

**TERMS OF REFERENCE**

**PROGRAMME MONITORING AND IMPLEMENTATION UNIT**

**School Education Department**

**Government of Punjab**

**THIRD PUNJAB EDUCATION SECTOR PROJECT**

**TECHNICAL ASSISTANCE**

**TO THE**

**ISLAMIC REPUBLIC OF PAKISTAN**

**PUNJAB PROVINCE**

**FOR**

**HIRING OF A FIRM FOR**

**CARRYING OUT TPV OF RECRUITMENT OF EDUCATORS &  
AEOS FOR THE YEAR 2017-18**

## 1. BACKGROUND INFORMATION

### 1.1. Beneficiary Country and Province

**Islamic Republic of Pakistan, Punjab Province**

### 1.2. Contracting Authority

Under the Third Punjab Education Sector Project and in agreement with the World Bank, the Programme Monitoring and Implementation Unit (PMIU), School Education Department (SED), Government of the Punjab is the contracting authority.

### 1.3. BACKGROUND AND OBJECTIVE

Government of the Punjab has received financing from the World Bank towards the cost of the Third Punjab Education Sector Project, and intends to apply part of the proceeds under Technical Assistance (Component II) for consulting services. School Education Department formulated a comprehensive Recruitment Policy for Educators & Assistant Education Officers (AEOs) and sought approval from the Chief Minister before implementation. After approval from the Chief Minister, the policy was notified and recruitment process was initiated. The objective of the TPV is mainly to verify all the steps involved in transparent recruitment of Educators & AEOs which besides others comprises the following:

SNo	Steps of the Recruitment Process
1	Compliance with the policy
2	Entry test conditions & Result
3	Advertisement by the District Govts
4	Documents Review & post qualification experience
5	Interview Mark assessments
6	Data Entry as per actual on software
7	Age limit and quota if any, NIC number of the candidate
8	Final list of Merit
9	Approvals of selected candidates and their orders against the vacancies as per policy notified
10	Cuttings, overwriting etc will be identified and any other step related to TPV not mentioned above

The detail of the above TPV has been described in the succeeding paras. After verifying the position as pointed out above, the firm will comprehensively pinpoint any deviations district wise and category wise, and finally recommend remedial measures for transparent recruitments in future.

#### 1.4. Hiring of Firm

Under the third Punjab Education Sector Project (PESP II), supported by the World Bank (WB), Government of the Punjab (GoPb) is seeking a reputable, experienced firm in Pakistan to conduct third Party Validation (TPV) of the recruitment of Educators & AEOs being carried out by District Governments through District Education Departments. TPV of the entire recruitment process will be conducted based on the selected representative sample in the Punjab. Since the process of recruitment in some of the districts in Punjab have been completed whereas in others it is currently on-going, a province wide, it has been decided to conduct a TPV in the province by selecting a representative sample to evaluate the recruitment process and to determine whether the recruitment process has been followed as per policy. The hired firm shall randomly select a twenty percent sample in each category of recruitment in each district to formulate their findings. The firm is expected to undertake all activities related to field visits, data collection, data entry, data processing, analysis and report writing with proposed recommendations.

## 2. SCOPE

2.1 There are around 52000 schools at all levels (primary, middle, secondary and higher secondary) in Punjab which are under the administrative control of the School Education Department (SED). More than four hundred thousand teachers at all levels are imparting education to the students in these schools. The Government of the Punjab is ever keen to enhance the quality of education to the students. In this direction, the GOPb has implemented various recruitment and rationalization policies in recent years to ensure an equitable distribution of teachers, minimize multigrade teaching and maintain minimum level of quality of teaching resources in all schools to cover all subjects. This includes a school merger policy and consequently shifting of surplus staff to schools where there is a shortage.

2.2 After undertaking all the above mentioned steps, a number of posts of Educators and AEOs have become available for recruitment. Being one of the foremost objectives of the GOPb to provide/fill in the vacant posts, SED is recruiting Educators & AEOs every year. This exercise is being carried out for the last four years and SED, GOPb is notifying a comprehensive Recruitment Policy each year for recruitment of Educators in the public schools and AEOs, which is modified and updated before undertaking the recruitment process. Under this initiative, approximately 17,000 vacant posts of various cadres have been identified at district levels which have been compiled by School Education Department (SED). Subsequently, as per policy, SED hired third party firm for conducting entry test for various cadres. After due process, National Testing Services Pvt Ltd was hired and NTS with the approval of SED has published advertisement inviting applications from the eligible candidates and further process is in hand and they will conduct the test for recruitment of Educators & AEOs as per the direction of SED. Under the Recruitment Policy, 2017-18, the qualifying marks for Educators are 50 and for AEOs are 60. The candidates who will attain the qualified marks are eligible to apply against the posts

advertised by the District Governments. This time Tehsil/District specific recruitment is being carried out. Details of qualification requirement for the vacant posts are given below:

S.No.	Nomenclature of Post	Academic Qualification (at least 2 <sup>nd</sup> div) from a Public Sector University / College recognized by Higher Education Commission, Govt. of Pakistan.
1	<b>ESE (Arts)</b>	Master Degree in (Urdu, English, Pak Studies, Psychology, Islamiat, Political Science, History, Geography and Education)
2	<b>ESE (Science)</b>	Master degree in Physics, Chemistry, Botany, Zoology and Mathematics.
3	<b>SESE (Arts)</b>	Master Degree in (Urdu, English, Pak Studies, Psychology, Islamiat, Political Science, History, Geography, Home Economics, Statistics and Education)
4	<b>SESE (Science)</b>	Master degree in (Physics, Chemistry, Botany, Zoology, and Mathematics).
5	<b>SESE (Arabic)</b>	MA Arabic OR BA with Shahdat-ul-Almia.
6	<b>SESE (PET)</b>	MA / MSc in (Sports Sciences / Physical Education).
7	<b>SESE (DM)</b>	Master Degree in Fine Arts.
8	<b>SESE (Comp Science)</b>	MSc (Comp Science) / MCS / MIT/ MSc (IT), Master of Science (IT)
9	<b>SSE (Arts)</b>	Master Degree in (Urdu, English, Pak Studies, Psychology, Islamiat, Political Science, History, Geography, Home Economics, Statistic and Education)

10	<b>SSE (Science)</b>	Master Degree in (Physics, Chemistry, Botany, Zoology, Mathematics).
11	<b>SSE (Comp Science)</b>	MSc (Comp Science) / MCS/ MIT/ MSc (IT), Master of Science (IT)
12	<b>Assistant Education Officer (AEO)</b>	Master Degree in English, Urdu, Physics, Chemistry, Botany, Zoology, Mathematics, Statistics and Computer Science.

2.3 In order to recruit teachers against the above posts lying vacant at district levels in a transparent and merit basis, interviews of the candidates who will qualify the test, will be conducted by Selection Committees under the chairmanship of District Coordination Officers/Deputy Commissioners under this policy for Recruitment of Educators and AEOs. Each district government under this policy is required to observe procedural code formalities like as advertisement in two national newspapers indicating the vacancies available in the concerned district, category wise, cadre wise, quota to be adhered to with copies of documents, receipt of applications within the given date etc.

2.4 As per policy, the district governments are required to ensure merit based recruitment and as per Policy after conducting interview, the concerned districts will prepare the merit list and seek approval of the competent authority for selection of candidates as per merit. In order to verify that all the steps required to be initiated by the district governments as per policy have been taken and recruitment has been carried out on merit basis, TPV before final selection will be conducted. The purpose of the exercise is also to measure/identify the deviations in recruitment of Educators and AEOs from approved policy, rules and regulations. For the purpose, services of the third party are required to undertake the assignment as per selected sample in the concerned districts and pinpoint flaws and make recommendations for improvement.

2.5 The hired firm shall randomly select a twenty percent sample in each category of recruitment in each district to formulate their findings. The firm is expected to undertake all activities related to field visits, data collection, data entry, data processing, analysis and report writing with proposed recommendations. In case the scope of TPV for any tehsil/districts or any cadre is increased from 20% sample of selected candidates to any other test rate/figure, the firm will undertake the job without any hesitation at the same cost which has been described in the financial proposal for that place.

### **3. KEY TASKS AND RESPONSIBILITIES**

3.1 The key tasks and responsibilities of the contracted firm are as follows:

#### **a). General—all stages**

- 1) Firm to strictly follow agreed timetable for the activities.
- 2) Firm to maintain regular communication with PMIU regarding all aspects of preparation, data collection, data entry process.
- 3) Firm to seek clearance from PMIU on all key decisions likely to impact the scope and quality of the work.
- 4) Firm to provide timely feedback on all detailed assignments and instructions provided by PMIU in writing or verbally.
- 5) Firm to provide PMIU with copies of its logistical planning and fielding documents as it relates to data collection and data entry activities for review and clearance.
- 6) Firm to inform PMIU of any changes in personnel assigned to this project, along with clear justifications.
- 7) Firm to strictly comply with all general independence, confidentiality, and professional integrity codes. Contracted firm to seek advice from PMIU when uncertain about requirements and expectations in this regard.
- 8) Firm to permit PMIU or designated entities or individuals to monitor and inspect all or selected components of the activity. Monitoring may take the form of unannounced visits to firm offices, training events, or schools.

#### **b). Stage 1: Field Planning, Preparation, Survey Design & Methodology**

- 1) The hired firm shall verify/check records of 20% twenty percent sample in each category of recruitment in each district (Annex-I) to formulate their findings.
- 2) Firm will prepare first drafts of all questionnaires (in local languages) and seek approval from SED.

- 3) Firm to mobilize teams of adequate numbers, proficiency, and professional integrity to handle the full scope and demands of the work, including appropriate interviewers and test invigilators, quality-control monitors, and data entry supervisors and operators.
- 4) Firm to collect in standardized form and submit key relevant information on each staff member (coordinators, supervisors, interviewers, data entry operators, etc.) to PMIU.
- 5) Firm to assign unique and permanent identification numbers to all field personnel.
- 6) Firm to organize and administer all required trainings of their field personnel.
- 7) Firm to make available all field personnel for possible additional trainings offered by PMIU in case of need.
- 8) Firm to manage all fieldwork logistics and make fieldwork planning available to PMIU for review and clearance.
- 9) Firm to develop field quality control protocols and procedures and submit to PMIU for review and clearance.
- 10) Firm to mobilize a separate quality control unit to conduct random checks and investigate any quality control issues that arise.

### **c). Instrument/Questionnaire**

The firm will review the policy and prepare the questionnaire for collection of relevant data as required under the policy from the district governments. Sample of 20% of each category is required to be validated. Some of the indicators are given below:

<b>SNo</b>	<b>Item</b>	<b>Criteria</b>
1	Compliance with policy	Qualification, age, experience, teachers' son posts, NTS score etc as per policy
2	Compliance with Govt procedures	Advertisement, shortlisting, award of academic marks as per policy etc
3	Verification of data entry on dash board as per credentials	Qualification marks as per credentials, experience marks etc entered on dash board
4	Assessment of Interview marks	Reviewing interviewees marks by committee, validating entries in the dash board as per interview committee assessment
5	Documentation	Verify degrees of selected candidates from relevant educational institutions
6	Final Merit	Based on above validate of the final merit list

**D). Stage 2: Data collection**

- 1) Firm to follow all directives and instructions provided by PMIU with regards to methodology and data management.
- 2) Firm to fully and correctly fill in and maintain a field visit log of visited places.
- 3) Firm to complete all information requested in daily and weekly field reports by PMIU, where required.
- 4) Firm to securely and safely maintain all filled-in Forms and make available to PMIU.
- 5) Personnel of firm shall remain respectful at all times to respondents (school administrators at district level).
- 6) Authority letter to visit selected districts shall be arranged by PMIU / SED.
- 7) Personnel of firm to fully abide by the principles, regulations, and policies and will fully abide by all safeguards.
- 8) Firm to inform PMIU, as soon as safety permits, of any security threat encountered during the course of field work, including, but not limited to, direct threats to personnel, generalized threats during the course of field work, and spontaneous occurrences of insecurity during fieldwork or travel.

**e). Stage 3: Data entry**

- 1) Firm to internally check the integrity and accuracy of data before transmitting to PMIU.
- 2) Firm to provide all logs and outputs of quality control checks done on data prior to transmitting the data to PMIU.
- 3) Contracted firm to maintain a data entry log as specified to record progress and issues with data entry.

**4. OUTPUTS / DELIVERABLES**

Required outputs from the contracted firm include but are not limited to the following. PMIU reserves the right to request revisions and resubmissions as needed.



- 1) All instruments, tests, forms, and manuals prepared or revised by the firm.
- 2) Logistics plans and timetables.
- 3) Quality control plans and data collection and data entry.
- 4) All logs, journals, and reports from fieldwork.
- 5) Draft Report indicating the comprehensive analysis on data collection and clearly giving deviations from approved policy, rules and regulations thus, recommendations for improvement; and
- 6) Final Report with feedback from SED incorporated

## 5. **Timeframe:**

5.1 The total period of the above assignment is two and a half months.

5.2 The timeframe was the assignment is provided below:

No.	Activity	Tentative Duration
1	Review	15-01-2018
2	Inception report	22-01-2018
3	Development and finalization of instruments	24-01-2018
4	Planning and field preparation (including training and mobilization)	30-01-2018
5	Data collection, entry, and processing	10-02-2018 to 24-02-2018
6	Draft Report and Findings (Review/approval of Draft report by SED)	25-02-2018
7	Final Report, after review	28-02-2018

Where possible, activities can be staggered to expedite completion.

## 6. **Evaluation Criteria**

6.1. PMIU intends to hire the services of a firm with a similar experience of ten (10) years which has proven relevant background and preferably experience of working with the government and having completed at-least five (5) similar assignments. Evaluation criteria for evaluating the Expression of Interest (EOI) would be as follows:

- Corporate Capacity (attach copies of certificate of registration and NTN): Firms Experience: Yes/NO, if yes then
- Track Record and Detail of similar works/assignments already completed (please give complete detail as indicated below (attach details/copies): 60 scores
  - i. Name of each HR / managerial survey assignment completed during last 5 years, duration and cost involved: 6 scores for each relevant assignment: 30 scores
  - ii. Experience in Public & Private Sector during last 5 years; 6 scores for each HR/ Managerial related survey assignments: 30 scores
- Logistic Capacity of the firm(attach details/copies of evidences): 20 scores
  - i. Head Office; 8 scores
  - ii. Office in North of Punjab; 6 scores
  - iii. Office in South; 6 scores
- Staffing Capacity: (HR, MIS, Public Policy): 20 scores
  - i. HR 5 years exp; 8 scores
  - ii. MIS 5 years exp; 6 scores
  - iii. Public Policy and Analysis 5 years exp; 6 scores

7. Any party/company/firm involved in any stage of recruitment of Educators are ineligible to apply for this EOI to avoid conflict of interest.

#### 8. Selection Method

8.1. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's [Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers](#) [January 2011& revised 2014 ]("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

8.2. A consulting firm will be selected in accordance with the Selection Based on Consultant Qualification (CQS) method set out in the World Bank's Guidelines: Selection and Employment of Consultants (under IBRD Loans & IDA Credits and Grants) by World Bank Borrowers (2011 and revised 2014).

8.3. A consulting firm may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications.

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