Lunch Box for each participant Training will be held after completion of printing in 18 regional centers
Payment of Incentives	Payment of Incentives to Private School Teachers as details in table below.	182 teachers	Payment of incentives to teacher with upper ceiling of PKR 1,433,000	1,433,000	The service provider shall include the applicable taxes and other margin on the quoted amount. The payments shall be made within the upper ceiling. The actual payment details will be provided by NAW/PIE
Total					

Payments of Incentives to private school teachers:

Province/Region	Payment Slab	Rs. Per Slab (Without Taxes)	No. of Private School Teachers	Total	Remarks
Islamabad	Slab-1	3,000	15	45,000	Up to 25 K.M Radius
	Slab-2	4,000	15	60,000	26-100 K.M Radius
Balochistan	Slab-1	3,000	7	21,000	Up to 25 K.M Radius
	Slab-2	5,000	8	40,000	26-100 K.M Radius
	Slab-3	10,000	8	80,000	101-300 K.M Radius
	Slab-4	20,000	7	140,000	301-600 K.M Radius
Punjab	Slab-1	3,000	7	21,000	Up to 25 K.M Radius
	Slab-2	5,000	8	40,000	26-100 K.M Radius
	Slab-3	10,000	9	90,000	101-300 K.M Radius
	Slab-4	20,000	8	160,000	301-600 K.M Radius
KP	Slab-1	3,000	7	21,000	Up to 25 K.M Radius
	Slab-2	5,000	8	40,000	26-100 K.M Radius
	Slab-3	10,000	8	80,000	101-300 K.M Radius
	Slab-4	20,000	7	140,000	301-600 K.M Radius
Sindh	Slab-1	3,000	7	21,000	Up to 25 K.M Radius
	Slab-2	5,000	8	40,000	26-100 K.M Radius
	Slab-3	10,000	8	80,000	101-300 K.M Radius
	Slab-4	20,000	7	140,000	301-600 K.M Radius
AJK	Slab-1	3,000	4	12,000	Up to 25 K.M Radius (Hilly area)
	Slab-2	5,000	4	20,000	26-60 K.M Radius (Hilly area)
	Slab-3	7,000	4	28,000	61-120 K.M Radius (Hilly area)
	Slab-4	9,000	3	27,000	121-200 K.M Radius (Hilly area)
G.B.	Slab-1	3,000	4	12,000	Up to 25 K.M Radius (Hilly area)
	Slab-2	5,000	4	20,000	26-60 K.M Radius (Hilly area)
	Slab-3	7,000	4	28,000	61-120 K.M Radius (Hilly area)
	Slab-4	9,000	3	27,000	121-200 K.M Radius (Hilly area)
Total			182	1,433,000	

List of Training Centers

S.No	Name of Center	Province/Area
1	Rawalpindi	Punjab
2	Multan	Punjab
3	Sargoda	Punjab
4	Bahawalpur	Punjab
5	Karachi	Sindh
6	Haiderabad	Sindh
7	Sukkur	Sindh
8	Peshawar	Khyber Pakhtunkhwa
9	Abbottabad	Khyber Pakhtunkhwa
10	Swat	Khyber Pakhtunkhwa
11	Quetta	Balochistan
12	Sibbi	Balochistan
13	Hub	Balochistan
14	Muzaffarabad	AJK
15	Bagh	AJK
16	Gilgit	G.B
17	Skardo	G.B
18	Islamaabad	ICT

TORs for Sindhi Composer

Type booklets and questionnaire in Sindhi language in MS Word.

Proficiency in written and spoken Sindhi.

Strong writing skills with the ability to create engaging and well-structured content.

Reviewing and refining the created content for accuracy, clarity, and consistency.
Collaborating with NAW-PIE to ensure that the content meets the required standards set by the IEA.
Revising content based on feedback from reviewers and subject matter experts.

TORs for Printing of Booklets

Requesting cost estimates and timelines from potential vendors.
Ensuring the accuracy of printed materials, including test booklets, answer sheets, instructions, and other related content.
Conducting quality checks to ensure that the printing quality meets the required standards set by IEA.
Procurement of the required paper and printing materials of approved quality.
Printing of the materials while ensuring accurate reproduction of text, images, and design elements.
Packing and labeling of printed materials for easy identification and distribution among T.As.

TORs for Designing of Booklets

Develop creative and visually engaging designs for assessment booklets, charts, questionnaires and administration manuals.
Incorporate PIE's guidelines and preferences into the design concepts as provided by IEA SOP document.
Create layouts that are easy to read and navigate, ensuring clarity and coherence.
Prepare design prototypes for review and approval by PIE.
Incorporate any feedback provided by PIE and make necessary revisions.

TORs for printing

Secrecy of material must be strictly ensured
Timely completion of printing material is mandatory.
Provision of packing material and timely dispatching through renowned courier service.
Timely dispatching of material to various centers across the country and collecting material from TAs to return the data to NAW-PIE.

TORs for Private School Teachers for One day Data Entry in Student Tracking Form (STF)

Reach in time (9:00 AM) to the specified regional center.
Private School teachers will make sure to complete the form till 4:00 PM.
Teachers will bring Admission/withdrawal register, attendance register and/or admission forms of Grade-5 students enrolled in 2023 in the respective school.
Complete the Student Tracking Form (STF) and Class Listing Form (CLF) in the specified center both in hard and Soft form in the supervision of the NAW expert and regional coordinator.
Any missing data will be provided by the concerned teacher within one week on phone/WhatsApp/email.
TA/DA will be given equivalent to grade-16 (Federal Government Rules)

Important notes:

The IEA has provided Booklets 1,2,3,4,5,6,7,8.

Sampled Schools finalized by IEA are 384 in number. The number of students are subject to verification by regional coordinators and NAW experts.

The increase/decrease in number of students will affect the number of booklets, questionnaires, stationary etc. and printing cost accordingly. For STF and CLF Teachers of private Schools will come to the designated centers.

Abbreviations:

TA: Test Administrator

TAF: Test Administrator Form

LMT: Lead Master Trainer

STF: Student Tracking Form

CLF: Class listing form

MDC: Main Data Collection

NDA: Non-Disclosure Agreement

NAW: National Assessment Wing

- o IEA: International Association for the Evaluation of Educational Achievement
- o PIE: Pakistan Institute of Education
- o PCU: Project Coordination Unit

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Coordinator Admin&Procurement
Monday, 09 October, 2023, 12:34:29 PM

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