

# **Pre-Qualification Document (PQD)**

**For**

**Third Party Validation of Literacy Interventions  
GOVERNMENT OF PUNJAB**



**DIRECTORATE GENERAL MONITORING & EVALUATION  
PLANNING & DEVELOPMENT DEPARTMENT**



**March, 2018**

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### 1. Introduction

Government of the Punjab has established Literacy & Non Formal Basic Education Department to provide Basic Education & Literacy in Non Formal mode to the poorest of the poor, marginalized and secluded segment of population via establishment and operation of;

- a) Non Formal Basic Education Schools (NFBES)
- b) Non Formal Education Feeder Schools (NFEFS)
- c) Adult Literacy Centers (ALC)
- d) Non Formal Education Adolescent Centers (NFEAC)

At present under 02 development Projects i.e. (a) Punjab Non Formal Education Project (PNFEP), (b) Taleem Sab Kay Liay (TSKL), all the above interventions are being implemented in all 36 districts of Punjab.

Project wise detail of centers/schools and learners enrolled therein is as under:-

	PNFEP			TSKL			
	NFBES	ALC	Total	NFEFS	NFEAC	ALC	Total
Centers / schools	12,019	6,327 (4th cycle complete) 2,160 new short courses	18,346	1,260	180 (completed)	360 (3rd cycle in progress)	1,800
Enrolled Learners	3,99,031	1,27,513	526,544	36,392	3,787 (pass outs)	7,393	47,572

The main features of each intervention are given as under:-

#### **Non-formal Basic Education Schools (NFBES)**

- a) Primary school education, from grade I-V, in non-formal setting leading to interim mainstreaming and PEC examination at terminal level
- b) NFBE schools to prepare children for mainstreaming into formal education schools
- c) Nursery schools to prepare children for entry into primary level education in either formal or non-formal setup

- d) School site may be private premises of non-formal teacher, community arranged premises, business / industry / commercial organization, private philanthropic organization, officially provided by a Government Department / organization and any other site as approved by L&NFBE.
- e) Duration; Up to 40 months or till end of gestation period of the project as per policy of L&NFBE Department
- f) Timing; 04 hours. Age 04 – 14 years. Gender; Male, Female, Transgender. Enrolment; Open ended: all eligible learners falling within grade 0 to grade V shall be accommodated throughout the year.
- g) Number of Learner; 20 (minimum) - 45 (maximum) learners per school.

#### **Non Formal Education Feeder Schools (NFEFS)**

- a) To prepare learners for mainstreaming into public cum private formal school system at 0 – 03 levels (b) accommodate formal school dropouts in an educationally nurturing environment till their re-joining formal system.
- b) Site is in private / community premises in socioeconomically depressed areas.
- c) Teacher is at least matriculate (at least 50% marks).
- d) NFEFS is provided with literacy kit items (Blackboard, Daree, textbook etc.)
- e) Learner age group is 04 – 09 years.
- f) Learners' enrollment strength at each NFEFS is 20 (minimum) – 45 (maximum) at any given time.
- g) Tuition comprises nursery and 01, 02 & 03 primary levels of education.
- h) Tuition is imparted 06 days per week for 03-hours each day at flexible timings.
- i) Duration of an NFEFS is maximum 22-months.

#### **Adult Literacy Center (ALC)**

- a) To impart basic literacy to adult illiterates.
- b) Center site may be private premises of non-formal teacher, community arranged premises, business / industry / commercial organization, private philanthropic organization, officially provided by a Government Department / organization and any other site as approved by L&NFBE.
- c) ALC teacher is at least matriculate.
- d) ALC is provided with literacy kit items (Blackboard, Daree, textbook etc.)

- e) Learner age group is 18 – 45 years.
- f) Learner enrollment strength at each ALC is 15 (minimum) – 35 (maximum).
- g) ALC teachers & project field staff mobilize community for enrolment.
- h) Tuition comprises basic literacy and numeracy skills.
- i) Tuition is delivered 06 days per week for maximum 02 hours each day.
- j) Duration of ALC is 03 months.

### **Non Formal Adolescent Education Center (NFAEC)**

- a) To impart (i) basic literacy and (ii) basic life skills to adolescent illiterates.
- b) NFAEC is in private / community / workplace / technical institute premises.
- c) NFAEC teacher is at least matriculate (at least 50% marks).
- d) NFAEC is provided with literacy kit items (Blackboard, Daree, textbook etc.)
- e) Learner age group is 14 – 17 years.
- f) Learner strength at each NFAEC is 15 (minimum) – 40 (maximum).
- g) NFAEC teachers & project field staff mobilize community for enrolment.
- h) Tuition comprises (a) basic literacy and (b) life skills.
- i) Tuition is for 06 days per week and for 02 1/2 hours each day at flexible timings. Duration of an NFAEC is 03 months after which it stands ended / terminated

### **2. Objectives**

The objectives are:

- i. To examine the extent Punjab Non Formal Education Project & Taleem Sab Kay Liay have achieved intended targets;
- ii. To analyze the viability and effectivity of the above interventions of these schemes and their expected impact on the literacy & social development.

### **3. Scope of Consultancy Work**

The purpose of this TPV is to assess the quantitative and qualitative information through a third party regarding validations of the Punjab Non Formal Education Project and Taleem Sub kay Liay interventions and to monitor progress and achievement against the targets, challenges faced and way forward.

The scope of work for this assignment includes:

#### **Taleem Sub Kay Liay Project**

Verify or assess the targets of the scheme as per designed sample

- i. Verify the establishment of 1,440
  - 1260 NFE Feeder Schools (NFEFS)
  - 180 NFE Adolescent Centers (NFEAC)
- ii. Learners of Programme are 36,900
  - Minimum 25,200 out of school 0-3 class
  - Minimum 2,700 Adolescent illiterates
  - 3,600 adult illiterates through private organizations

### **Punjab Non-Formal Education Project**

Verify or assess the targets of the scheme as per designed sample

- iii. Establishment of 14,179 NFEIs;
  - 2,160 Adult Literacy Centers (ALC)
  - 12,019 NF Basic Education Schools (NFBES)
- iv. Learners of the programme are 2,72,780
  - Minimum 32,400 Adult illiterates
  - Minimum 2,40,380 illiterate children
  - Provision of 12,019 Kits for NFBE Schools
  - Provision of 2,160 Kits to Adult Literacy Centers

District-wise detail of centers is available at **Annex-A**.

#### **4. Deliverables**

The work products of TPV of Literacy Interventions are:

1. The TPV report will clearly mention the way forward for the Literacy Interventions and incorporate recommendations for improvement.
2. The TPV report shall incorporate policy recommendation for Non-Formal Basic Education department.

#### **5. Eligibility Criteria**

Following are the details on the basis of which Firm will be shortlisted:

- i. **Pre-Requisite**
  - a. Registration with the Relevant Professional body of the Country;
  - b. National Tax Registration Number (NTN)

- c. Punjab Sales Tax Number (PSTN)
- d. Minimum Rs. 30 million annual turnover for National Firms / Companies supported by Audited Financial Statement.
- e. Undertaking by the firm on a legal format, that it has not been blacklisted by any Government Agency/Authority nor is under any litigation.

**ii. Firm Experience**

Firms should provide information regarding;

- a. General experience by providing the list of six (06) number of projects/assignments performed so far as per **Annex - B**
- b. Relevant experience in the subject field by submitting the detail of (3 Nos.) most relevant projects undertaken in the past (5 years) as per **Annex - C**.
- c. Detailed description of the Firm Profile by providing its organizational structure, list of permanent staff, quality management system and list of equipment/machinery.

**iii. Human Resource Capacity**

- a. List of key personnel proposed having expertise in **Third Party Validation of Literacy Interventions** as per **Annex - D**.
- b. CVs of key personnel proposed as per **Annex - E**

However, the required qualification and experience is as follows;

Designation	Qualifications	Experience	Expertise
Team Leader	PhD or Master in Education, Sociology or Equivalent	Minimum 05 years in case of PhD & 10 years in case of Master Degree	Consultancy experience of Third Party Validation of development projects and providing solutions in Education and Social Development.
Statistician	MS/MPhil in Statistics	Minimum 05 year's experience in data collection and analysis	Consultancy experience in a top class consultancy firm providing solutions in data analysis.

Non-formal Education Specialist	MS/MPhil degree in Education / DNFE (Distance & Non-Formal Education)	Minimum 5 years experience in Education and Non-formal Basic education etc.	Desired input must hold a consultancy experience in a top class consultancy firm providing solutions in education and Non-Formal Basic Education
Social Development Specialist	MS/MPhil in Sociology / Social Development	Minimum 5 years experience in Social Development	Desired input must hold an consultancy experience in a well reputed / top class consultancy firm providing solutions in Sociology and Social Development
M & E Specialist	MS/MPhil degree in Economics, Project Management or Education	Minimum 5 years experience in field of Project Management, Economics and Education	Desired input must hold consultancy experience in a top class consultancy firm providing solutions in Education and Project Management.
Research Analyst	Masters/Bachelors in Project Management, Economics, Sociology or Equivalent.	Minimum 3 years experience in area of expertise.	Desired input must hold consultancy experience in a top class consultancy firm providing solutions in Project Management, Economics and Sociology
Data Collection Agents / Surveyors/ Monitors (both gender)	Minimum Bachelors in Education, Sociology or Statistics	Minimum 2 years experience in data collection of social sector projects	Desired input must hold survey or data collection experience in a top class firm providing solutions in data collection.

**iv. Financial Capabilities**

Detail of financial capabilities to be provided as per **Annex- F**.

***\*All documents should be in English.***

**\*\*Any misinformation, false and forged statement will lead to disqualification from being shortlisted/pre-qualified and any other action as per applicable laws.**

**\*\*\*Firms/Companies which may be applying under a joint venture/consortium should submit their documents jointly.**

Criteria, sub-criteria, and point system for the evaluation of Expression of Interest (EOIs) is as follows:

<b>A1</b>	<b>Firm Experience</b>	<b>Points</b>
a)	Number of Assignments (General)	<b>10</b>
b)	Number of Assignments (Relevant)*	<b>70</b>
	i. Number of Similar Assignments	40
	ii. Value of Similar Assignment	30
c)	Firm Profile	<b>20</b>
	i. Organizational Structure*	5
	ii. List of Permanent Staff*	5
	iii. Quality Management System*	5
	iv. List of Equipment/ Machinery*	5
<b>Total A1</b>		<b>100</b>
<b>A2</b>	<b>Human Resource Capacity</b>	<b>Points</b>
a)	Team Leader	30
b)	Statistician	15
c)	Non-formal Education Specialist	15
d)	Social Development Specialist	15
e)	M & E Specialist	15
f)	Research Analyst	10
<b>Total A2</b>		<b>100</b>
<b>A3</b>	<b>Financial Capacity</b>	<b>Points</b>
a)	Annual Turn Over	35
b)	Current Ratio	35
c)	Net Worth	30
<b>Total A3</b>		<b>100</b>

**Score = A1[30%] + A2[40%] + A3[30%]**

The minimum score required to be shortlisted is: **65 Points**

- \* Maximum number of 3 most relevant assignments to be provided. Assignments provided beyond the limit of 3 will be given no weightage. Relevant assignments completed in last five (5) years will be given maximum weightage.
- \* Organizational structure must include an organogram that shows complete hierarchy structure of a firm/company.
- \* List of permanent staff includes all the employees currently working in the firm/company.
- \* Quality management system can be developed & audited in house (e.g. Internal quality management system) or by third party (e.g. ISO 9000).
- \* List of equipment/machinery includes all basic as well as specialized equipment used by the firm/company in its respective subsector.

## 6. Firm Detail

Firm should provide its detail as per **Annex-F**. In this PQD the word Firm has been used for both Firm and Company.

## 7. Client Detail

➡ **Directorate General of Monitoring & Evaluation,  
Planning and Development Department  
Government of Punjab  
4<sup>th</sup> Floor, BOS Building, 65-Trade Center Block,  
Johar Town, Lahore.  
Contact No. 042-99233178-183.**

## 8. EOI Deadline

The Expression of Interest EOI may be submitted in hard form through courier on the address below:

Deadline for submission of the EOIs is **20th March, 2018** till 04:00 pm.

However, for Clarification/Coordination Firm/Company may contact to:

➡ **Mr. Salman Khalid,  
Research Associate  
Directorate General (M&E), P&D Department  
Government of Punjab  
4<sup>th</sup> Floor, BOS Building, 65-Trade Center Block,  
Johar Town, Lahore.  
Contact No. 03238820720.  
Landline: 042-99233178-183 Ext-419.  
Email: khalidsalman423@gmail.com./salman.khalid@dgme Punjab.gov.pk**

**Annex-A** District –wise detail of Non-formal Literacy Centers

Targets of NFEIs						
Sr. No.	District	TSKL		PNFEP		Total
		NFEFS (TSKL)	NFEAC	NFBES	ALC	
1	Attock	35	5	300	60	400
2	Bahawalnagar	35	5	390	60	490
3	Bahawalpur	35	5	350	60	450
4	Bhakkar	35	5	314	60	414
5	Chakwal	35	5	335	60	435
6	Chiniot	35	5	300	60	400
7	D.G.Khan	35	5	335	60	435
8	Faisalabad	35	5	280	60	380
9	Gujranwala	35	5	350	60	450
10	Gujrat	35	5	300	60	400
11	Hafizabad	35	5	315	60	415
12	Jhelum	35	5	325	60	425
13	Jhang	35	5	325	60	425
14	Kasur	35	5	360	60	460
15	Khanewal	35	5	400	60	500
16	Khushab	35	5	315	60	415
17	Lahore	35	5	320	60	420
18	Layyah	35	5	390	60	490
19	Lodhran	35	5	380	60	480
20	M.B. Din	35	5	242	60	342
21	Mianwali	35	5	320	60	420
22	Multan	35	5	343	60	443
23	Muzafargarh	35	5	320	60	420
24	Nankana	35	5	325	60	425
25	Narowal	35	5	325	60	425
26	Okara	35	5	350	60	450
27	Pakpattan	35	5	320	60	420
28	R Y Khan	35	5	390	60	490
29	Rajanpur	35	5	370	60	470
30	Rawalpindi	35	5	340	60	440
31	Sahiwal	35	5	330	60	430
32	Sargodha	35	5	350	60	450
33	Sialkot	35	5	320	60	420
34	Shiekhpura	35	5	310	60	410
35	T.T.Singh	35	5	300	60	400
36	Vehari	35	5	380	60	480
<b>Total</b>		<b>1260</b>	<b>180</b>	<b>12019</b>	<b>2160</b>	<b>15619</b>

**Annex-B Firm Experience (General)**

General <sup>1</sup>									
S. No	Name of Project	Location (Country/Province/Division)	Client	Project Description	Implementation		Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Services Provided by the Consultant
					Start	Completion			
1									
2									
3									
4									
5									
-----									

1. Provide list of six (06) number of projects/assignments performed recently. The general assignments should be impact studies or evaluation of social sector using survey based method.

**Annex-C Firm Experience (Relevant)**

<b>Relevant<sup>1</sup></b>									
<b>S. No<sup>2</sup></b>	<b>Name of Project<sup>3</sup></b>	<b>Location (Country/Province/Division)</b>	<b>Client</b>	<b>Project Description</b>	<b>Implementation</b>		<b>Total Cost of Project</b>	<b>Cost of Consultancy Services Provided by the Firm</b>	<b>Actual Services Provided by the Consultant</b>
					<b>Start</b>	<b>Completion</b>			
<b>1</b>									
<b>2</b>									
<b>3</b>									
<b>4</b>									
<b>5</b>									

1. Maximum number of five (03 ) most relevant assignments to be submitted which should include validation/output/ outcome / impact analysis of literacy & educational interventions in Punjab, Pakistan.
2. Assignments provided beyond the limit of three (03) will be given no weightage.
3. Project/Assignment provided must be supported with the completion certificate or letter of award for consultancy issued by the procuring agency/executing agency of that particular project.

**Annex-D** (List of Key Personnel)

<b>S. No</b>	<b>Name</b>	<b>Qualification</b>	<b>Total Experience in Years</b>	<b>Position Proposed</b>	<b>Current Responsibilities</b>

**Annex-E (CVs of Key Personnel)****CURRICULUM VITAE (CV)**

1. **Name of Personnel:** \_\_\_\_\_
2. **Current Position in the Firm :** \_\_\_\_\_
3. **Date of Birth:** \_\_\_\_\_
4. **Nationality** \_\_\_\_\_
5. **CNIC No (if Pakistani):** \_\_\_\_\_ **or Passport No:** \_\_\_\_\_
6. **Education :**

Degree	Major/Minor	Institution	Date (MM/YYYY)

7. **Membership of Professional Associations:** \_\_\_\_\_
8. **Other Training** [Indicate significant training since degrees under 6 - Education were obtained]:
9. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
10. **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):

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

11. **Detail of Work Undertaken**

Name of assignment or project: \_\_\_\_\_

Cost of Project \_\_\_\_\_ Location: \_\_\_\_\_

Date of Start: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Client: \_\_\_\_\_ Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_ Activities performed: \_\_\_\_\_

Actual time spent on the project: \_\_\_\_\_ in months.

12. **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, 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 the proposed staff] Day/Month/Year

\_\_\_\_\_ Date: \_\_\_\_\_

[Counter Signature of authorized signatory] Day/Month/Year

**Annex-F (Financial Capabilities)**

<b>Year<sup>1</sup></b>	<b>Annual turnover</b>	<b>Current Ratio</b>	<b>Net Worth</b>
<b>2014-2015</b>			
<b>2015-2016</b>			
<b>2016-2017</b>			

1. Data provided under the head of financial capabilities must be supported by the Audited Annual Financial Statements.
2. Relative marking criteria will be adopted for evaluation.

**Annex-G (Firm Detail)**

<b>Name of Firm</b>	<b>Address</b>	<b>Contact No.</b>	<b>Authorized Personnel Name</b>	<b>Authorized Personnel Contact No.</b>
Lead Firm				
Joint Venture Firm(s)				
Associate Firm(s)				

1. In case of joint venture 50% weightage is assigned to the Lead firm whereas 50% weightage is marked against Partner firm in two major components (1. Annual Turnover and 2. Human Resource).
2. Pre-requisites are reviewed for both firms jointly e.g. If one firm is providing registration with professional body then it is considered for both firms.
3. National and International firms are treated in the same manner as mentioned in the pre-qualification documents.