



Government of Pakistan
PAKISTAN INSTITUTE OF EDUCATION (PIE)
Ministry of Federal Education and Professional Training

EXPRESSION OF INTEREST (EOI)
For
HIRING OF CONSULTANCY SERVICES

**National Competitive Bidding
Procedure**
(Quality and Cost Based)

Single Stage Two Envelope

March, 2024

14 mfe 293-154.6

Government of Pakistan
PAKISTAN INSTITUTE OF EDUCATION (PIE)
Ministry of Federal Education and Professional Training
Taleemi Chowk, G-8/1, Islamabad.

**EXPRESSION OF INTEREST (EOI)
FOR
HIRING OF CONSULTANCY SERVICES**

The **Pakistan Institute of Education (PIE)** is seeking proposals from qualified **Individual Consultants** registered on the **E-Pak Acquisition and Disposal System (EPADS)** of PPRA for the following consultancy services:

- i. Data Analyst (1)
- ii. Lead Programmer (1)
- iii. Web Developer (1)
- iv. Graphic Designer (1)
- v. Communication Officer (1)
- vi. Network Administrator (1)
- vii. Subject Specialist (4)

2. These consultants will provide consultancy services to the Pakistan Institute of Education (PIE) to perform key functions as per mandate. Interested consultants must be listed on the Active Taxpayers List of FBR and meet the eligibility criteria and expertise outlined in the EOI. **The hired consultants will deliver the services on full time basis at PIE premises.**

3. Prospective candidates who meet the eligibility requirements are invited to submit their applications/ proposals via the E-Pak Acquisition and Disposal System (EPADS) of the Public Procurement Regulatory Authority (PPRA), Islamabad. The hiring process will adhere to **Regulation-3(B) of the Procurement of Consultancy Services Regulation, 2010, which entails Quality and Cost Based Selection Methods.**

4. The EOI documents, inclusive of comprehensive key deliverables are available for free download from both <http://eprocare.gov.pk> and the PIE website at www.pie.gov.pk. Proposals must be solely submitted electronically via **EPADS; manual submissions will not be accepted.** For assistance with **EPADS** registration, training, or in the event of any technical issues, prospective bidders can reach out to Mr. Rizwan Mehmood, Director at M/S PPRS, Room No. 199, 1st Floor FBC Building, Sector G-5/2 Islamabad, or contact him at 0333-5200843 or 051-9205728.

5. The proposals prepared as per instructions of the hiring of consultancy services, must be submitted on **EPADS** by **15-04-2024 at 10:00 am**. Technical proposals will be opened on the same day at **10:30 am** and the financial proposal of technically responsive bids will be opened on **22-04-2024 at 10:30 am**.

The Director, PIE
Chairman Procurement Committee
Tell: 051-9260855

GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING
PAKISTAN INSTITUTE OF EDUCATION(PIE)
TALEEMI CHOWK SECTOR G-8/1, ISLAMABAD

EXPRESSION OF INTEREST (EOI)
HIRING OF INDIVIDUAL CONSULTANTS

1. Background

The Pakistan Institute of Education (PIE) is the apex institution within the Ministry of Federal Education and Professional Training. It is entrusted with the vital mandate of conducting and commissioning educational policy research, overseeing large-scale assessment studies, standardizing and collecting educational data, and disseminating findings to enlighten policymakers and stakeholders. PIE's inception resulted from the merger of the Academy of Education Planning and Management (AEPAM) and the National Education Assessment System (NEAS).

2. Objectives

PIE is dedicated to actively gathering and analyzing data concerning key educational inputs and outcomes, thereby guiding policy analysis and resource allocation. The organization is committed to fostering excellence in education and assumes a leading role in data-driven policy formulation, research, and educational assessment.

3. Scope of Work

The consultant's duties will encompass, though not be limited to:

3.1 Data Analyst

- Support in the design of data validation surveys.
- Carry out data analysis for performance assessment, reporting and development of the data products.
- Time series Meta-Analysis & Regression of quantitative and qualitative Research Study.
- Relationship of learning achievement score with background variables.

3.1.1 Data Cleaning and Analysis

- Cleanse and organize raw data to ensure accuracy and consistency.
- Conduct comprehensive statistical analysis on education-related datasets.
- Identify trends, patterns, time series analysis and outliers to inform insightful conclusions.

3.1.2 Infographic Development

- Utilize data visualization tools to create compelling infographics.
- Translate complex data into visually engaging and easy-to-understand graphics.

3.1.3 Interpretation of Findings

- Provide in-depth interpretation of data analysis results.
- Explain variances in trends based on the methodology or other associated confounding variables
- Formulate clear and concise narratives to convey key insights.
- Collaborate with PIE stakeholders to understand the contextual implications of findings.

3.1.4 Template Adherence

- Strictly adhere to the provided template for the Pakistan Education Statistics Report.
- Ensure uniformity and consistency in formatting and presentation.

3.1.5 Knowledge Product Development

- Work closely with PIE to develop knowledge products based on the PES report.
- Contribute to the creation of reports, articles, or presentations for various audiences.
- Develop detailed and summarized PowerPoint presentations for wider dissemination.

3.2 Lead Programmer

- Support the initial and progressive assessment of the capacity of Regional/Provincial EMISs in terms of HR, servers, and IT tools.
- Develop and improve the design of EMIS databases for digitization and interoperability of the data systems.
- Develop a GIS interface for data visualization.
- Support the design and development of data products and dashboards.
- Data integration, consolidation and cleaning.

3.3 Web Developer

- Lead in web design for effective visualization through web dashboards.
- Design the PIE/NEMIS website layout and user interface.
- Connect data from various back-end services and databases.
- Ensure website upkeep and regular improvements.

3.4 Graphic Designer

- Designing of tests booklets and report materials to ensure their professional appearance
- Design visual representations in test booklets and images that accompany test items
- Design charts, graphs, infographics and social media posts in published materials/ reports.

3.5 Communication Officer

- Develop and implement the communication strategy to disseminate data products.
- Facilitate the development of agenda, thematic focus and material for the workshops and policy dialogues.
- Organize the logistics of seminars, workshops, and policy dialogue sessions.
- Manage social media platforms for wider public outreach and engagement.
- Design, compile and disseminate progress and research reports at the national/provincial level.
- Experience in Content Writing.

3.6 Network Administrator

- Set up and maintain requisite local area networks at the PIE premises
- Deployment, maintenance and troubleshooting of email services

3.7 Subject Specialist (Math)

- Supervise the development of new assessment items in their subject areas
- Train teachers selected in item writing
- Ensure alignment of items with stated learning objectives by the assessment framework.
- Set up and implement a system of quality control to ensure construct validity of items.

3.8 Subject Specialist (English)

- Supervise the development of new assessment items in their subject areas
- Train teachers selected in item writing
- Ensure alignment of items with stated learning objectives in the framework.
- Set up and implement a system of quality control to ensure construct validity of items

3.9 Subject Specialist (Science)

- Supervise the development of new assessment items in their subject areas
- Train teachers selected in item writing
- Ensure alignment of items with stated learning objectives by the assessment framework.
- Set up and implement a system of quality control to ensure construct validity of items

○ **3.10 Subject Specialist (Urdu & Sindhi)**

- Supervise the development of new assessment items in their subject areas
- Train teachers selected in item writing
- Ensure alignment of items with stated learning objectives by the assessment framework.
- Set up and implement a system of quality control to ensure construct validity of items

4. Qualifications and Experience

The consultants should possess the following qualifications and experience:

4.1 Data Analyst

M.S. in Social Sciences/Research/Data Science/Statistics; At least 5-7 years in data management and data analysis.

Additional Knowledge, Skills, and other key Attributes Required

- Strong mathematical skills to help collect, measure, organize and analyze data.
- Development of Research framework design Research Tools, sampling, data validation, analysis & report writing.
- Proficiency in statistics and statistical packages like Excel, SPSS, and SAS to be used for data set analyzing
- Adept at using data processing platforms
- Knowledge of data visualization software
- Knowledge of how to create and apply the most accurate algorithms to datasets to find solutions
- Problem-solving skills
- Professional certification is preferable

4.2 Lead Programmer

- M.S. in IT/Computer Science/Software engineering; At least 3-5 years in software development (including apps and web applications).
- Bachelor in IT/Computer Science/ Software engineering; At least 5 years in software development (including apps and web applications).
- Full Stack Developer
- Professional certification is preferable.

4.3 Web Developer

- Bachelor in IT/Computer Science/ Software engineering; At least 3-5 years in web development.
- Professional certification is preferable.
- Experienced in latest web technologies and open source CMS portals i.e PHP, ASP.NET, HTML5, JSON, JQUERY, etc.

4.4 Graphic Designer

- Bachelor (Fine Arts) from an HEC-recognized university (Preferred); At least 3-5 years of progressive experience in graphic designing for teaching and learning materials or similar publications. Experience in supporting graphics for assessment instruments will be preferred.
- Professional certification is preferable

4.5 Communication Officer

- Bachelors in Communications, Journalism, media studies or related field; 5-7 years relevant experience in a communications role
- Knowledge, Skills, and other key Attributes
- Hands-on experience in:
 - Liaison with media organizations.
 - Management of social media platforms.
 - design and development of publications including newsletters and regular briefs
 - development, editing and distribution of various types of content, including material for a website, press releases, marketing material and other types of content that take the message to the public
 - preparation and management of communication budgets

4.6 Network Administrator

- Bachelor's in IT/Computer Science/ Software engineering or a relevant field; At least 3-5 years in network administration.
- Professional certification is preferable

4.7 Subject Specialist (Math)

- M.S./Equivalent degree in relevant subject from an HEC-recognized university; At least 5 years experience in teaching; At least 2 years experience in item development and review.
- Knowledge, Skills, and other key Attributes Required
 - Sound knowledge of subjects and pedagogy.
 - Knowledge of assessment item types and characteristics.
 - Experience as a consumer of item analysis reports.
 - Sound knowledge of psychometric properties of items.
 - Strong IT skills.
 - Preferred Knowledge of international best practices in item development and review

4.8 Subject Specialist (English)

- M.S./Equivalent degree in relevant subject from an HEC-recognized university; At least 5 years experience in teaching; At least 2 years experience in item development and review.
- Knowledge, Skills, and other key Attributes Required
 - Sound knowledge of subjects and pedagogy.

- Knowledge of assessment item types and characteristics.
- Experience as a consumer of item analysis reports.
- Sound knowledge of psychometric properties of items.
- Strong IT skills.
- Preferred Knowledge of international best practices in item development and review.

4.8 Subject Specialist (Science)

- M.S./Equivalent degree in relevant subject from an HEC-recognized university; At least 5 years experience in teaching; At least 2 years experience in item development and review.
- Knowledge, Skills, and other key Attributes Required
 - Sound knowledge of subjects and pedagogy.
 - Knowledge of assessment item types and characteristics.
 - Experience as a consumer of item analysis reports.
 - Sound knowledge of psychometric properties of items.
 - Strong IT skills.
 - Preferred Knowledge of international best practices in item development and review.

4.9 Subject Specialist (Urdu & Sindhi)

- M.S./Equivalent degree in relevant subject from an HEC-recognized university; At least 5 years experience in teaching; At least 2 years experience in item development and review.
- Knowledge, Skills, and other key Attributes Required
 - Sound knowledge of subjects and pedagogy.
 - Knowledge of assessment item types and characteristics.
 - Experience as a consumer of item analysis reports.
 - Sound knowledge of psychometric properties of items.
 - Strong IT skills.
 - Preferred Knowledge of international best practices in item development and review.

5. Timeline

The consultants are expected to complete the assigned duties within 360 days i.e. One Year.

GENERAL TERMS AND CONDITIONS

Note: Please carefully review the following instructions: *Individual Consultants are required to commit to accepting assignment/ work orders issued during the current financial year 2023-2024, ending on 30th June 2024. The completion of activities should be within 365 days as per the provided schedule. Upon acceptance, the successful individual must sign a formal agreement with PIE, Islamabad.*

1. Documents attached

- i. Individual profile with a list of its recent assignments in chronological order.
- ii. Copy of NTN Certificate of the individual.
- iii. Copy of the Sales Tax Registration Certificate of the individual.
- iv. Bid Securing Declaration as per **Annex-D**.
- v. An affidavit on stamp paper (Rs.100/-) that the individual is not blacklisted nor involved in the litigation (**with the Ministry of Federal Education and Professional Training with its attached departments**) from any Government / Semi-Government / Non-Government Organization.

2. Opening of Proposals

The proposals will be opened on **00.00.2024 at 10.30 a.m.** in the presence of all the individual consultants.

- i. The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirement;
- ii. During the technical evaluation no amendments in the technical proposal shall be permitted;
- iii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- iv. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal found technically non-responsive shall be returned un-opened to the respective bidders; and
- v. The proposal found to be the lowest evaluated, shall be accepted.

3. Rejection of the Proposal

- i. Any offer not received as per the terms & conditions of the tender enquiry is liable to be ignored.
- ii. No offer shall be considered if:
 - Received after the time and date fixed for its receipt.
 - EOI is un-signed.
 - Offer is ambiguous.
 - Offer is conditional.
 - Offer is from the individuals who are blacklisted/suspended by any Government department.
 - Offer is received by telegram/ fax/ e-mail.

- Offer is received with shorter validity than required in the EOI enquiry.
- PIE, MoFEPT further reserves the right to accept or reject any or all the proposals without assigning any reason.

4. Taxes

- i. The rates quoted should be inclusive of all applicable taxes.
- ii. The individuals shall provide the Income Tax and Sales Tax Registration Certificates.
- iii. The PIE, MoFEPT will deduct the taxes at source, as per prevailing rules/regulations of the Government.
- iv. In case the activity or part thereof is exempt from levy of any tax, the bidder shall provide a valid exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

5. BINDINGS

Data Analyst

- The Data Analyst is expected to strictly adhere to the defined scope of work outlined in the Terms of Reference (TORs)
- The Data Analyst is expected to handle all data and information with the utmost confidentiality and adhere to any relevant data protection regulations.
- The Data Analyst is required to adhere to the agreed-upon timelines for project commencement, milestones, and conclusion.
- The Data Analyst is responsible for maintaining high standards of data analysis quality and ensuring that all outputs meet the specified criteria.

Lead Programmer

- The Lead Programmer is expected to adhere strictly to the defined scope of work outlined in the Terms of Reference (TORs).
- Support the initial and progressive assessment of the capacity of Regional/Provincial EMISs in terms of HR, servers, and IT tools as outlined in the TORs.
- Develop and enhance the design of EMISs databases to facilitate digitization and ensure interoperability of data systems.
- Develop a GIS interface for data visualization, ensuring effective representation.
- identify opportunities for innovation and improvement in the design and functionality of EMIS databases, GIS interfaces, and data products.
- Collaborate closely with relevant stakeholders, including HoDs, Data Analysts and other team members, ensuring effective communication and coordination.

Web Developer

- The Web Developer is expected to strictly adhere to the defined scope of work outlined in the Terms of Reference (TORs).
- Lead in web design to ensure effective visualization through web dashboards as specified in the TORs.
- Ensure the regular upkeep of the website, addressing any issues promptly, and proactively seeking opportunities for improvements.
- Connect data from various back-end services and databases, ensuring seamless integration and accessibility on the website.
- Collaborate closely with relevant stakeholders, including HoDs, Lead Programmer, Data Analysts, and other team members, ensuring effective communication and coordination.

Graphic Designer

- The Graphic Designer is expected to strictly adhere to the defined scope of work outlined in the Terms of Reference (TORs).
- Adherence to agreed-upon timelines for the development of tests, report materials, and other visual representations is crucial.
- Design visually appealing representations in test booklets, including images accompanying test items, to enhance the overall quality and user experience.
- Design charts and graphs for use in stakeholder reports and other published materials, ensuring clarity and effective communication of data.
- Collaborate closely with relevant stakeholders ensuring effective communication and coordination.

Communication Officer

- The Communication Officer is expected to strictly adhere to the defined scope of work outlined in the Terms of Reference (TORs).
- Adherence to agreed-upon timelines for the development and implementation of the communication strategy, workshop facilitation, event logistics, social media management, and report dissemination is crucial.
- Develop and implement the communication strategy for the development and dissemination of data products, ensuring effective communication channels and outreach.
- Facilitate the development of agendas, thematic focus, and materials for workshops and policy dialogues, contributing to the success of these events.
- Maintain thorough documentation of communication strategies, event logistics, and social media activities for reference and future planning.

Network Administrator

- The Network Administrator is expected to strictly adhere to the defined scope of work outlined in the Terms of Reference (TORs).
- Set up and maintain requisite local area networks at the PIE premises, ensuring optimal performance and connectivity.
- Prepare thorough documentation of network setups, configurations, and security measures for reference and future maintenance and share with the Head of MIS Wing.
- Collaborate closely with relevant stakeholders including Internet and Intranet Service Providers.
- Adhere to all relevant security protocols and guidelines, ensuring the network infrastructure is compliant with industry standards.

Subject Specialists (4)

- The successful bidder agrees to adhere to all relevant standards, guidelines, and best practices in item development, including but not limited to alignment with assessment objectives, fairness, validity, reliability, and bias mitigation.
- The successful bidder shall participate in quality assurance processes, including item review sessions, pilot testing, and feedback incorporation. All items produced or reviewed must meet predetermined quality standards and undergo rigorous scrutiny for validity, reliability, and fairness.
- The contracting authority reserves the right to evaluate the performance of the successful bidder based on predefined criteria, including but not limited to the quality, timeliness, and effectiveness of item development and review activities.
- The successful bidder agrees to maintain strict confidentiality regarding all information, data, and materials provided during the tender process and subsequent contract period. Confidentiality extends to all aspects of the assessment process, including item development, review, and scoring procedures.
- The successful bidder shall not disclose, share, or disseminate any proprietary or confidential information obtained during the course of their engagement without prior written consent from the contracting authority. This includes but is not limited to test items, assessment protocols, and scoring rubrics.
- All intellectual property rights associated with the items developed or reviewed during the contract period shall belong exclusively to the contracting authority. The successful bidder relinquishes any claim to ownership or royalties associated with the items produced under this contract.
- The successful bidder shall comply with all relevant laws, regulations, and ethical guidelines governing the conduct of assessment activities,

including but not limited to data protection, copyright, and anti-discrimination laws.

5. Deliverables

Data Analyst

- Data Cleaning and Analysis
- Cleanse and organize raw data to ensure accuracy and consistency.
- Conduct comprehensive statistical analysis on education-related datasets.
- Identify trends, patterns, time series analysis and outliers to inform insightful conclusions.
- Interpretation of Findings
- Provide in-depth interpretation of data analysis results.
- Explain variances in trends based on the methodology or other associated confounding variables
- Formulate clear and concise narratives to convey key insights.
- Collaborate with PIE stakeholders to understand the contextual implications of findings.
- Template Adherence
- Strictly adhere to the provided template for the Pakistan Education Statistics Report.
- Ensure uniformity and consistency in formatting and presentation.
- Knowledge Product Development
- Work closely with PIE to develop knowledge products based on the PES report.
- Contribute to the creation of reports, articles, or presentations for various audiences.
- Develop detailed and summarized PowerPoint presentations for wider dissemination.

Lead Programmer

- Operationalize the front end of portal/ data products from MIS Wing NAW and PRW.
- Operationalization and Maintenance of National Open Data Portal.
- Customization and maintenance of Digital PES.

Web Developer

- Design, development and operationalization of PIE dynamic websites including the National Open Data Portal (NODP).
- Update the website on an ongoing basis.

Graphic Designer

- Publications designing i.e., PES, NAT, and Research reports.
- Infographic Development
- Utilize data visualization tools to create compelling infographics.
- Translate complex data into visually engaging and easy-to-understand graphics.
- Website content designing.
- Social media / Post designing.

Communication Officer

- Development and implementation of communication strategies.
- Branding & Making strategies.
- Press releases & social media handling.

Network Administrator

- Maintenance of PIE Network (LAN/WAN).
- Network Security (Firewall etc).

Subject Specialists (4)

- Responsible for developing high-quality assessment items in alignment with specified educational standards and objectives
- Reviews of existing assessment items and work on enhancements or revisions to improve validity, reliability, and alignment with educational standards
- Maintain detailed documentation of all item development and review activities, including item specifications, revisions, feedback received, and final versions of items
- Adherence to predefined timelines and quality standards for item development and review activities, ensuring timely delivery of high-quality deliverables
- Collaborate with stakeholders, including educators, assessment experts, and project coordinators, to ensure alignment of assessment items with educational objectives and requirements
- Participation in quality assurance processes, including item review sessions, pilot testing, and feedback incorporation, to ensure the validity, reliability, and fairness of assessment items
- Conduct training sessions or capacity-building workshops for item writers and reviewers, as needed

6. Payment

The payment will be made after the signing of an agreement on the closure of each month.

7. Arbitration

In the event of any dispute arising between the bidder and the procuring agency regarding this bid or any other matter ancillary thereto whatsoever, the same shall be referred to the sole arbitrator i.e. Purchase Committee of PIE, MOFEPT. The Arbitrator shall give its award within two months from the date it enters upon the reference. The provisions of the Arbitration Act, 1940 shall apply to the arbitration proceeding. Reference to arbitration shall be a condition precedent for any other action at law. A specimen of the Affidavit regarding arbitration is enclosed.

8. Penalty

For failure to comply with the agreed delivery schedule, the liquidated damages will be levied as under: -

- If the selected individual will not complete the task as per schedule, a deduction will be made daily from the final bill of the individual @ 0.5% per day of the total payable amount for the first seven days and @ 1.0% per day for a subsequent number of days.

9. Leave Admissibility

One Casual leave will be admissible for each month in case of any emergency with the approval of Head of the Department.

10. Period of Agreement.

Initial period of agreement is one year, however the period of agreement may be extended for another year on the basis of performance of an individual consultant.

UNDERTAKING

WE UNDERTAKE AND DECLARE THAT: The individual has never been blacklisted by Government/ Semi-Government department or agency and is not involved in any litigation with either department/ agency etc.

- i. The individual has been in the business for the last ___ years and enjoys a good reputation/ market standing.
- ii. The quoted prices include all taxes, transportation costs etc.
- iii. The quantity of the above items can be increased and decreased.

We understand that:

- i. Pakistan Institute of Education, Ministry of Federal Education and Professional Training reserves the right to accept or reject our bid and we undertake not to question the decision of PIE, Ministry of Federal Education and Professional Training in this regard.
- ii. Individual fails to abide by the terms and conditions given in the advertisement referred to above.

Signature & Stamp of
Authorized Agent

Government of Pakistan
Ministry of Federal Education and Professional Training
Pakistan Institute of Education (PIE)
Taleemi Chowk Sector G-8/1
Islamabad

FORM OF AGREEMENT

This agreement is made the _____ of _____ between the **PAKISTAN INSTITUTE OF EDUCATION (PIE)**, MoFEPT, Islamabad hereinafter called the Employer of the one Part and _____ of (hereinafter called the "CONTRACTORS") of the other Part whereas the Employer is desirous that certain works should be done viz. _____ Completion of such works.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement viz:
 - a) The said EOI
 - b) The General Terms and Conditions of Contract
 - c) The Specifications
 - d) The Bill of service to be provided
 - e) Form of Agreement
 - f) The Annexures
 - g) Any other letter of document which has been approved by the Employer as forming part of the contract documents and which has been signed for identification by the Employer and the Contractor.
3. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned the Contractor hereby covenant with the Employer to construct, complete and maintain the works in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the Completion and Maintenance of the Works the contract price at the times and in the manner prescribed by the Contract.
5. IN WITNESS whereof the parties hereunto set their respective hands the day and year first above written.

Particulars of Individuals

The Director, PIE, Islamabad

In the presence of the following witnesses.

1. _____

2. _____

**FORM
TECHNICAL EXPERIENCE**

S.No.	Assignment Name <i>(for last 05 years)</i>	Year of Completion	Evidence
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			



PAKISTAN INSTITUTE OF EDUCATION (PIE)
M/O FEDERAL EDUCATION & PROFESSIONAL TRAINING, ISLAMABAD

INDIVIDUAL CONSULTANT FORM

1. Name & Address of Individual: _____
Telephone: _____ Fax: _____
Email: _____ CNIC: _____
Sale Tax Number (STN): _____
National Tax Number (NTN): _____

2. Placement of consultancy services at PIE Islamabad at the following rates:

Required Service	Placement at PIE
Consultancy Services for _____	

3. I shall abide by all the terms and conditions.

4. I understand that, in case of any difference between the quoted price in words and digits, the lowest quoted price will be considered, as quoted price.

Bid Security (02%) should be enclosed.

Signature: _____

Name: _____

Designation: _____

Official Seal/ Stamp

Date: _____

EVALUATION CRITERIA FOR SHORTLISTING INDIVIDUAL CONSULTANTS

A. Data Analyst

Individual Profile		Aggregated marks
<u>Reports published within the last five years</u>		<u>10 Marks</u>
03 years or more		10 marks
02 years		08 marks
01 year		03 marks
No report		0 marks
SDG-4 Report		10 Marks
A)	5-7 years' Experience in developing Education Statistics reports in the Education Sector in Pakistan	10 Marks
	Presentation to the Scrutiny Committee	30 Marks
	Database Compilation Experience	10 Marks
	Data Visualization Experience	10 Marks
	Report Writing Experience	10 Marks
	Provide details of days required to complete assigned task i.e. development of PES report	10 Marks
Address Detail		
B)	A detailed list of addresses/ Phone numbers of the Security must be provided.	Mandatory
Active FBR registered		
C)	Individuals must be Active Taxpayer List (ATL) of FBR	Mandatory
Financial/ Personal Profile		Mandatory
D)	Undertaking that the individual has never been blacklisted by any by any Government, Semi-Government Organization	Mandatory
	Undertaking that individual has never been involved in litigation with the M/O FE&PT/ Government of Pakistan.	Mandatory
E)	Bid Security	Mandatory
Total		100 Marks
Required Passing Marks		70 Marks

Note:

- i) The individual is required to enclose the documents/ information as mentioned in the EOI otherwise the proposal shall not be considered. Mandatory documents must be submitted.
- ii) Minimum requirement to compete with other competitors is 70 marks. All the competitors having 70 marks or more will be treated equal and will be financially evaluated

EVALUATION CRITERIA FOR SHORTLISTING INDIVIDUAL CONSULTANTS

- B. Lead Programmer
- C. Web Developer
- D. Graphics Designer
- E. Network Administrator

Individual Profile		Aggregated marks
	Academic Qualification	10 Marks
	MS and 5-7 years experience	10 marks
	BS and 5 years experience	10 marks
	BS and MS with less or no experience	05 marks
A)	Presentation to the Scrutiny Committee	20 Marks
	Last Five-Years Projects with dedicated work	10 Marks
	More than 10 Projects	10 marks
	05 to 10 Projects	07 marks
	Less than 05	03 marks
B)	Address Detail A detailed list of addresses/ Phone numbers of the Security must be provided.	Mandatory
C)	Active FBR registered Individuals must be Active Taxpayer List (ATL) of FBR	Mandatory
D)	Financial/ Personal Profile	10 Marks
E)	Undertaking The individual has never been blacklisted by any by any Government, Semi-Government Organization Individual has never been involved in litigation with the M/O FE&PT/ Government of Pakistan.	Mandatory
F)	Bid Security	Mandatory
	Total	50 Marks
	Required Passing Marks	35 Marks

Note:

- i) The proposal will be evaluated based on 80% technical suitability and 20% financial fitness
- ii) The individual is required to enclose the documents/ information as mentioned in the EOI otherwise the proposal shall not be considered. Mandatory documents must be submitted.
- iii) The minimum requirement to compete with other competitors is 35 marks. All the competitors having 35 marks or more will be treated equally and will be financially evaluated

EVALUATION CRITERIA FOR SHORTLISTING INDIVIDUAL CONSULTANTS

F. Subject Specialist

Individual Profile		Aggregated marks
Academic Qualification		10 Marks
MS and 5 years' teaching experience along with item development experience		10 marks
MS with 5 years' teaching experience		05 marks
A)	Presentation to the Scrutiny Committee	20 Marks
	Last Five-Years Projects with dedicated work	10 Marks
	More than 10 Projects	10 marks
	05 to 10 Projects	07 marks
Less than 05		03 marks
Address Detail		Mandatory
B)	A detailed list of addresses/ Phone numbers of the Security must be provided.	Mandatory
	Active FBR registered	Mandatory
C)	Individuals must be Active Taxpayer List (ATL) of FBR	Mandatory
	Financial/ Personal Profile	10 Marks
D)	Undertaking	Mandatory
E)	The individual has never been blacklisted by any by any Government, Semi-Government Organization	Mandatory
	Individual has never been involved in litigation with the M/O FE&PT/ Government of Pakistan.	Mandatory
	Bid Security	
F)	Total	50 Marks
Required Passing Marks		35 Marks

Note:

- i) The proposal will be evaluated based on 80% technical suitability and 20% financial fitness
- ii) The individual is required to enclose the documents/ information as mentioned in the EOI otherwise the proposal shall not be considered. Mandatory documents must be submitted.
- iii) The minimum requirement to compete with other competitors is 35 marks. All the competitors having 35 marks or more will be treated equally and will be financially evaluated

EVALUATION CRITERIA FOR SHORTLISTING INDIVIDUAL CONSULTANTS

G. Communication Officer

		Aggregated marks
	Individual Profile	
	Academic Qualification	10 Marks
	MS and 5 years' content writing experience along-with social media management	10 marks
	MS with 5 years' content writing experience	05 marks
A)	Presentation to the Scrutiny Committee	20 Marks
	Last Five-Years Projects with dedicated work	10 Marks
	More than 10 Projects	10 marks
	05 to 10 Projects	07 marks
	Less than 05	03 marks
	Address Detail	Mandatory
B)	A detailed list of addresses/ Phone numbers of the Security must be provided.	Mandatory
	Active FBR registered	Mandatory
C)	Individuals must be Active Taxpayer List (ATL) of FBR	Mandatory
	Financial/ Personal Profile	10 Marks
D)	Undertaking	Mandatory
E)	The individual has never been blacklisted by any by any Government, Semi-Government Organization	Mandatory
	Individual has never been involved in litigation with the M/O FE&PT/ Government of Pakistan.	Mandatory
	Bid Security	
F)	Total	50 Marks
	Required Passing Marks	35 Marks

Note:

- i. The proposal will be evaluated based on 80% technical suitability and 20% financial fitness
- ii. The individual is required to enclose the documents/ information as mentioned in the EOI otherwise the proposal shall not be considered. Mandatory documents must be submitted.
- iii. The minimum requirement to compete with other competitors is 35 marks. All the competitors having 35 marks or more will be treated equally and will be financially evaluated

Bid Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: *[insert date (as day, month and year)]* Bid
No.: *[insert number of Bidding process]*

To: *[insert complete name]*

I, the undersigned, declare that:

I understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

I accept that I will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) One Year, if fail to abide with a **bid securing declaration**, and **Performance Obligations** however without indulging in corrupt and fraudulent practices, if I am in breach of my obligation(s) under the Bid conditions, because I:

- (a) Have withdrawn or modified Bid during the period of Bid Validity specified in the Form of Bid;
- (b) Disagreement to arithmetical correction made to the Bid price; or
- (c) Having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to ensure performance tor to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

I understand that this Bid Securing Declaration shall expire if myself is not the successful Bidder, upon the earlier of (i) receipt of your notification to me of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of my Bid.

Sign & Seal on behalf of Employer

Sign & Seal on behalf of Bidder

Name: _____

Name: _____

Designation: _____

Dated on _____ day of _____