TERMS OF REFERENCE

PROGRAMME MONITORING AND IMPLEMENTATION UNIT

School Education Department

Government of Punjab

SECOND PUNJAB EDUCATION SECTOR PROJECT

PROPOSED

TECHNICAL ASSISTANCE

TO THE

ISLAMIC REPUBLIC OF PAKISTAN

PUNJAB PROVINCE

FOR

HIRING OF A FIRM FOR

CARRYING OUT THIRD PARTY VALIDATION OF STUDENTS STUDYING UNDER BRICK KILNS PROGRAMME
1. BACKGROUND INFORMATION

1.1. Beneficiary Country and Province

Islamic Republic of Pakistan, Punjab Province

1.2. Contracting Authority

Under the Second 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 Second Punjab Education Sector Project, and intends to apply part of the proceeds under Technical Assistance (Component II) for consulting services.

1.4. Hiring of Firm

Under the Second Punjab Education Sector Program (PESP II), supported by the World Bank (WB), Government of the Punjab (GoPb) is seeking a reputable, experienced management firm in Pakistan to conduct Third Party Validation of all students who have got admission in the schools in Punjab under the special drive of the Government of the Punjab for Brick Kilns. The firm is expected to undertake all activities related to field survey, data collection, data entry, data processing, and report writing with proper analysis.

2. SCOPE

2.1 Bonded labor is a dominant feature of the brick kiln industry of the country. Apparently an outcome of poverty, it is closely linked to the socio-cultural fabric of society. The vicious cycle of bondage subjugates the families physically and economically so that they are unable to break out of the trap despite putting in hard labor. Their socioeconomic conditions and engagement of whole family in the system to work hard do not provide opportunities for moving towards any better economic uplift employment. Generally poor in nature, all categories of kiln labor, both salaried workers and piece-rated labor take substantial advances, both at the time of joining a kiln as well as subsequently. Advances taken continue outstanding against them because of high interest charges and low wages. The families become virtually prisoners of the owner and are subject to physical, economic and social exploitation. The clutches of debt are so severe that the families can not get themselves out of the debt for generations in spite of the hard work they put in by even engaging their women and children.
2.2 Government of the Punjab realizing the situation has announced a comprehensive package for kids of the Brick Kiln workers. Under this initiative, the children will seek admission in the nearby school and the government will provide financial incentives and all other reading materials. In case any of their child gets admission in a private school, Punjab Education Foundation (PEF) will pay fee of the child to the private school through Education Voucher Scheme. PEF will also pay stipends and financial incentives in private schools.

2.3 Under this drive the children of the Brick Kiln workers have sought admission in various schools and packages as announced by GOPb have been extended to the eligible students. The detail will be provided to the hired firm. Independent TPV is required to verify results emanating from the drive. TPV Firm to verify:

- Enrolment of Brick Kiln Children
- One time retention after six months
- Provision of supplies to all enrolled children
- Verify and validate stipends disbursed and
- Validate stipends disbursed after six months

2.4 TPV will not only provide a verified data/list of the students enrolled under the scheme, but also identify key issues in implementation, make recommendations for improvement of delivery (where appropriate), and also identify institutional aspects in order to make improvements in service delivery at various levels. The detail and requirement of TPV are given in the succeeding paras.

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 TPV preparation, data collection, data entry process, validation.

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 seek guidance from PMIU before troubleshooting any sensitive/complex problems that arise during data collection and entry.

8) 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.

9) 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 and Preparation

1) Firm will prepare first drafts of all questionnaires and seek approval from PMIU.

2) 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.

3) Firm to collect in standardized form and submit key relevant information on each staff member (coordinators, supervisors, interviewers, data entry operators, etc.) to PMIU.

4) Firm to assign unique and permanent identification numbers to all field personnel.

5) Firm to organize and administer all required trainings of their field personnel.

6) Firm to make available all field personnel for possible additional trainings offered by PMIU in case of need.

7) Firm to manage all fieldwork logistics and make fieldwork planning available to PMIU for review and clearance.
8) Firm to develop field quality control protocols and procedures and submit to PMIU for review and clearance.

9) Firm to mobilize a separate quality control unit to conduct random checks and investigate any quality control issues that arise.

c). 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 each school visited.

3) Firm to ensure quality control measures for data collection are applied at all schools.

4) Firm to complete all information requested in daily and weekly field reports by PMIU, where required.

5) Firm to securely and safely maintain all filled-in Forms of each school and make available to PMIU.

6) Personnel of firm shall remain respectful at all times to respondents (school administrators, teachers, and students).

7) Authority letter to visit schools shall be arranged by PMIU / SED.

8) Personnel of firm to fully abide by the principles, regulations, and policies which apply to research involving human subjects. In addition, they will fully abide by all safeguards.

9) 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.

d). 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 test data collection and data entry.

4) All logs, journals, and reports from fieldwork.

5) Data entry and processing report.

6) Final and validated data.

7) Draft Report and Presentation on the findings and

8) Final Report

5. Timeframe:

5.1 The timeframe was the assignment is provided below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Tentative Timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review</td>
<td>1 week</td>
</tr>
<tr>
<td>2</td>
<td>Inception report</td>
<td>1 week</td>
</tr>
<tr>
<td>3</td>
<td>Development and finalization of instruments</td>
<td>1 week</td>
</tr>
<tr>
<td>4</td>
<td>Planning and field preparation (including training and mobilization)</td>
<td>1 week</td>
</tr>
<tr>
<td>5</td>
<td>Data collection, entry, and processing</td>
<td>3-4 weeks</td>
</tr>
<tr>
<td>6</td>
<td>Draft Report and Findings</td>
<td>1 week</td>
</tr>
<tr>
<td>7</td>
<td>Final Report</td>
<td>1 week</td>
</tr>
</tbody>
</table>
Where possible, activities can be staggered to expedite completion.

6. Evaluation Criteria

6.1. PMIU intends to hire the services of a firm which has proven relevant background and experience of working with the government. Evaluation criteria for evaluating the Expression of Interest (EOI) would be as follows:

- Corporate Capacity (attach certificate of incorporation): Firms Experience: 5 scores for each year: 20 scores

- Track Record and Detail of similar works/assignments already completed (please give complete detail as indicated below): 60 scores

  i. Name of each assignment completed, duration and cost involved: 5 scores for each assignment of Rs 3.00 million and above or 2 scores for each assignment below Rs. 3.0 million: 30 scores

  ii. Experience in Public Sector particularly in Education Sector: 5 scores for each assignment of Rs 3.00 million and above or 2 scores for each assignment below Rs 3.0 million: 30 scores

- Financial Stability/Position: Audited Reports/Bank Statement for the last 4 years: 5 scores for each audited report/bank statement indicating financial outlay of Rs 3.00 million and above: 20 scores

7. Selection Method


7.2. 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).

7.3. 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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