



**Ministry of Federal Education & Professional Training
Islamabad**

REQUEST FOR PROPOSAL

The Ministry of Federal Education and Professional Training, Islamabad, intends to invite proposals from qualified licensed/registered entities for the set-up of CPD Center under a project “National Institute of Excellence in Teacher Training (NIETE).

NIETE aims to revolutionize the way teachers are trained and developed in Islamabad Capital Territory. This landmark initiative seeks to establish a state-of-the-art institute dedicated to enhancing the skills, knowledge, and professional competencies of educators. The institute will serve as a hub for research, innovation, and continuous professional development, ensuring a high-quality education for future generations. CPD center will continue monitor the performance of teachers trained under this initiative.

The first phase of the project will include the onboarding of all public-sector primary school teachers of Federal Directorate of Education on a training program to serve as a model for future digital Continuous Professional Development activities across Pakistan.

The eligible Bidders may download the Bidding Document in English at no cost from M/o FE&PT and PPRA websites. Bidders opting to download the Bidding Documents from the website, shall inform the Ministry of Federal Education & Professional Training, Islamabad, in writing at the address given below failing which the Ministry shall not be responsible if they do not receive clarifications and amendments, if any from the Ministry.

Interested eligible Bidders may obtain further information from the Ministry of Federal Education and inquire about the bidding document during office hours [i.e. 08:00 to 16:00 hours] at the address given below. Bidding will be conducted through the “**SINGLE STAGE-TWO ENVELOPE**”. Bids must be delivered to the address below before 11:30 a.m. on 23rd June 2023. **Electronic bidding is not permitted. Late Bids will be rejected.** Bids will be opened on same date at 12:00 pm.

Detailed RFP document can be downloaded from www.mofept.org.pk and www.ppra.org.pk.

Deputy Chief (Dev)
Ministry of Federal Education & Professional Training
Room 239, 2nd Floor, C Block, Pak Secretariat
Islamabad Ph: 051-9103975
Email: dc@mofept.gov.pk Web: www.mofept.gov.pk

REQUEST FOR PROPOSALS

RFP No.: **2-203/2023-24/Dev**

Selection of Firm Set-up of the National Institute of Excellence in Teacher Education (NIETE) for Teachers Trainings and Technology Services & And Control Rooms Establishment -for Primary Grades-

**The Ministry of Federal Education and Professional Training (MFE&PT),
Islamabad
Government of Pakistan**

Issued on: June, 2023

Section 1. Letter of Invitation

RFP No. F.No.2-203/2023-24/Dev

Dated: June -2023

M/S

Dear Mr. /Ms.

1. The Ministry of Federal Education and Professional Training (M/o FE&PT) (hereinafter called "Client") is Sponsoring agency and intended to implement the **Pilot Project for Set-up of the National Institute of Excellence in Teacher Education (NIETE)** through Federal Directorate of Education-FDE.
2. The Client now invites proposals to provide the following education technology services (hereinafter called "Services") from reputable firms for the following component:

Type	Number of FDE schools
Primary schools	189
Primary sections in Middle schools	58
Primary sections in Secondary schools	95
Total Primary sections	342

3. A firm who will submit proposals for all components will be selected in total
4. It is not permissible to transfer this invitation to any other firm.
5. A firm will be selected under *QCBS* procedures and in a *Full Technical Proposal (FTP)* format as described in this RFP for the following scope of work

Activity	Scope
1	Set up the monitoring cell infrastructure in premises renovated and provided by MoFEPT
2	Recruit or select, train, and manage human resources to manage field support from the monitoring cell to the schools listed in this RFP for two years.
3	Research, Design and implement Multilevel Virtual Induction and CPD certification programs and deployment for Primary school (ECD through Grade 5). Test and adapt program to achieve desired outcome and impacts
4	At the end of two years, handover project to NIETE, after training their relevant staff. Provide full set of virtual training material related to methodologies and SOPs for the monitoring cell be used by them in the future.

6. A firm will be selected under QCBS procedures and in a Full Technical Proposal (FTP) format as described in this RFP for the following component cost : Full technical proposal will exclude all Costing Breakup only specification of the items and key experts Qualification would be required to be submitted into the Full Technical Proposals. This cost breakup will be submitted into the time of Financial submission of proposal along with financial breakup by the Service Provider /firm : However both Envelops Technical and Financial would be separately sealed at the time of submission as per deadline.

Price component	PKR
Research/TNA and TOR for CPD Primary	
Virtual CPD Certification (L1-L3) program for Primary grade teachers - license and new content development to meet multilevel certification requirements	
Research/TNA activity and TOR development for induction training Primary	
Virtual Induction training Certification program Primary	
Establishment of Monitoring Cell Primary	
Operational cost of Monitoring cell (24 months)	
Outsourced recruitment (24 months) - Primary	
Outcome based Management Fee (5% automatic +10% outcome based =15%)	
Total	

7. The RFP includes the following documents:
- Section 1 - Letter of Invitation
 - Section 2 - Instructions to Bidders/Data Sheet
 - Section 3 - Technical Proposal FTP - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
 - Section 6 – Corrupt and Fraudulent Practices
8. Please inform us by June, 23rd 2023 at 11:30 HRs in writing at the office of Ministry of Federal Education and Professional Training (M/o FE&PT) by courier:
- (a) that you have received the Letter of Invitation; and
 - (b) whether you intend to submit a proposal alone or intend to enhance your experience by requesting permission to associate with other firm(s) (if permissible as per Data Sheet included in RFP)
 - (c) Details on the proposal’s submission date, time and address are provided in Data Sheet included in RFP

Yours sincerely,

Section 2. Instructions to Bidders and Data Sheet

A. General Provisions

- 1. Definitions**
- (a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
 - (b) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the **Data Sheet**, as they may be issued and in force from time to time.
 - (c) “Education Service Provider (ESP)” means a legally-established professional education technology /consulting firm or an entity that may provide or provides the Services to the Client under the Contract.
 - (d) “Client” means the implementing agency that signs the Contract for the Services with the selected Education services provider.
 - (e) “Contract” means a legally binding written agreement signed between the Client and the ESP.
 - (f) “Data Sheet” means an integral part of the Instructions to ESP (ITE)
 - (g) “Day” means a calendar day.
 - (h) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the ESP, Sub-consultant or Joint Venture member(s).
 - (i) “Government” means the Government of Pakistan
 - (j) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one ESP where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
 - (k) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and/or experience are critical to the performance of the Services under the Contract and whose CV is

taken into account in the technical evaluation of the ESP's proposal.

- (l) "ITE" means the Instructions to ESP that provide the ESP with all information needed to prepare their Proposals.
- (m) "LOI" (this Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the ESP.
- (n) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- (o) "Proposal" means the Technical Proposal and the Financial Proposal of the ESP
- (p) "RFP" means the Request for Proposals to be prepared by the Client for the selection of ESP.
- (q) "Services" means the work to be performed by the ESP pursuant to the Contract.
- (r) "Sub-contractor" means an entity to whom the ESP intends to subcontract any part of the Services while remaining responsible to the Client during the performance of the Contract.
- (s) "TORs" means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the ESP, and expected results and deliverables of the assignment.
- (t) PSC refers to the Project Steering Committee which is the overseeing body constituted by MoFEPT and FDE for this project.
- (u) ILM Association is the industry association of major Ed Tech solution providers in Pakistan. MoFEPT and FDE have no special agreement or preference regarding this association or its members but interacts with it at arm's length as a largest and most visible representative body of the Ed Tech community.

2. Introduction

- 2.1 The Client named in the **Data Sheet** intends to select a ESP from those listed in the Letter of Invitation, in accordance with the method of selection specified in the **Data Sheet**.
- 2.2 The ESP are invited to submit a Technical Proposal and a Financial Proposal, as specified in the **Data Sheet**, for educational services required for the assignment named in the **Data Sheet**.

The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected ESP.

2.3 The ESP should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the **Data Sheet**. Attending any such pre-proposal conference is optional and is at the ESP' expense.

2.4 The Client will timely provide, at no cost to the ESP the inputs, relevant project data, and reports required for the preparation of the ESP's Proposal as specified in the **Data Sheet**.

3. Conflict of Interest

3.1 The ESP is required to provide professional, objective, and impartial advice, at all times holding the Client's interest paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

3.2 The ESP has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the ESP or the termination of its Contract and/or sanctions by the MoFEPT.

3.2.1 Without limitation on the generality of the foregoing, and unless stated otherwise in the **Data Sheet**, the ESP shall not be hired under the circumstances set forth below:

4. Conflicting assignments

4.1 For this pilot it has been decided by the Client that the same ESP shall not be hired for more than one component. An ESP can bid for more than one component. If he wins more than one component, then it will select which component to implement and be removed from consideration from the others. For those components, the project will be awarded to the runner up(s). If the earlier bid price in the was lower, Client may negotiate with runner up ESP bid to match offered price if solution is substantially the same and economics appear feasible.

5. Conflicting relationships

5.1 Relationship with the Client's staff: an ESP (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be

awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Ministry throughout the selection process and the execution of the Contract.

- 6. Unfair Competitive Advantage**
- 6.1 Fairness and transparency in the selection process require that the ESP or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided services related to the assignment in question. To that end, the Client shall indicate in the **Data Sheet** and make available to all bidders together with this RFP all information that would in that respect give such ESP any unfair competitive advantage over competing Service Providers.
- 7. Corrupt and Fraudulent Practices**
- 7.1 In further pursuance of this policy, Service Provider shall permit and shall cause its agents, Experts, Sub-consultants, sub-contractors, or suppliers to permit the Ministry to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by the Ministry.

B. Preparation of Proposals

- 8. General Considerations**
- 8.1 In preparing the Proposal, the ESP is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 9. Cost of Preparation of Proposal**
- 9.1 The ESP shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the ESP.
- 10. Language**
- 10.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the ESP and the Client, shall be written in the language(s) specified in the **Data Sheet**.
- 11. Documents Comprising the Proposal**
- 11.1 The Proposal shall comprise the documents and forms listed in the **Data Sheet**.

11.2 If specified in the **Data Sheet**, the ESP shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the country's laws against fraud and corruption (including bribery).

11.3 The ESP shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form.

12. Only One Proposal for each component

12.1 The ESP shall submit only one Proposal for each component, either in its own name or as part of a Joint Venture in another Proposal. If a ESP, including any Joint Venture member, submits or participates in more than one proposal for same component, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-contractor, or independent consultants participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify. It also does not preclude ESP from bidding on different components subject to clause 4.1. However the firm will be evaluated on the basis of the complete components services available with one firm. Partial submissions of component are not acceptable.

13. Proposal Validity

13.1 **The Data Sheet** indicates the period during which the Education Service Providers 's Proposal must remain valid after the Proposal submission deadline.

13.2 During this period, the ESP shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

13.3 If it is established that any Key Expert nominated in the ESP's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to sanctions in accordance with Clause 5 of this ITE.

14. Extension of Validity Period

14.1 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all ESP who submitted Proposals prior to the submission deadline to extend the Proposals' validity.

- 14.2 If the ESP agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.
- 14.3 The ESP has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.
- 15. Sub-Contracting** 15.1 The ESP shall not subcontract the whole of the Services.
- 16. Clarification and Amendment of RFP** 16.1 The ESP may request a clarification of any part of the RFP during the period indicated in the **Data Sheet** before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the **Data Sheet**. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all ESPs. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:
- 16.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all ESP and it will be binding on them. The ESP shall acknowledge receipt of all amendments in writing.
- 16.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the ESP reasonable time to take an amendment into account in their Proposals.
- 16.2 The ESP may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.
- 17. Preparation of Proposals – Specific Considerations** 17.1 While preparing the Proposal, the ESP must give particular attention to the following:
- 17.1.1 If a ESP considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-contractor, it may do so with either (a) non-ESP(s), or (b) ESP if permitted in the **Data Sheet**. In all such cases the ESP must obtain the written approval of the Client prior to the submission of the Proposal. When associating with non-firms in the form of a joint venture or sub-contracting, the ESP

shall be a lead member. If ESP associate with each other, any of them can be a lead member.

18. Technical Proposal Format and Content

18.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

18.2 Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.

18.3 Depending on the nature of the assignment, the ESP is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the **Data Sheet** and using the Standard Forms provided in Section 3 of the RFP.

19. Financial Proposal

19.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the **Data Sheet**.

20. Taxes

20.1 The ESP and its Sub-contractors and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the **Data Sheet**. Information on taxes in the Client's country is provided in the **Data Sheet**.

21. Currency of Proposal

21.1 The ESP may express the price for its Services in the currency or currencies as stated in the **Data Sheet**. If indicated in the **Data Sheet**, the portion of the price representing local cost shall be stated in the national currency.

22. Currency of Payment

22.1 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.

C. Submission, Opening and Evaluation

23. Submission, Sealing, and Marking of Proposals

The ESP shall submit a signed and complete Proposal comprising the documents and forms in accordance with RFP. The submission can be done by mail or by hand. If specified in the **Data Sheet**, the ESP has the option of submitting its Proposals electronically.

An authorized representative of the Service Provider shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.

A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.

Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.

The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the **Data Sheet**. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "**TECHNICAL PROPOSAL**", "[Name of the Assignment]", reference number, name and address of the ESP and with a warning "**DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].**"

Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the assignment, reference number, name and address of the ESP, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**"

The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Service Provider's name and the address, and shall be clearly marked "**DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]**".

If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

The Proposal or its modifications must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the deadline indicated in the **Data Sheet**, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.

24. Confidentiality

From the time the Proposals are opened to the time the Contract is awarded, the ESP should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the ESP who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

Any attempt by ESP or anyone on behalf of the ESP to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal.

Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a Consultant wishes to contact the Client on any matter related to the selection process, it should do so only in writing.

25. Opening of Technical Proposals

The Client's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the Service Provider's authorized representatives who choose to attend (in person, or online if this option is offered in the **Data Sheet**). The opening date, time and the address are stated in the **Data Sheet**. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored with a reputable public auditor or independent authority until they are opened in accordance with ITC.

26. Proposals Evaluation

Subject to provision of Clause 15.1 of the ITE, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

The ESP is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 12.7 of this ITE. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

**27. Evaluation of
Technical Proposals**

The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet** on QCBS method of 70:30. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the **Data Sheet**.

**28. Public Opening of
Financial Proposals)**

After the technical evaluation is completed and the Client shall notify those ESP whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the ESP's overall technical score, as well as scores obtained for each criterion and sub-criterion) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. The Client shall simultaneously notify in writing those ESP that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the ESP sufficient time to make arrangements for attending the opening. The ESP's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the **Data Sheet**) is optional and is at the ESP's choice.

The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those ESPs whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals 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. Copies of the record shall be sent to all ESPs who submitted.

In case an ESP has the winning bid for more than one component, he will be asked to make his choice. Upon his selection his winning bids on all other components will be declared null and void. The new winner(s) for the remaining components will be selected from the highest remaining score(s). Client, as its discretion, may enter into negotiations with the winner to match price, if it is determined the new selected solution is substantially same as the previous winning bid. Client reserves the right to cancel RFP for that component if a satisfactory resolution cannot be achieved.

29. Taxes

The Client's evaluation of the ESP's Financial Proposal shall include or exclude taxes and duties in the Client's country in accordance with the instructions in the **Data Sheet**.

D. Negotiations and Award

30. Negotiations

The negotiations will be held at the date and address indicated in the **Data Sheet** with the ESP's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the ESP.

The Client shall prepare minutes of negotiations that are signed by the Client and the ESP's authorized representative.

31. Technical negotiations

The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

32. Award of Contract

After making due diligence about the information provided by the consultants, the Client shall sign the Contract; publish the award information as per the instructions in the **Data Sheet**; and promptly notify the other ESP.

The ESP is expected to commence the assignment on the date and at the location specified in the **Data Sheet**.

Section 2: Instructions to Education Service Providers (ITE Data Sheet)

E. Data Sheet

A. General	
1	Location: Federal Capital, Islamabad
2.	Name of the Client: <u>Ministry of Federal Education and Professional Training (M/o FE&PT)</u> Method of selection: <u>QCBS</u>
3.	Financial Proposal to be submitted together with Technical Proposal: Yes ✓ No The name of the assignment is Set-up of the National Institute of Excellence in Teacher Education (NIETE) for only Primary Level in FDE Schools
4.	A pre-proposal conference will be held: Yes ✓ or No ____ Details on date, time and venue will be provided to all interested ESPs who send an email request to: dc@mofept.gov.pk
B. Preparation of Proposals	
5.	<ul style="list-style-type: none"> • This RFP has been issued in the English language. • Proposals shall be submitted in English language. • All correspondence exchange shall be in English language.
6.	The Proposal shall comprise the following: <u>For FULL TECHNICAL PROPOSAL (FTP):</u> 1st Inner Envelope with the Technical Proposal: <ol style="list-style-type: none"> (1) Power of Attorney to sign the Proposal (2) TECH-1 (3) TECH-2

	<p>(4) TECH-3 (5) TECH-4 (6) TECH-5 (7) TECH-6</p> <p>AND</p> <p>2d Inner Envelope with the Financial Proposal: (1) FIN-1 (2) FIN-2 (5) Statement of Undertaking (if required under Data Sheet 10.2 below)</p>
7.	<p>Statement of Undertaking is required Yes <input checked="" type="checkbox"/>, or No <input type="checkbox"/></p>
8.	<p>Participation of Sub-contractors, consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/></p>
9.	<p>Proposals must remain valid for 90 calendar days after the proposal submission deadline ----- -----.</p>
10.	<p>Clarifications may be requested no later than 3 days prior to the submission deadline.</p> <p>The contact information for requesting clarifications is: Deputy Chief (Dev), Ministry of Federal Education & Professional Training, Room 239, 2nd Floor, C Block, Pak Secretariat, Islamabad Ph: 051-9103975</p> <p>E-mail: dc@mofept.gov.pk</p>
11.	<p>Service Providers may associate with</p> <p>(a) non- ESP(s): Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/></p> <p>Or</p> <p>(b) other ESP: Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/></p>
12.	<p>Key Experts ESPs may have different solutions requiring different levels of expert support. However, it is expected that named Key experts would include specialized resources that at a minimum have qualification and/or substantial field experience in the following areas:</p>

	<p>Under the National Digital and Innovation in Education Strategy (NDIES) proposes a private sector led education service delivery model based on the theory of comparative advantage in economics:</p> <ul style="list-style-type: none"> • Government has comparative advantage in intervention design, project financing, project administration, monitoring and evaluation of programs. • Private sector leads in the development of specialized capacity and execution skills for service delivery • program management of educational learning or similar educational interventions • continuous teacher training modules development including virtual modules required for primary grades and subjects • LMS and analytics setup and management of administrative dashboards/reports. • stakeholder community development in the educational arena <p>These Key experts would spend considerable time on this project and would be available for meetings as and when required. The Expert Required TORs are Annex under the TORs Section or Requirement of Employer Sections.</p>
13.	<p>The format of the Technical Proposal to be submitted is: FTP <input checked="" type="checkbox"/> or STP _____</p> <p>Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.</p>
C. Submission, Opening and Evaluation	
14.	<p>An online option of the opening of the Technical Proposals is offered: Yes ___ or No <input checked="" type="checkbox"/></p>
15.	<p>The ESP must submit: (a) Technical Proposal: one (1) original and 2 copies; (b) Financial Proposal: one (1) original. (in a sealed envelope)</p>
16.	<p>The Proposals must be submitted no later than: Date:- 23rd June, 2023</p> <p>Time: 11:30 AM</p> <p>The Proposal submission address is: Deputy Chief (Dev), Ministry of Federal Education & Professional Training, Room 239, 2nd Floor, C Block, Pak Secretariat, Islamabad Ph: 051-9103975</p>
17.	<p>An online option of the opening of the Financial Proposals is offered: Yes ___ or No <input checked="" type="checkbox"/>.</p>
18.	<p>Taxes: Service provider will be responsible for all Taxes. FDE will withhold sales tax for services as per applicable law.</p>

19.	The single currency for the conversion of all prices expressed in various currencies into a single one is: PKR																
20.	<p>Eligibility Criteria: The Technical Proposal should be accompanied by the following documents:</p> <ul style="list-style-type: none"> • Company Registration Certificate • Sales Tax Registration Certificate • Audited Financial Statements for last 3 years • National Tax Number (NTN) Certificate • Legal Agreement (In case of JV) • Evidence of previous work of the same nature and beneficiaries serviced through its proposed Ed tech solution • At least 20 Million- PKR of minimum average turnover should be maintained • Evidence of substantial previous experience implementing such programs in Pakistan’s government and/or low cost schools in the primary grades • Proof of national or international awards and recognition related to Teacher training at primary levels • The bidder must have a proven track record of developing and deploying digital teacher training programs and digital scripted lesson plans for ECE up to grade 5. • The bidder must have more than 1 year of experience developing and deploying teacher training content and LMS via smartphone and desktop applications. • The bidder must have more than one year's experience of providing physical support to low-cost private schools and/or public schools for digital onboarding and implementation of its digital services. • The bidder should have at least one year of experience integrating digital learning platforms with monitoring dashboards at the teacher, school, and school network levels, to provide real-time monitoring data to each level. <p>Failure to provide the above documents would lead to ineligibility. Ineligible proposals would not be scored.</p> <p>Proposal Evaluation Criteria:</p> <table border="1" data-bbox="370 1367 1252 1619"> <thead> <tr> <th>Sr. No.</th> <th>Description</th> <th>Evaluation Weight-age</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Technical Evaluation</td> <td>70%</td> <td>140</td> </tr> <tr> <td>2</td> <td>Financial Evaluation</td> <td>30%</td> <td>60</td> </tr> <tr> <td></td> <td>Total</td> <td>100%</td> <td>200</td> </tr> </tbody> </table> <p>Governance</p> <p>All decisions will occur through a project steering committee, which will meet once a month to review progress of the program.</p>	Sr. No.	Description	Evaluation Weight-age	Marks	1	Technical Evaluation	70%	140	2	Financial Evaluation	30%	60		Total	100%	200
Sr. No.	Description	Evaluation Weight-age	Marks														
1	Technical Evaluation	70%	140														
2	Financial Evaluation	30%	60														
	Total	100%	200														

Committee would be chaired by Secretary or Additional Secretary. It would consist of representatives of FCE, FDE, DI Wing and any other member nominated by the Chair.

Technical Evaluation Criteria Summary

The Evaluation Committee, nominated by PSC, shall evaluate Technical and Financial Bids on the basis of following parameters.

Activity = 1 Hiring of Experts would be through the open competition process through their own process however staff qualification and experience criteria should be followed as per PC-I given under the RFP heads of TORs

S. No.	Description of Variable	Total Points	Points Awarded by Evaluator to Shortlisted Firms				Comments
			Firm 1	Firm 2	Firm 3	Firm 4	
1	Previous Work Experience	15					
1.1	Demonstrated experience of devising & implementing such Based project for students at school level (5 marks each for two project max)	5					
1.2	Already developed such based training modules, teaching manual, students handouts etc.	5					
1.3	Demonstrated experience of providing advanced technology solutions at primary school level for respective age groups of students (1 mark each for one project	5					
2	Content / Curriculum	10					
2.1	Established experience of developing relevant curriculum/content for training modules education at school level	05					
2.2	Ability to install & implement technology at specific primary grades / age groups	05					
3	Approach and Methodology Proposed design of the coaching and mentoring program	15					
3.1	Clear Cut Methodology aligned with TORs for solution providers	05					
3.2	Clear cut implementation plan/strategy against the ToRs for teachers' trainings, the cascading mechanism and post training evaluation	05					
3.3	Monitoring and reporting mechanism	2.5					
3.4	Clear cut plan	2.5					
4.	Key/Core Professional	20					
4.1	1 one Project Manager	05					
4.1.1	Relevant Experience (1 Mark for each 2 years, Max 3)	3					
4.1.2	Academic (1 Mark for relevant Masters 2 mark for higher qualification, Max 2)	2					
4.13	12 CPD Mentors/ Relation Ship Manager	05					
4.1.3	CPD Coaches Field staff *55 as per required qualification TORs	5					

4.1.3.1	Relevant Experience (1 Mark for each 2 year, Max 3)	3					
4.1.3.1	Academic (1 Mark for relevant Masters 2 mark for higher qualification, Max 2)	2					
4.3	Data Analytics Cost	2.5					
4.4	Cloud Server Cost	2.5					
	Technology Component						
4.5	Proposed Design Technology and functionality of the Monitoring Cell inform of Presentation with full functional set up	10					
4.5.1	Data Analytics Cost						
4.5.2	Cloud Server Cost for 24 Months						
4.5.3	Management Fee (5%)		-				
4.5.4	Outcome & Impact Linked Compensation(10%)		-				
Total Technical	70% Weighted						
Financial	30% Weighted						

Activity 2 Establishment of CPD Centers:

S/N	Line Item	Units	Y-1 (cost)	Y-2 (cost)	Total Cost
1	Tables (4 W x 4 D)	70		0	
2	Chairs (23 W x 19 D x 40 H (Inches)595 W x 495 D x 1020 H (mm))	70		0	
3	Laptops (AMD RYZEN, 8 GB RAM, 500GB SSD)	70		0	
4	Tablets	70			
5	Photocopier (Multipurpose)	1			
6	200” Screen (FHD LED Display)	2		0	
7	75” Screen (FHD LED Display)	4		0	
8	Air Conditioners (5 Ton Floor Standing)	5		0	
9	Networking	1			
10	Generator (12KVA)	1		0	
11	Backup power (UPS + Battries)	1		0	
12	Displays and Monitors (32" FHD Monitors)	40		0	
13	Storage cabinets (10ft H x 3ft D x 5ft W)	20		0	
14	Whiteboards (6 W X 6H)	10		0	
15	Mission Control Operators	10		Requ red	

16	Conferencing Setup (Camera 1080p or higher resolution, wide-angle lens, Microphone Conference room design, omnidirectional Speakers Good sound quality, loud enough to fill the room Display 75 inches or larger, FHD Lighting Additional lighting to avoid shadows, Software Conferencing software that meets your needs, Table & Chairs etc.)	1		0																																																																															
17	Installation & Maintenance	1		Required																																																																															
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Activity 3 Research, Design and implement Multilevel Virtual Induction and CPD certification programs and deployment for Primary school (ECD through Grade 5:

S/ N	Component	Unit Cost (PKR)	Year 1		Year 2		Total Cost
			Uni ts	Total Y1 (PKR)	Uni ts	Total Y1 (PKR)	
Setup Virtual CPD training							
1	Research/TNA and TOR development activity for Primary		1				
2	Virtual CPD Certification (L1-L3) program for Primary grade teachers		0.7		0.3		
Setup Virtual Induction training							
7	Urgent FDE physical training		900				
8	Research/TNA activity and TOR development for induction training		1				
9	Virtual Induction training Certification program		1				
	TOTAL COST						

Activity 4 Operational Expenses and Transfer Cost

	Component	Unit Cost (PKR)	Duration (In months)	Units	Total (PKR)
1	Internet Costs for Teachers		24		
2	Internet Costs for Offices		24	1	
3	POL Charges for Generator		24	1	
4	Electricity Charges		24	1	
5	Stationary & Office Supplies		24	1	
	TOTAL COST				

i. Scoring system of Technical and Financial Evaluation

Financial bids of firms who score at least **70%** on the technical evaluation (as a whole) will be opened before the representatives who wish to attend the tender opening. Marks below 70% will be considered as disqualified and their financial proposals will be returned without opening.

Tender shall be awarded to the responsive qualified bidder in accordance with the criteria set out in tender documents. 30% marks are for financial proposals.

Financial evaluation guidelines

Lump sum cost of bid

- Detailed Breakdown of all costs must be provided
- Bidder is expected to bid on a cost plus management fee model
- 50% of management fee will be held in escrow and released upon meeting proposed learning outcome and impact targets.

Evaluation Criteria Details

The Ministry of Federal Eligibility Criteria

- Lead bidder must be registered with SECP and submit Last 3 years audited financials
- Bidder is encouraged to form service provider partnership (JV or consortium) with university for development of the multi-level virtual teacher certification program

Qualification of the service provider

- Proof of national or international awards and recognition related to Teacher training at primary levels
- The bidder must have a proven track record of developing and deploying digital teacher training programs and digital scripted lesson plans for ECE up to grade 5.
- The bidder must have more than 1 year of experience developing and deploying teacher training content and LMS via smartphone and desktop applications.
- The bidder must have more than one year's experience of providing physical support to low-cost private schools and/or public schools for digital onboarding and implementation of its digital services.
- The bidder should have at least one year of experience integrating digital learning platforms with monitoring dashboards at the teacher, school, and school network levels, to provide real-time monitoring data to each level.

Qualification of the academic team

- Experience creating and implementing teacher certification programs. Virtual programs preferred.
- Expertise in all forms of pedagogy including constructivist and 21st century pedagogy
- An accreditation partnership with a HEC recognized well regarded national university with B.Ed. and M.Ed. programs in Ed Tech is strongly preferred (AKU, LUMS, NUST and/or reputable international university).

Education and Professional Training (M/o FEPT) Project Steering Committee shall:

- Notify an evaluation committee to evaluate proposal against the criteria mentioned above.
- Notify a grievance redress committee to address the grievances of bidders, if any arise out of the proposal evaluation process. The grievance redress committee shall function separately from the evaluation committee above.

21	<p>Performance Guarantee: A refundable performance guarantee (bank guarantee) equal to the 5% of the amount of the bid has to be submitted alongside a performance undertaking on a legal paper signed by the authorized representative of the organization has to be submitted with the proposal. 50% of this amount will be refunded after one year of satisfactory performance.</p> <p>Bid Security: A refundable bid security equal to PKR 43,90,000 has to be submitted with the financial proposal. Failure to submit the bid security will disqualify the proposal.</p> <p>Payment Modality: A deliverable based payment mechanism will be adopted.</p> <p>M0 - Mobilization: 10% payment shall be provided as advance mobilization against bank guarantee following the project kickoff meeting (Milestone M0).</p> <p>Rest of the payment will be divided amongst the following deliverables described in scope of work in the following proportions.</p> <table border="1" data-bbox="321 877 1565 1209"> <tr> <td>Mobilization fund</td> <td>20%</td> </tr> <tr> <td>Inception report with Monitoring cell and program design reviewed and approved by Steering committee set up to manage the project by MOFEPT</td> <td>15%</td> </tr> <tr> <td>Complete Recruitment of Staff – Phase 1 (as defined in approved program)</td> <td>15%</td> </tr> <tr> <td>Setup monitoring cell</td> <td>20%</td> </tr> <tr> <td>Graduate first batch of Level 1 certification graduates as per the approved program</td> <td>15%</td> </tr> <tr> <td>Handover project to FDE as per approved program</td> <td>15%</td> </tr> </table>	Mobilization fund	20%	Inception report with Monitoring cell and program design reviewed and approved by Steering committee set up to manage the project by MOFEPT	15%	Complete Recruitment of Staff – Phase 1 (as defined in approved program)	15%	Setup monitoring cell	20%	Graduate first batch of Level 1 certification graduates as per the approved program	15%	Handover project to FDE as per approved program	15%
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D. Negotiations and Award													
22.	Expected date and address for contract negotiations will be announced at the opening of Bid												
23.	The publication of the contract award information following the completion of the contract negotiations and contract signing will be done within 05 days after the contract signing.												
24.	Expected date for the commencement of the Services will be mutually decided with the ESP but is currently anticipated as June 2023												

Section 3. Technical Proposal – Standard Forms

CHECKLIST OF REQUIRED FORMS

Required for FTP or STP (v)		FORM	DESCRIPTION	Page Limit
FTP	STP			
√	√	TECH-1	Technical Proposal Submission Form.	
“√” If applicable		TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.	
“√” If applicable		Power of Attorney	No pre-set format/form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members	
√		TECH-2	ESP’s Organization and Experience.	<i>10</i>
√		TECH-2A	A. ESP’s Organization	<i>5</i>
√		TECH-2B	B. ESP’s Relevant Experience	<i>5</i>
√		TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client.	<i>No limit</i>
√		TECH-3A	A. On the Terms of Reference	
√		TECH-3B	B. On the Counterpart Staff and Facilities	
√	√	TECH-4	Description of the Approach, Methodology, Solution and Work Plan for Performing the Assignment	<i>25</i>
√	√	TECH-5	Work Schedule and Planning for Deliverables	<i>10</i>
√	√	TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	

All pages of the original Technical and Financial Proposal shall be initialled by the same authorized representative of the ESP who signs the Proposal.

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: *[Name and address of Client]*

Dear Sirs:

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

{If the Service Provider is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture" or, if a JV is already formed, "of the JV agreement"} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

{OR

If the ESP's Proposal includes Sub-contractors, insert the following: We are submitting our Proposal with the following firms as Sub-contractors: {Insert a list with full name and address of each Sub-contractor.}

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Datasheet, Clause 9.
- (c) We have no conflict of interest in accordance with ITE 3.

- (d) We meet the eligibility requirements as stated in Datasheet Clause 20, and we confirm our understanding of our obligation to abide by the Ministry’s policy in regard to corrupt and fraudulent practices as per ITC 5.
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Datasheet Clause 24 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of ESP (company’s name or JV’s name):

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

Revised Terms of Reference

Set-up of the National Institute of Excellence in Teacher Education (NIETE)

• Background

The Government of Pakistan's Vision 2025 lays the foundation for a prosperous and forward-looking Pakistan. In line with its pillars, the National Digital and Innovation in Education Strategy (NDIES) proposes a private sector led education service delivery model based on the theory of comparative advantage in economics:

- Government has comparative advantage in intervention design, project financing, project administration, monitoring and evaluation of programs.
- Private sector leads in the development of specialized capacity and execution skills for service delivery
- Sustainability requires a focus on achieving success in terms of outcome and impact. This requires mechanism for continuous data capture and research on learning outcomes achieved and program evolution till you obtain the required results

NIETE will administer the new virtual teaching certification program outlined in NDIES that aims to transform and rejuvenate the current teaching ecosystem through a new virtual program for both induction trainings and continuous professional development.

It will do so by empowering and actively assisting the transition of teachers towards review of best teaching best practices, digital literacy and trainings in new pedagogical innovations. A virtual program will allow teachers to continuously develop their knowledge and skills to achieve better learning outcomes for students throughout their career. The goal of this innovative program is to set a new standard for teacher training that all others including the provinces and private sector schools will aspire towards.

• Objectives

The objective of this project is to improve the quality of both pre-service and in-service public school system teachers through the redesign of the current teacher induction and professional development process in Pakistan to address the low learning occurring in Pakistan's K-12 public education system.

Pakistan's teachers hold the key to unlocking the future for millions of children in Pakistan but are often under-supported, overburdened, and often untrained to undertake this key endeavor. The MoFEPT's National Digital and Innovation in Education Strategy (NDIES) sets the following national goals for all teachers in public and private schools in Pakistan:

- Provide induction training to new teachers across Pakistan, LMS based structured virtual teacher training on general classroom pedagogy as well as subjects of Pakistan National Curriculum for all grades (ECD to K12), that can be accessed anytime anywhere
- Produce virtual teacher training to teacher to improve their teaching credentials through a Multilevel Continuous Professional Training (CPD) Certification program

- Provide this training in byte sized modules so teacher can improve their proficiency in between their busy schedules, at time of their choosing.
- Introduce digital content and digital literacy in teaching, including in the classroom
- Move from teacher-led rote learning to student-oriented 21st century learning throughout Pakistan’s education system
- Utilize digital content aligned to PNC SLOs, assessments, learning analytics, and other resources the government will provide through its TV and Internet based distance learning channels
- Train class room teachers to manage remedial, gifted child and specialized learning pathways utilizing specialized digital content and resources government will make available through the distance learning channels
- Set a minimum performance floor for classroom teaching practice through scripted or structured learning but allow better teachers control over lesson planning and class content by a multi-level certification program
- Monitor teaching at the output level, track performance at outcome and impact levels, through LMS engagement and assessment data and practice observation
- Implement comprehensive field based coaching and mentoring support to teachers who register in the program, starting from the schools listed in this RFP.
- Build incentives into the system to reward teacher performance and upskilling.

- **Scope of Work**

The project aims to drive improved student learning outcomes by providing teachers with digital content and support. MoFEPT intends to onboard one Ed-tech service provider from the private sector to undertake the project the main components of which are summarized below and described in more detail later in this section.

Activity	Scope
1	Set up the monitoring cell infrastructure in premises renovated and provided by MoFEPT
2	Recruit or select, train, and manage human resources to manage field support from the monitoring cell to the schools listed in this RFP for two years.
3	Research, Design and implement Multilevel Virtual Induction and CPD certification programs and deployment for Primary school (ECD through Grade 5). Test and adapt program to achieve desired outcome and impacts
4	At the end of two years, handover project to NIETE, after training their relevant staff. Provide full set of virtual training material related to methodologies and SOPs for the monitoring cell be used by them in the future.

This project will target public schools in Islamabad, first before being implemented for other parts of the country. The number of schools to be served by this project are as follows; All these schools will be equipped with at-least one computer lab and digital classroom which can used in rotation by all teachers on a rotating basis. During the course of the 2-year project, MoFEPT will increase the digitalization in these schools further (increase in number of smart classrooms, improve and enhance computer labs) so this potential evolution must be taken into account when designing the program.

The project is on BOT Build operate and transfer basis :

Price component	PKR
Research/TNA and TOR for CPD Primary	
Virtual CPD Certification (L1-L3) program for Primary grade teachers - license and new content development to meet multilevel certification requirements	
Research/TNA activity and TOR development for induction training Primary	
Virtual Induction training Certification program Primary	
Establishment of Monitoring Cell Primary	
Operational cost of Monitoring cell (24 months)	
Outsourced recruitment (24 months) - Primary	
Outcome based Management Fee (5% automatic +10% outcome based =15%)	
Total	

As per requirements of the intervention the teachers on field would require data package to access the lesson plans and interact with the system. After carefully analyzing the existing telecom operators, the moderate package cost has been obtained.

Activity 1: Service provider to set up the monitoring cell infrastructure:

- Service provider will design and setup mission control units in Islamabad to meet the requirements of the project
- MoFEPT will provide ready to use building facilities where the mission control unit will be setup in Islamabad.
- The facilities will include large hall of suitable size where service provider will implement the mission control unit including working spaces for the coaches and mentors, one office for the project manager, one large conference room and adequate (bathrooms for male/female staff, parking, space for generator, etc.) and manage the upgradation of facilities for the human resources needs of the project in that location.
- Service provider will procure and install the following equipment and fixtures in the mission control units
- Service provider will be responsible for maintenance of these, throughout the duration of the project. This includes replacement if needed.

Islamabad location

S/N	Line Item	Units	Y-1 (cost)	Y-2 (cost)	Total Cost
1	Tables (4 W x 4 D)	70		0	
2	Chairs (23 W x 19 D x 40 H (Inches)595 W x 495 D x 1020 H (mm))	70		0	
3	Laptops (AMD RYZEN, 8 GB RAM, 500GB SSD)	70		0	
4	Tablets	70			
5	Photocopier (Multipurpose)	1			
6	200" Screen (FHD LED Display)	2		0	
7	75" Screen (FHD LED Display)	4		0	
8	Air Conditioners (5 Ton Floor Standing)	5		0	
9	Networking	1			
10	Generator (12KVA)	1		0	
11	Backup power (UPS + Batteries)	1		0	
12	Displays and Monitors (32" FHD Monitors)	40		0	
13	Storage cabinets (10ft H x 3ft D x 5ft W)	20		0	
14	Whiteboards (6 W X 6H)	10		0	
15	Mission Control Operators	10		Required	
16	Conferencing Setup (Camera 1080p or higher resolution, wide-angle lens, Microphone Conference room design, omnidirectional Speakers Good sound quality, loud enough to fill the room Display 75 inches or larger, FHD Lighting Additional lighting to avoid shadows, Software Conferencing software that meets your needs, Table & Chairs etc.)	1		0	
17	Installation & Maintenance	1		Required	
18	Support Staff	5		Required	
19	Control Room Interior	1		0	
Item		No	Description		
Working space in hall for Coaches		55	Desk or cubicle, seat, laptop, screen, tablet, storage cabinet		

Working space in hall for Mentors	12	Desk or cubicle, seat, laptop, screen, tablet, storage cabinet	
Office space for Project Manager	1	Desk or cubicle, seat, laptop, screen, tablet, storage cabinet	
Conference room for discussions and presentations	1	At least 24 seats, appropriate size table	
20	Fire Fighting Equipment	1	0
21	Water Dispenser	3	0
22	Misc.	1	Required
23	Data Analytics Cost	1	
24	Cloud Server Cost for 24 Months	24 months	
25	Management Fee (5%)	1 time	
26	Outcome & Impact Linked Compensation(10%)	1 time d	
Total			

The service provider will additionally perform the following tasks

- Procure and Install suitable internet service to meet the goals of the project (100Mbs redundant SLA based connection).
- Procure all software licenses needed to meet the goals of the project.
- Design, procure, install and maintain backup server for the data and analytics used in the project
- Procure and Install suitable backup generator/ UPS for the goals of the project.
- The mission control should have a modern and aesthetic look which should influence layout, furniture and fixture selection. Vendor should include a reasonable budget for accomplishing this.
- Vendor should consider and recommend other fixtures that can contribute to the success of the project
- Vendor will be responsible for the running of the facility for 24 months and should include a reasonable budget for utilities, material, supplies, and all other expected/unexpected recurring expenses.

	Component	Unit Cost (PKR)	Duration (In months)	Units	Total (PKR)
1	Internet Costs for Teachers		24		
2	Internet Costs for Offices		24	1	
3	POL Charges for Generator		24	1	
4	Electricity Charges		24	1	
5	Stationary & Office Supplies		24	1	
TOTAL COST					

Activity 2: Recruit, select, train, and manage human resources for the duration of the 2-year project

- Service provider will design and initiate a recruitment program with digital and print components to attract the best available resources for the project
- Service provider will select the best candidates based on a transparent and objective criteria designed in consultation with FDE, Ed Tech specialist and any other resources assigned to the project by MoFEPT
- Service provider will design and implement a comprehensive training program for the selected candidates according to the needs of the project.
- Service provider will make video modules of this training program for any replacements required during the 2-year duration of the project.
- Service provider will consult with FDE and design a rotation program for head teachers and other current staff, in order to familiarize them with the program and to recruit them as champions and ambassadors within the system.
- Service provider will set weekly, monthly and quarterly goals for the recruited staff and track their performance through smart monitoring and KPIs. The learning from this will be used to implement an evolving CPD program for them during the duration of the project.
- Service provider will design policies and SOPs for all staff and functions related to this project.
- Before the end of the project, service provider will provide a virtual training program modules for both the induction and continuous professional development of this staff, incorporating all lessons learned and the final version of the policies and SOPs.

S. No.	Description of Variable	Total Points	Points Awarded by Evaluator to Shortlisted Firms				Comments
			Firm 1	Firm 2	Firm 3	Firm 4	
1	Previous Work Experience	15					
1.1	Demonstrated experience of devising & implementing such Based project for students at school level (5 marks each for two project max)	5					
1.2	Already developed such based training modules, teaching manual, students handouts etc.	5					
1.3	Demonstrated experience of providing advanced technology solutions at primary school level for respective age groups of students (1 mark each for one project	5					
2	Content / Curriculum	10					
2.1	Established experience of developing relevant curriculum/content for training modules education at school level	05					
2.2	Ability to install & implement technology at specific primary grades / age groups	05					
3	Approach and Methodology Proposed design of the coaching and mentoring program	15					
3.1	Clear Cut Methodology aligned with TORs for solution providers	05					
3.2	Clear cut implementation plan/strategy against the ToRs for teachers' trainings, the cascading mechanism and post training evaluation	05					
3.3	Monitoring and reporting mechanism	2.5					

3.4	Clear cut plan	2.5					
4.	Key/Core Professional	20					
4.1	1 one Project Manager	05					
4.1.1	Relevant Experience (1 Mark for each 2 years, Max 3)	3					
4.1.2	Academic (1 Mark for relevant Masters 2 mark for higher qualification, Max 2)	2					
4.1.3	12 CPD Mentors/ Relation Ship Manager	05					
4.1.3	CPD Coaches Field staff *55 as per required qualification TORs	5					
4.1.3.1	Relevant Experience (1 Mark for each 2 year, Max 3)	3					
4.1.3.1	Academic (1 Mark for relevant Masters 2 mark for higher qualification, Max 2)	2					
4.3	Data Analytics Cost	2.5					
4.4	Cloud Server Cost	2.5					
	Technology Component						
4.5	Proposed Design Technology and functionality of the Monitoring Cell inform of Presentation with full functional set up	10					
4.5.1	Data Analytics Cost						
4.5.2	Cloud Server Cost for 24 Months						
4.5.3	Management Fee (5%)		-				
4.5.4	Outcome & Impact Linked Compensation(10%)			-			
Total Technical	70% Weighted						
Financial	Weighted	30%					

TORs for Human Resource Component

The third-party through open competitive bidding process will be for provision of all-in-one solution which includes the technology itself and human resource for its success implementation.

The TORs will be published for the same.

S/N	Position	Qualification & Experience	Age	Job Description & Skills
1	One Project Manager	<ul style="list-style-type: none"> Minimum Bachelor's (16 Years of Education) is required in Management, Project Management, Information Technology, Technology Management, Business Administration, Education or relevant field. PMP certification would be a Bonus Minimum 5 Years of Experience preferably in Project Management 	30 to 55 Years	<ul style="list-style-type: none"> Look after the overall project activities. Build connections, reach out to institutes to ensure their satisfaction, and network within the community to identify prospective customers. Strong project management skills, including experience with project planning, budgeting, and risk management Experience working with virtual learning platforms and associated technology Excellent communication skills, including the ability to communicate effectively with stakeholders at all levels of the organization Strong leadership skills, including the ability to motivate and manage a team of professionals Strong problem-solving skills, with the ability to identify and address issues in a timely manner Ability to work independently, manage multiple priorities, and meet deadlines in a fast-paced environment

				<ul style="list-style-type: none"> • Liaise between customer experience and the internal department and bring a specific complaint from a customer to their attention to resolve the situation. • Will be able to lead the project team and ensure quality and everyday task completion. • Would be able to manage the technological requirements digital platform. <p>Skills</p> <ul style="list-style-type: none"> • Attending to detail to ensure nothing slips through the cracks • Tech-savvy • Team management and micro-management skills to catch up with the fast pace project • Analyzing problems to come up with resolutions • Caring about the team, and customers, whose happiness can make or break the efforts • Follow through so customers know we take their concerns seriously • Proven experience as a Project Manager • Problem-solving attitude • Excellent communication skills • Aptitude for fostering positive relationships • Teamwork and leadership skills • Customer-oriented mindset • Project Management
2	12 CPD Mentors	<ul style="list-style-type: none"> • Minimum Bachelor's required • Any other certification would be a Bonus • 2 Years' Experience in Relationship Management 	25-45 Years	<ul style="list-style-type: none"> • Attending to detail to ensure nothing slips through the cracks • Tech-savvy • Team management and micro-management skills to catch up with the fast pace project. Analyzing problems to come up with resolutions • Caring about customers, whose happiness can make or break the efforts • Follow through so customers know we take their concerns seriously • Proven experience as a Relationship Manager • Knowledge of customer relationship management (CRM) practices • Experience in sales or customer service is preferred • Problem-solving attitude • Excellent communication skills • Aptitude for fostering positive relationships • Teamwork and leadership skills • Customer-oriented mindset
3	55 CPD Coaches	<ul style="list-style-type: none"> • Minimum Bachelor's required • Any other certification would be a Bonus • Fresh Graduates are encouraged to apply 	25-45 Years	<ul style="list-style-type: none"> • Attending to detail to ensure nothing slips through the cracks • Tech-savvy • Analyzing problems to come up with resolutions • Caring about customers, whose happiness can make or break the efforts • Follow through so customers know we take their concerns seriously • Problem-solving attitude • Excellent communication skills • Aptitude for fostering positive relationships • Teamwork • Customer-oriented mindset

Activity 3: Research, Design and implement Multilevel Virtual Induction and CPD certification programs and deployment for Primary school (ECD through Grade 5).

- Service partner will propose a suitable academic team for the design of virtual induction training and virtual ongoing professional training for in-service teachers of FDE. An accreditation partnership with a HEC recognized well regarded national university with B.Ed. and M.Ed. programs in Ed Tech is strongly preferred (AKU, LUMS, NUST and/or reputable international university).
- The academic team must have previous experience of curriculum development for teacher training in the context of Pakistan’s primary school education.
- The academic team must have expertise in digital education including distance education, scripted learning, blended learning, LMS use for teaching.
- The academic team must have expertise in 21st century pedagogy.
- The academic team should have expertise in design of multi-level certification programs. Highly preferred.
- The needs of Teachers may vary. It will be the responsibility of the service provider to research differences and provide appropriate solutions
- The service provider must have existing content relevant to this project. He will begin the program with his existing solutions.
- Academic team will research the efficacy of the existing solutions through focus groups of FDE teachers, administrators
- Academic team will analyze LMS data and identify gaps and required areas of focus in line with the teachers targeted by this project and their practice.
- Academic team will research industry best practice and other relevant curriculums for teacher training.
- Academic team will use this learning to develop new multilevel certification programs for induction training and ongoing professional development of teachers based on the following guidelines
- The Induction training certification program will be rigorous enough to qualify as a professional certification for teachers who have FA/Fsc or BA/Bsc qualification but no teaching qualification
- It will focus on general pedagogy as well as all subject teaching required in primary education.
- It will include elements of digital and STEM education including how to use digital resources like LMS, digital content smart classroom, computer labs, maker spaces, robotics and coding.
- Teachers will be provided lesson plans and trained on scripted learning/structured learning that is designed to ensure that classroom practice is based around 21st century learning and not rote learning.
- The induction training will consist of video modules with assessments that will be accessed by teachers who register with the MoFEPT LMS
- Progress of teachers who register will be tracked and coaches, mentors engaged where needed to encourage and support their progress as per the design of the program
- Teachers that complete all the modules of the induction training will be provided a completion of course certificate
- Service provider will consult with Federal College of Education to design a certification process for those that complete these modules.

- The Certification process should include proctored assessment and practice observation components
- Teachers who pass the certification process will be certified as Level 1 teachers.
- There will be an accelerated virtual certification course for all existing in service teachers to get Level 1 certification.
- Academic team will use research findings to develop curriculum for Level 2 and Level 3 certifications
- The high level goals for Level 1, 2 and 3 certifications are described in the table below
- All three levels of virtual teacher certification program for primary must be completed before the last 6 months of the project.
- The remaining project time focused on improving learning outcome and impact through use of the monitoring cell infrastructure and the associated coaches and mentors. Service provider will provide the complete design for this activity and manage its execution.

Level 1 Certification	Level 2 certification	Level 3 certification
Trained in general 21st century pedagogy Trained in designated subject teaching (if required)	Established competency in 21 st century general pedagogy Established competency in designated subject (if required)	Master level competency in 21 st century general pedagogy Master competency in designated subject (if required)
Can use an LMS to augment class practice and to improve learning outcomes in the class	Can use an LMS to identify and manage selected learning pathways (Standard, Remedial, Gifted child) and to improve learning outcomes in each of these categories of students	Can use LMS to manage individualized learning pathways for all students and improve learning outcomes for all of them
Lesson plan is provided and fixed. Teacher is trained on how to teach with scripted learning solution with built in assessments for HOTS and LOTS (Blooms taxonomy) for each SLO or as specified in the curriculum.	Lesson plan is provided and structured. Teacher is trained on how to modify lesson plan with his preferences but remain in the structure of 21 st century pedagogy	Lesson plan is provided as a guideline only. Master teacher is free to innovate in the classroom and share his successes with the community. He has skill to make new virtual teaching content and lesson plans for HOTS and LOTS.

S/ N	Component	Unit Cost (PKR)	Year 1		Year 2		Total Cost
			Units	Total Y1 (PKR)	Units	Total Y1 (PKR)	
Setup Virtual CPD training							
1	Research/TNA and TOR development activity for Primary		1				
2	Virtual CPD Certification (L1-L3) program for Primary grade teachers		0.7		0.3		

Setup Virtual Induction training						
7	Urgent FDE physical training		900			
8	Research/TNA activity and TOR development for induction training		1			
9	Virtual Induction training Certification program		1			
	TOTAL COST					

Activity 4: At the end of two years, handover project to NIETE, after training their relevant staff.

- 6-month before the end of the project, finalize a sustainability plan for the ongoing operations of the monitoring cell after end of the project.
- Train and Co-manage facility with management proposed for the monitoring cell for the last 6 months of the project.
- Provide full set of virtual training material related to methodologies and SOPs for the monitoring cell be used in the future.

	Handing over	Total Cost
1	Migration, Integration, Improvement (eTaleem Portal)	

Other requirements of the project

- The selected bidder will work with the LMS supplier to integrate their content and solution into the Ministry LMS
- The selected bidder will develop and implement a social media campaign to promote the project and highlight its achievements and milestones. A fixed budget of PKR 10 million has been set for this activity through life of this project. As part of its technical proposal, service provider will provide social marketing plan with breakdown of costs.
- The bidder will provide a cost effective and reasonably sized digital mechanism for those teachers who register from outside the school system to get virtual support in the program
- All IP rights for content created and finalized in this program will belong to MoFEPT. Vendor can retain IP rights to his pre-existing solutions but must provide within the program cost, a 5-year license to MoFEPT during which content will be updated at service provider own cost if justified from field data and any curriculum changes.

Costing of Full financial proposals on all above 4 activities summary cost Primary Component

Price component	PKR
-----------------	-----

Research/TNA and TOR for CPD Primary	
Virtual CPD Certification (L1-L3) program for Primary grade teachers - license and new content development to meet multilevel certification requirements	
Research/TNA activity and TOR development for induction training Primary	
Virtual Induction training Certification program Primary	
Establishment of Monitoring Cell Primary	
Operational cost of Monitoring cell (24 months)	
Outsourced recruitment (24 months) - Primary	
Outcome based Management Fee (5% automatic +10% outcome based =15%)	

Infrastructure and Digital Facilities to be Provided by MoFEPT

MoFEPT will provide or arrange for the following hardware, technology and support infrastructure and facilities:

1. **Hardware Infrastructure.** Each smart classroom will have the following hardware: (1) LED screen or projector; (2) high quality laptop; (3) high quality speakers; (4) clickers for 50 students and base station; and (5) standard whiteboard. Each school will have an operational computer lab. Some schools will have a STEM/Robotics/Coding program being implemented.
2. **Internet Infrastructure.** Each school will be provided with high speed Internet facilities which will be available in each classroom. It is possible that Internet will not always be available and accordingly MoFEPT will ensure that the learning management system will enable localized deployment with at least daily synchronization of content, software and data through the Internet.
3. **Learning Management System.** MoFEPT will make available a state-of-the art learning management system with the following minimal features: (1) registration of students, teachers, classes, schools; (2) provision of content segmented into grades, subjects, lessons, and micro-skills; (3) assessment and reporting engine; (4) integration with clickers and base station; (5) capacity for local and cloud based installation with two-way daily synchronization of content, software and data through the Internet; (6) provision of reports at the network, area, school, teacher, subject, grade, and lesson level; (7) 'on-the-fly' capacity for vendors and teachers to pull content from a content management system; and (8) full access to vendors to classes, teachers, grades, subjects, lessons, content and reports. In addition, because vendors may wish to implement adaptive learning technologies and may require additional data sets, consultations will be held between the learning management system provider and the vendors so that the learning management system is configured to meet vendor specifications. Vendors will provide these specifications as part of their bid proposals.

4. Content Management System. MoFEPT will make available a state-of-the art content management system with the following minimal features: (1) tagging, storage and retrieval of content segmented into grades, subjects, lessons, and micro-skills; (2) capacity for vendors and teachers to tag and create content consisting of videos, assignments, assessments, games, and e-books; (3) capacity for review, comment on, approval and publication of content by vendors and teachers; and (4) on-the-fly' capacity for vendors and teachers to pull content from the content management system into the learning management system.

5. Teachers. MoFEPT will second teachers on a rotational basis for CPD training and monitoring. These teachers will be appropriately distributed among primary, middle and upper grades

Eligibility Criteria

- Lead bidder must be registered with SECP and submit Last 3 years audited financials
- Bidder is encouraged to form service provider partnership (JV or consortium) with university for development of the multi-level virtual teacher certification program

Qualification of the service provider

- Proof of national or international awards and recognition related to Teacher training at primary levels
- The bidder must have a proven track record of developing and deploying digital teacher training programs and digital scripted lesson plans for ECE up to grade 5.
- The bidder must have more than 1 year of experience developing and deploying teacher training content and LMS via smartphone and desktop applications.
- The bidder must have more than one year's experience of providing physical support to low-cost private schools and/or public schools for digital onboarding and implementation of its digital services.
- The bidder should have at least one year of experience integrating digital learning platforms with monitoring dashboards at the teacher, school, and school network levels, to provide real-time monitoring data to each level.

Qualification of the academic team

- Experience creating and implementing teacher certification programs. Virtual programs preferred.
- Expertise in all forms of pedagogy including constructivist and 21st century pedagogy
- An accreditation partnership with a HEC recognized well regarded national university with B.Ed. and M.Ed. programs in Ed Tech is strongly preferred (AKU, LUMS, NUST and/or reputable international university).

Selection Criteria

Two state process

- Technical: 70%
- Financial: 30%

Financials will only be opened for the firms that are deemed eligible, submit complete bids and meet at least 70% score on the technical evaluation.

Technical evaluation:

Prior experience and relevant expertise of the firm/consortium	10%
Proposed Design and functionality of the Monitoring Cell	10%
Proposed design of the coaching and mentoring program	10%

Proposed design methodology of the Multilevel teacher certification training programs	10%
Overall Quality of the project management plan	10%
Aggressiveness of proposed outcome and impact targets	10%
Presentation	10%
Total	70%

Financial evaluation guidelines

Lump sum cost of bid

- Detailed Breakdown of all costs must be provided
- Bidder is expected to bid on a cost plus management fee model
- 50% of management fee will be held in escrow and released upon meeting proposed learning outcome and impact targets

Payment milestones

Mobilization fund	25%
Inception report with Monitoring cell and program design reviewed and approved by Steering committee set up to manage the project by MOFEPT	20%
Complete Recruitment of Staff – Phase 1 (as defined in approved program)	20%
Setup monitoring cell	15%
Graduate first batch of Level 1 certification graduates as per the approved program	10%
Handover project to FDE as per approved program	10%

Governance

All decisions will occur through a project steering committee, which will meet once a month to review progress of the program.

Committee would be chaired by Secretary or Additional Secretary. It would consist of representatives of FCE, FDE, DI Wing and any other member nominated by the Chair.

FORM TECH-4 (FOR FULL TECHNICAL PROPOSAL ONLY)

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal:

- a) Technical Approach and Methodology
- b) Work Plan

TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of PE]

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

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 initial]

Name and Title of Signatory:

Name of Firm:

Address

Service Provider's organization and Experience

A –Service Provider's Organization

[Provide here a brief (two Pages) description of the background and organization of your firm/entity and each associate for this assignment]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm mechanisms for mentoring and supervising relevant resources, 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]

<i>Assignment name:</i>	<i>Approx. value of the contract (in PKR):</i>
<i>Location of assignment:</i>	<i>Duration of assignment (months):</i>
<i>Client Name:</i>	<i>Total No of staff-months of the assignment:</i>
<i>Address:</i>	<i>Approx. value of the services provided by your firm under the contract (in case of work as associate):</i>
<i>Start date (month/year): Completion date (month/year):</i>	<i>No of professional staff-months provided by associated Consultants:</i>
<i>Name of associated Consultants, (if any):</i>	<i>Name of senior professional staff of your firm involved and functions Performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):</i>
<i>Narrative description of Project:</i>	
<i>Description of actual services provided by your staff within the assignment:</i>	

Description of Approach, Methodology and Work Plan for Performing the Assignment

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

- a) Technical Approach and Methodology;
- b) Work Plan;

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 exacted 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 main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TORs 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.

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL
STAFF

1. *Proposed Position* [only one candidate shall be nominated for each position]:
 2. *Name of Firm* [Insert name of firm proposing the staff]:
 3. *Name of Staff* [Insert full name]: _____
 4. Date of Birth:
 5. Nationality:
 6. *Education* [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
 7. Membership of Professional Associations:
 8. *Other Training* [Indicate significant training since degrees under 5 - Education were obtained]:
 9. *Countries of Work Experience:* [List countries where staff has worked in the last ten years]:
 10. *Languages* [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
7. **Employment Record** [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.

From [Year]: To [Year]:

Employer:

Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be Performed under this assignment]</i></p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <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> <p>Name of assignment or project:</p> <p>Year:</p> <p>Location:</p> <p>PE:</p>
	<p>Main project features:</p> <p>Position held:</p>
	<p>Activities Performed:</p>

13. Certification:

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.

Date:

[Signature of staff member or authorized representative of the staff]

Year

Day/Month/

Full name of authorized representative:

Teacher Training Modules/Contents/ Curriculum/Hand Outs etc.

[Please provide material already developed]

5 % Bank Guarantee for Advance Payment

_____ [Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [Name and Address of Client]

Date: _____

ADVANCE PAYMENT GUARANTEE No.: _____

We have been informed that [name of Consulting Firm] (hereinafter called "the Consultants") has entered into Contract No. [reference number of the contract] dated [insert date] with you, for the provision of [brief description of Services] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of [amount in figures] ([amount in words]) is to be made against an advance payment guarantee.

At the request of the Consultants, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures] ([amount in words])¹ upon receipt by us of your first demand in writing accompanied by a written statement stating that the Consultants are in breach of their obligation under the Contract because the Consultants have used the advance payment for purposes other than toward providing the Services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Consultants on their account number _____ at [name and address of Bank].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultants as indicated in copies of certified monthly statements which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the monthly payment certificate indicating that the Consultants have made full repayment of the amount of the advance payment, or on the ___ day of _____, 2___,² whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

¹ The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Client.

² Insert the expected expiration date. In the event of an extension of the time for completion of the Contract, the Client would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Client might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Client's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]

Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.

Section IV

Financial Proposal - Standard Forms

Financial Proposal Standard Formats shall be used for the preparation of the Financial Proposal according to the instructions provided under Para. 2 of Section-II.

Financial Proposal Submission Form

Summary of Costs

Breakdown of Costs of all 4 Activities as per above TORs /technical proposal

Breakdown of Cost of Remuneration to Key Staff

Costing of Primary Component

Price component	PKR
Research/TNA and TOR for CPD Primary	
Virtual CPD Certification (L1-L3) program for Primary grade teachers - license and new content development to meet multilevel certification requirements	
Research/TNA activity and TOR development for induction training Primary	
Virtual Induction training Certification program Primary	
Establishment of Monitoring Cell Primary	
Operational cost of Monitoring cell (24 months)	
Outsourced recruitment (24 months) - Primary	
Outcome based Management Fee (5% automatic +10% outcome based =15%)	

a) **Technical Approach and Methodology.**

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs) (Note: Please do not repeat/copy the TORs in here) Describe the technical approach, and the methodology you would adopt for implementing the tasks to deliver the

expected output(s), and the benefits of this approach over potential alternatives. Fill in below table before describing the solution in detail in the following section.}

- The high level goals for Level 1, 2 and 3 certifications are described in the table below
- All three levels of virtual teacher certification program for primary must be completed before the last 6 months of the project.
- The remaining project time focused on improving learning outcome and impact through use of the monitoring cell infrastructure and the associated coaches and mentors. Service provider will provide the complete design for this activity and manage its execution.

Level 1 Certification	Level 2 certification	Level 3 certification
Trained in general 21st century pedagogy Trained in designated subject teaching (if required)	Established competency in 21 st century general pedagogy Established competency in designated subject (if required)	Master level competency in 21 st century general pedagogy Master competency in designated subject (if required)
Can use an LMS to augment class practice and to improve learning outcomes in the class	Can use an LMS to identify and manage selected learning pathways (Standard, Remedial, Gifted child) and to improve learning outcomes in each of these categories of students	Can use LMS to manage individualized learning pathways for all students and improve learning outcomes for all of them
Lesson plan is provided and fixed. Teacher is trained on how to teach with scripted learning solution with built in assessments for HOTS and LOTS (Blooms taxonomy) for each SLO or as specified in the curriculum.	Lesson plan is provided and structured. Teacher is trained on how to modify lesson plan with his preferences but remain in the structure of 21 st century pedagogy	Lesson plan is provided as a guideline only. Master teacher is free to innovate in the classroom and share his successes with the community. He has skill to make new virtual teaching content and lesson plans for HOTS and LOTS.

Section 4. Financial Proposal - Standard Forms

{Notes to ESP shown in brackets { } provide guidance to the ESP to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs (list major categories including itemized costs for hardware, software and services)
- FIN-3 Breakdown of Remuneration, including Appendix A "" in the case of QBS method

FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the education technology 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 amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures}, [Insert "including" or "excluding"] of all indirect local taxes in accordance with Clause 25.1 in the Data Sheet. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

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 Clause 12.1 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

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

{If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution."}

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: _____

In the capacity of: _____

Address: _____

E-mail: _____

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}

FORM FIN-2 SUMMARY OF COSTS

Item	Cost {Insert Local Currency}
Cost of the Financial Proposal	
Please provide itemized breakdown organized in the following categories:	
<i>(1) Itemized breakdown of hardware</i>	
<i>(2) Itemized breakdown of software</i>	
<i>(3) Itemized breakdown of services/Key Experts /Field Staff</i>	
<i>(4) Itemized breakdown of other expenses</i>	
Total Cost of the Financial Proposal: {Should match the amount in Form FIN-1}	
(i) {insert type of tax: e.g., VAT or sales tax}	
(ii) {insert type of tax}	
<u>Total Estimate for Indirect Local Tax:</u>	

Costing of Primary Component

Price component	PKR
Research/TNA and TOR for CPD Primary	
Virtual CPD Certification (L1-L3) program for Primary grade teachers - license and new content development to meet multilevel certification requirements	
Research/TNA activity and TOR development for induction training Primary	
Virtual Induction training Certification program Primary	
Establishment of Monitoring Cell Primary	
Operational cost of Monitoring cell (24 months)	
Outsourced recruitment (24 months) - Primary	
Outcome based Management Fee (5% automatic +10% outcome based =15%)	

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish basis of payments to the ESP for possible additional and extended services requested by the Client.

Optional Service Details

Optional Service	Describe Program components	Total of optional costs with itemized Breakdown of all component costs
Learning continuity plan for stay at home contingency	[Features included in proposed solution Details of recommended optional hardware, software or service that will increase learning during stay at home contingency }	
Additional Cost/Teacher training	{Cost/teacher if FDE decides to acquire more teachers for the proposed program}	
Any other proposed optional services	[Features included in proposed solution Details of recommended optional hardware, software or service along with rationale of why proposed}	

Section 6. Corrupt and Fraudulent Practices

Fraud and Corruption

It is the Client's policy to require, service providers and their agents (whether declared or not), sub-contractors, sub-consultants, service providers, or suppliers, and any personnel thereof, observe the highest standard of ethics during the selection and execution of contracts [footnote: In pursuance of this policy, the client:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - (ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - (iii) "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) "coercive practices" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (v) "obstructive practice" is
 - (aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a client investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - (bb) acts intended to materially impede the exercise of the client's inspection and audit rights;
- (b) will reject a proposal for award if it determines that the service provider recommended for award or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

- (c) will declare misprocurement and cancel the portion of the Loan allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the Loan were engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the selection process or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the client to address such practices when they occur, including by failing to inform the Ministry in a timely manner they knew of the practices;
- (d) will sanction a firm or an individual at any time, in accordance with prevailing Client's sanctions procedures, including by publicly declaring such firm or an ineligible, either indefinitely or for a stated period of time.