

Application Processing:

- Completely and correctly filled in Application on prescribed format (separately designed for applicant schools and applicant NGOs) must be submitted to Director EVS on EVS Office 58-A2 Gulberg III Near Ghalib Market Lahore within 15 days of publishing of the advertisement
- Please ensure submission of documents listed below at the time of application submission;
 - i. Complete profile of organization/school
 - ii. Attested Copy of CNIC of applicant (School owner/NGO's Chairperson)
 - iii. Financial standings of applicant for last 3 years
- An applicant may apply for more than one district
- Information on existing project as per format of *Project Information Document for applicant school/NGO*
- Detailed operational plan (proposed) for evening classes
- Need Assessment Report is essentially required to be submitted by the applicant. The referred report must be supportive for offering evening classes
- Data of at least 50 children engaged in labor activities but interested to study in evening classes along with their parents/guardian consent is required to be submitted at the time of application processing as per format available on PEF website.

Please note

- Academies will not be classified as evening classes' pilot project. Undertaking from applicants will be required.
- Children studying in any school in morning will not be entertained under EVS for evening classes pilot project.

EVS Evening Classes Proceedings

- **Short Listing:** PEF will invite short listed candidates for presentation of their proposals for evening classes
- **MOU:** An Memorandum of Understanding (MOU) will be signed with the selected candidate.
- **Orientation:** An orientation to the selected candidates will be carried out to roll out evening classes in EVS partnership
- **Cost:** no additional financial assistance will be provided to the partners in referred initiative. However, vouchers issuance will be as per list of nominees (as per EVS

- criteria) obtained by the schools/NGOs in evening session. Payment will be released as per number of vouchers received in each period for redemption.
- **School hours** for the said initiative shall essentially be offered at least 3 hours in evening/afternoon. The same must be conveyed before launching EVS initiative in September 2014.
 - **Age Group**; The children of age 5-16 years shall be catered at the time of registration in the referred initiative.
 - **Number of Children** to be facilitated is dependent on number of children identified by each partner after signing of agreement
 - **Syllabus**: Foundation Course (of Literacy & Non Formal Education Department) may be offered to teach in evening classes; the said course is of 40 months that enables child to complete primary level of schooling. The school management may opt. for course of studies either foundation course or regular formal studies.
 - **Record Maintenance**: Separate record for morning and evening session shall essentially be maintained by the partners in evening classes project as per guidelines issued to EVS partners.
 - **Student Assessment**
 - QAT of the children studying under Evening Classes domain will be conducted but specifically designed for laborers/OOSC; it will be an periodic assessment that will also focus on affective and psychomotor domains
 - Periodic assessment will be done after 6 months; bi-annual wherein baseline assessment will be done within one month of registration of the child
 - QAT will be conducted to assess periodic progress of the child wherein improvement level will be declared instead of achievement level of each child
 - The passing percentage will not affect partnership continuation as it is designed for laborers/OOSC
 - conditions applicable to EVS partners will be applicable to the partners in case of Evening classes as well
 - PEF communication department may be engaged in raising awareness among children registered under labor category about EVS partners having evening classes so that they may continue their studies
 - EVS may arrange customized orientations; “EVS school management and staff Mentoring”
 - monitoring will be done by PEF monitors
 - List of nominees may be obtained by the partners in evening session and vouchers may be issued accordingly.