

TERMS OF REFERENCE

Pre-Qualification of International/National NGOs FOR Managing 75 Cholistan Community Schools

Punjab Education Foundation is an autonomous organization, established under the auspices of the Government of the Punjab, committed to the promotion of Quality Education through Public Private Partnership (PPP). New School Program intends to pre-qualify reputable National/ International NGOs for a period of three years to outsource the management of 75 Cholistan Community Schools and for any future initiatives/projects of New School Program to one or more organizations. The Pre-Qualification process will be governed by Punjab Procurement Rules 2014.

Background of Literate Cholistan Project (LCP)

Literate Cholistan Project was approved on 1-04-2009 for 5 years. The objective of the Project was **“to provide Primary Education to the children of Cholistan to make them self reliant and create awareness to get benefit and enhance natural resources productivity by effective utilization”**. The objective was planned to be achieved through following measures:

- a) Establishment of 75 Non-Formal Basic Education Schools
- b) Literacy campaigns to enhance Literacy rate among Cholistani communities.
- c) Increase income & employment opportunities through improved access to education.

Cholistan Development Authority (CDA) developed a Public Private Partnership (PPP) Model to achieve the desired goals.

To keep Cholistan Community Schools functional after the expiry of the project on 31-03-2014, these schools have been taken up by Punjab Education Foundation (PEF). PEF is looking for reputable International/National NGOs working in education sector especially in the non-formal education aspect to take up the management of community schools under a framework put in place through a tripartite agreement (PEF, CDA and Partner Organization) from 1st of July 2014.

For this purpose, Punjab Education Foundation under New School Program will provide financial assistance to selected organization(s) up to Rs.450/student/month on the basis of actual enrolment to develop educational infrastructure and meet all operational costs to run 75 Cholistan Community Schools.

Key Responsibilities:

The “ORGANIZATION(s)” shall be responsible for the following:

A) Provision of Infrastructure

- Provision of infrastructure, furniture, electricity, drinking water, toilets and proper sanitation for up keep of the school campus etc.

B) Community Mobilization/Increase in Enrolment

- To increase enrolment and improve quality of education in the schools.
- Carry out community mobilization campaigns to motivate local community to promote education and increase the enrollment in the schools.

C) Monitoring & Evaluation

- The organization will prepare and execute a comprehensive \monitoring & Evaluation plan to ensure achievement of agreed objectives of provision of quality education.
- To facilitate PEF in carrying out random inspection of the schools to check / verify the veracity of reported enrollment, improvements made in infrastructure and standard of cleanliness at any time.
- To maintain all relevant record of the schools such as attendance, admission and discharge registers, supplies, monitoring reports of the schools etc. and communicate accurate figures of the enrollment of the student to PEF on monthly basis.

D) Capacity Building of teachers/staff

- The organization will assess the training needs of the teachers and staff and carry out a comprehensive capacity building exercise to ensure provision of quality education.

E) Improve learning outcomes of students

- To appoint the teaching staff preferably from within the local community. Qualification of teachers for the subjects of science or mathematics for class 6 onward shall not be less than F.Sc. to ensure the promotion of quality education.
- Ensure timely payment of salary to the staff/teachers at its strength @ Rs. 8,000/month and Rs. 7,000/month for senior and junior teacher respectively.
- Ensure that the student teacher ratio should not exceed 35 students per teacher. A single room may host more than one class at one time. However, total number of students may not exceed 35 students at one time in a classroom.
- To maintain quality standards by ensuring the students of the school to pass Quality Assurance Test as per laid down criteria.
- Ensure that students of all relevant classes appear in quality assurance test (QATs) as administered under auspices of PEF.

F) Miscellaneous

- To manage day to day affairs of the schools assigned under the agreement. This includes all operational, administrative and financial affairs needed to ensure smooth functioning of the schools within given resources and timelines.
- Observance of the rules and regulations timings and schedules, formats and methods prescribed by the Punjab Education Foundation for maintaining the overall building, educational environment, campus hygiene and passing of annual QATs.
- Prepare schedule for total school days summer/winter vacations keeping in view the local dynamics with regard to geography/demography.
- Ensure the adherence of government policy as adopted by the PEF of “No Corporal Punishment” in the Cholistan Community Schools.

For any query/questions with regard to Cholistan Community Schools, Director (New School Program) may please be contacted at: **042-99268126, 03004286751**, Email: waqar@pef.edu.pk

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