

Government of the Punjab
School Education Department
Punjab Education Sector Reform Programme
Programme Monitoring and Implementation Unit

Contact No.PMS/5/2019

Request for Expression of Interest

For Hiring of Short-term Individual Consultant for Development of Physical Education/Fitness Manuals and Sports Calendar

The Government of the Punjab, PMIU invites experienced individual consultant having relevant experience /qualification from recognized universities to indicate their interest in providing the services for the above purpose. Interested candidates should provide information indicating that they are qualified to perform the below mentioned services as per TORs:

S.No	Area for which Consultancy Services are Required	Qualification & Experience
1	Individual Consultant for Development of Physical Education/Fitness Manuals and Sports Calendar	<ul style="list-style-type: none">• 16 year's Education in relevant Field and• Five years of relevant experience in implementing physical education and sports program at grass root level

2. TORs can be downloaded from: www.pesrp.edu.pk. Individual Consultant will be selected in accordance with the PPRA Rules and procedures set out therein. Interested candidates should submit the Expression of Interest with Curriculum Vitae (CV), copies of educational degrees/certificates/experience certificates, and CNIC by July 31, 2019 till 4.00 PM. Only shortlisted candidates will be called for interview.

Programme Monitoring and Implementation Unit
Punjab Education Sector Reform Programme
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TERMS OF REFERENCE

Hiring of Consultant for Development of Physical Education / Fitness Manuals and Sports Calendar 2019-20

A. Project Title: Development of Physical Education / Fitness Manuals and Sports Calendar 2019-20

B. Introduction and Background

Over the last few decades, sports in Pakistan has seen a gradual decline due to a variety of reasons, including internal inadequacies like a lack of policy framework, low-quality infrastructure, fragmented education system, lack of financial incentives for athletes and coaches and rampant corruption, and external factors like violence and insecurity. However, the Punjab New Deal (2018-23), the education policy launched by the Government of the Punjab, prioritizes the revival of sports in schools by increasing the availability of facilities and equipment for all schools and engaging students in sports to develop a well-rounded personality. Therefore, the School Education Department has developed Punjab School Sports Strategy (2019-24) that aims to revive sports in schools through regular recreational and competitive sports.

For the implementation of the Punjab School Sports Strategy (2019-24), the School Education Department has decided to prepare Physical Education / Fitness Manuals for each school level (Primary, Elementary, Secondary and Higher Secondary) and a Sports Calendar for the academic year 2019-20. These terms of references delineate the scope of work, requirements and deliverables for the consultant to be hired for this specific assignment, outlined below by the Programme Monitoring & Implementation Unit (PMIU) of the School Education Department (SED).

C. Project Context & Description

Since 2003, the Government of Punjab has implemented several educational reforms to bring about province-wide systematic improvements in its education sector. This includes the Punjab Education Sector Reform Program (PESRP), with sector wide, medium-term education programs to support public and low-cost private education at the primary and secondary levels. The reforms under PESRP-I and PESRP-II were supported by the World Bank through the First and Second Punjab Education Sector Project (PESP-I and PESP-II), for which the Bank also coordinated closely with other development partners such as the Department for International Development (DFID). Currently, the Third Punjab Education Sector Project (PESP-III) is being implemented between 2016 and 2021 with the objective of improving school participation, completion, and teaching-learning practices with a particular focus on low-performing districts.

While the government has been focused on improving education indicators, it also wants to improve student participation in sports and improve physical literacy of students. Therefore, the Punjab School Sports Strategy (2019-24) has been developed to introduce province-wide recreational and competitive sports program. For recreational sports, weekly sports periods have been made mandatory at each school level and sports activities have been identified based on school facilities. For competitive sports, a framework has been developed that begins with the school-level annual competitions and concludes at the province-level. The strategy also provides a supporting mechanism for school sports to ensure access, quality and effective governance and management. Furthermore, the roles and responsibilities of relevant departments have been defined to assist in the implementation of the strategy.

In order to ensure effective implementation of this strategy, it is important to provide guidelines to schools. This will be done by providing manuals for each level of school that provide instructions about the activities to be conducted in sports periods and also guide teachers on how to effectively coach students. Furthermore, a sports calendar will be prepared for both recreational and competitive sports. The Sports Calendar will provide a broader framework of the sports activities that the schools have to undertake during the year.

C. Objective of the Assignment

The primary objective of the consultancy is to assist the School Education Department (SED) in the development and implementation of the Physical Education / Fitness Manuals and Sports Calendar 2019-20, working under the leadership of the SED/PMIU.

E. Scope of Work

The consultant is required to undertake responsibility for the facilitation, design, preparation and implementation of the Physical Fitness Manuals and Sports Calendar 2019-20. The consultant will oversee the whole process while working in close partnership with the Sports Committee members.

More specifically, the consultant will perform the following tasks:

1. Examine the Punjab School Sports Strategy (2019-24) as well as various sports manuals and calendars developed by experts to inform the whole process.
2. Conduct meetings and consultations with key stakeholders to get a better understanding of the assignment, mainly the School Education Department (SED), Punjab Curriculum & Textbook Board (PCTB), and Programme Monitoring & Implementation Unit (PMIU), Sports Committee members and development partners.
3. Conduct field visits so as to assess the ground realities and the current sports landscape of the public school system
4. Draft Physical Education / Fitness Manuals for Primary, Elementary, Secondary and Higher Secondary Levels and a Sports Calendar 2019-20, ensuring that inputs from all relevant stakeholders have been appropriately addressed and adequately reflected in the draft manuals and calendar.

5. Present the draft documents to key stakeholders including Sports Committee members, relevant government departments and development partners, and incorporate their comments and suggestions in the final manuals and calendar accordingly.
6. Identify and finalize the training needs for sports coaches / teachers on the basis of Physical Fitness Manuals.

F. Key Deliverables, Timelines and Payment

The consultant will be engaged for a period of 8 weeks. During this time, the consultant will be particularly responsible for delivering the following key outputs within the stipulated timeframe:

No.	Key Deliverable	Timeframe	Payment
1.	i. Need Assessment based on the meetings with Sports Committee, relevant stakeholders and field visits ii. First draft of sports calendar and iii. First draft of fitness manuals	Weeks 1 - 5	30%
2.	i. Conduct consultative session with Sports Committee and all relevant stakeholders and submission of report of the session	Week 6	35%
3.	i. Final draft of manuals and sports calendar ii. Identify training needs for Sports Coaches / Teachers based on manuals and iii. Submission of print ready version of the manuals and sports calendar after approval by PMIU/SED	Weeks 7 - 8	35%

G. Eligibility Criteria

The consultant will be expected to have the following qualifications and/or skills:

- At least a Master's degree in Physical Education and/or Sports or 16 years education in relevant field
- At least 5 years of relevant experience in implementing physical education and sports programs at the grass root level
- Strong intellectual and analytical ability to critically analyze documents
- Excellent communication and collaboration skills including liaison and coordination with departments, partners and stakeholders.