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 PRIVATE SCHOOL CENSUS IN PUNJAB
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 a census of all the private schools in Punjab. The firm is expected to undertake all activities related to census (field survey, data collection, data entry, data processing, dissemination of data and development of dashboard for profiling). Data quality is the top priority which will closely be supervised by the PMIU

2. SCOPE

In Punjab Province, there are a large number of Private Schools (registered as well as unregistered) imparting education at different tiers to the community. Similarly, there are schools run by government organizations other than School Education Department (e.g. LDA, Railways, WAPDA, etc.). Their direct linkage with the community has contributed to a larger extent in improving the education. In this direction, census of the private / non-SED schools was carried out four years ago. Since there is an enormous increase in the private / non-SED schools all
over Punjab, there is a need to update / undertake census of all those schools. The detail and requirement of census are given in the succeeding paras.

3. **Private School Census 2016**

3.1 The old list of schools will be provided to the contracted firm. Census of each private /non-SED school will comprise of:

I. Data collected from the school regarding school's basic information, basic school facilities, grade and gender wise school enrollment, gender wise teaching staff, including GPS of school using a survey instrument (as per Form to be finalized / approved by PMIU);

II. Data Entry, Verification, Merging, Cleaning and Validation;

III. Dissemination of data;

IV. Development of Dashboard for profiling;

4. **Background & Rationale**

4.1 Presently, there is a three-tier education sector performance management system in Punjab, which monitors sector performance at the provincial, district and sub-district levels. At the provincial level, education sector performance is reviewed on a monthly basis at the Executive District Office (EDO) conference, in which the EDOs from all 36 districts, and the head of key institutions (PMIU, PEC, DSD) participate, and is chaired by the Secretary Education. During these meetings, district rankings and progress is reported against selected indicators which include student and teacher attendance, availability of school facilities, and administrative visits to schools. At the district level, monthly District Review Committee (DRCs) meetings are held in which EDO-Education participates, and are chaired by the District Coordinating Officer (DCO) to review monthly progress against the achievement of the same set of indicators. In 2015, Pre-DRCs were also introduced with the objective of reviewing progress against a wider set of indicators, and the implementation of selected reform activities, which include enrollment drives, budget execution, and follow up on decisions taken at DRCs. However, there is significant scope to strengthen the current performance management system by ensuring that data is available to district education officials on a real-time basis, building the capacity of education administrative staff at the district and sub-district levels to utilize data to improve education outcomes, and promoting increased accountability by tracking and monitoring corrective actions taken by district officials.

4.2 An important component of strengthening education sector management is ensuring that data is utilized for informed decision making on a regular basis. Despite the abundance of data sources that provide information on the education sector in Punjab (Monitoring data, Annual School Census, Punjab Examination Commission, Punjab Education Foundation, Department of Staff Directorate) the utilization of the various sources of data is typically restricted to the source departments and select stakeholders. In addition, the various sources of information that are available require further integration to increase their utility catered to the needs of stakeholders. The SED’s Program Monitoring and Implementation Unit (PMIU) has taken initial steps to
integrate various data sources into one main database, however, additional support is required to ensure that the data is regularly updated and shared with various stakeholders in a user-friendly manner. Given that almost a third of children ages 6-10 are enrolled in private schools in the province, there is also a need to conduct a private school census in the province to facilitate Public-Private Partnerships in education and to inform education planning. Lastly, in order to increase the utilization of data, the capacity of the SED must be strengthened to ensure that the requisite data analysis and research skills are available to inform policy making.

4.3 The primary objective of this reform area would be to improve evidence-based decision making by strengthening education sector data and promoting its utilization amongst provincial and district level stakeholders. This reform area is critical because it focuses on improving accountability in the education sector by making information available to key stakeholders in a timely manner, and will aim to improve efficacy of service delivery by bridging the gap between data and its utilization for evidence-based decision making.

4.4 Private School Census

4.4.1 As the private schooling sector continues to expand in Punjab, there is a need to ensure that up-to-date information is available on private schools in the province to facilitate planning and to promote public private partnerships in education. Currently, the Punjab Education Foundation (PEF) collects information on low-cost private partner schools in Punjab. However, this is just a fraction of the total private schools in the province. As PEF continues to expand, there is a need to conduct a private school census to obtain up-to-date information on both registered and un-registered private schools / non-SED schools in the province. Thus there is a need to conduct census of private schools as per detail given below:

<table>
<thead>
<tr>
<th>Information</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Information</td>
<td>School name, school gender, school level, registration status, affiliations, school type, school owner information, contact number, district, tehsil and union council, etc.</td>
</tr>
<tr>
<td>School Location</td>
<td>Geographic information of schools (Urban/Rural) along with GPS coordinates</td>
</tr>
<tr>
<td>School Facilities and Infrastructure</td>
<td>Building type, classrooms, availability of basic school facilities (electricity, drinking water, toilet, boundary wall etc.)</td>
</tr>
<tr>
<td>School Enrollment</td>
<td>Grade and gender wise enrollment</td>
</tr>
<tr>
<td>Teacher Information</td>
<td>Number of teachers by gender</td>
</tr>
</tbody>
</table>
5. **Private School Census Deliverables**

5.1 The selected firm will have to:

1. Conduct Census of all types of school other than those owned by the School Education Department, Govt. of Punjab, mainly Private (registered and un-registered) Schools

2. Data Entry, data verification, data validation and data cleansing / merging.

3. Dissemination of data in the form of a written report (soft and hard form).

4. Development of a dashboard for the following profile/data analysis dimensions:
   a. School profile
   b. District, Level and Gender wise
      i. Schools
      ii. Enrollment and
      iii. Teaching staff
   c. District, Level, and Gender wise School by Types
   d. District, Level, and Gender wise School by Location (Urban/Rural)
   e. District, Level and Gender wise School Teacher Ratio (STR)
   f. District, Level and Gender wise Pupil Teacher Ratio (PTR)
   g. District, Level and Gender wise Basic Facilities
   h. Any other to be decided by PMIU
6. **KEY TASKS AND RESPONSIBILITIES**

6.1 The key tasks and responsibilities of the contracted firm are as follows:

a). General—all stages

1) Contracted firm to strictly follow agreed timetable for the activities.

2) Contracted firm to maintain regular communication with PMIU regarding all aspects of the census preparation, data collection, data entry process, validation, dissemination and development of web-based application.

3) Contracted firm to seek clearance from PMIU on all key decisions likely to impact the scope and quality of the census work.

4) Contracted firm to provide timely feedback on all detailed assignments and instructions provided by PMIU in writing or verbally.

5) Contracted 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) Contracted firm to inform PMIU of any changes in census personnel assigned to this project, along with clear justifications.

7) Contracted firm to seek guidance from PMIU before troubleshooting any sensitive/complex problems that arise during census collection and entry.

8) Contracted 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) Contracted 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.

10) As needed, contracted firm to clean and prepare Government of Punjab (School Education Department, Punjab Education Foundation (PEF), Program Monitoring and Implementation Unit (PMIU) administrative data relevant for the activity. This may entail verifying the accuracy of the data in the electronic administrative databases by cross-checking across multiple databases and against hardcopies and correcting data for mis-entered and missing values.
b). Stage 1: Field Census planning and preparation

1) The contracted firm will prepare first drafts of all questionnaires and seek approval from PMIU.

2) Contracted 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) Contracted 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) Contracted firm to assign unique and permanent identification numbers to all field census personnel.

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

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

7) Contracted firm to manage all fieldwork logistics and make fieldwork planning available to PMIU for review and clearance.

8) Contracted firm to develop field quality control protocols and procedures and submit to PMIU for review and clearance.

9) Contracted 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) Contracted firm to follow all directives and instructions provided by PMIU with regards to methodology and data management.

2) Contracted firm to field and test instrument in the manner in which it is intended.
3) Contracted firm to collect GPS data from all schools.

4) Contracted firm to fully and correctly fill in and maintain a field visit log of each school visited.

5) Contracted firm to ensure quality control measures for data collection are applied at all schools.

6) Contracted firm to complete all information requested in daily and weekly field reports by PMIU, where required.

7) Contracted firm to securely and safely maintain all filled-in Forms of each school and make available to PMIU.

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

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

10) Census personnel of contracted firm to fully abide by the principles, regulations, and policies which apply to research involving human subjects. In addition, census personnel of contracted firm to fully abide by all safeguards.

11) Contracted 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 survey personnel, generalized threats during the course of field work, and spontaneous occurrences of insecurity during fieldwork or travel.

d). **Stage 3: Data entry**

1) Contracted firm to develop a program for data entry. The program will follow all inputs from PMIU, including, but not limited to, verbal and written guidelines, data entry codebooks, and other advice. The data entry program will be shared and may be tested by PMIU prior to use.

2) Contracted firm to internally check the integrity and accuracy of data before transmitting to PMIU.
3) Contracted firm to prepare data entry quality control protocols and procedures and submit to PMIU for review and clearance.

4) Contracted firm to provide all logs and outputs of quality control checks done on data prior to transmitting the data to PMIU.

5) Contracted firm to correct any data entry errors identified and requested by PMIU.

6) Contracted firm to maintain a data entry log as specified to record progress and issues with data entry.

7. **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 contracted 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) Data Dictionary

7) Final and validated database.

8) Dissemination of final data in the form of a written report.

9) Development and implementation of dashboard profiling including training of the PMIU users.

10) User / operation manual of the dashboard.
8. **Timeframe:**

8.1 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>2 weeks</td>
</tr>
<tr>
<td>3</td>
<td>Development and finalization of instruments</td>
<td>2 weeks</td>
</tr>
<tr>
<td>4</td>
<td>Planning and field preparation (including training and mobilization)</td>
<td>2 weeks</td>
</tr>
<tr>
<td>5</td>
<td>Data collection, entry, and processing</td>
<td>6-8 weeks</td>
</tr>
</tbody>
</table>

Where possible, activities can be staggered to expedite completion.

9. **Evaluation Criteria**

9.1 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

10. **Selection Method**

10.1. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers* [January 2011] (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

10.2. 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).

10.3. 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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