



NATIONAL ICT R&D FUND

To: Prospective Applicants

Subject: **Request for Proposal (RFP) # RFP/NICTSP/Monitoring/10/29**
National ICT Scholarship Program 2010 – “Monitoring of NICTSP 2010”

The National ICT R&D Fund, through this Request for Proposal (RFP), intends to invite national registered firms to participate in the selection process for an agency that can effectively monitor all components of National ICT Scholarship Program 2010 (NICTSP 2010).

The RFP specifies eligibility requirements and proposal submission timelines. The applicants must comply with all instructions given in the attached RFP document. The work schedule mentioned under section 5.1 of this RFP shall be strictly complied with.

The RFP can also be downloaded from: www.ictrdf.org.pk/scholarship/monitoring

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1. OBJECTIVES

We endeavor to enhance the national ICT related human resource development capacity manifolds by promoting ICT related educational programs and activities. The National ICT Scholarship Program is in line with human resource development initiatives of National ICT R&D Fund. The National ICT Scholarship Program 2010 has been officially launched and we intend to monitor the program through an external agency.

Monitoring is a pivotal component of any project and is initiated to measure the degree of effectiveness of the program and to identify areas of improvement. With this intent monitoring of National ICT Scholarship Program 2010 is being undertaken.

The major objectives of monitoring are as under:

1. To observe, gauge and analyze the execution of the overall program and draw useful conclusion and statistically valid inferences;
2. To assess and evaluate the effectiveness of the overall program;
3. To assess the cost effectiveness of the entire program;
4. To identify & facilitate solutions for the problems occurring during the program;
5. To get specific recommendations for improvement of the program for next year.

2. NATIONAL ICT SCHOLARSHIP PROGRAM

The Outreach Scholarship Program (OSP) was launched as a pilot project in 2006 for students of low income groups from rural areas of Punjab. In phase-I of this pilot project, 2,500 students of most marginalized communities were selected through a transparent process and given training in aptitude based university admission test in the disciplines of ICT. 200 teachers were empowered by imparting training in modern pedagogical techniques who were engaged for this training program. In the phase-II of this project, 200 successful students were awarded scholarships for four year BS degree programs of National University of Computer and Emerging Sciences in Telecom Engineering and Computer Science.

In 2007 National ICT R&D Fund executed a more comprehensive Outreach Scholarship Program. 6,100 students from all over Pakistan were trained in phase-I in problem solving skills. 700 teachers were trained for imparting training in modern pedagogical techniques for this phase. In the phase-II of OSP 2007, 390 students were awarded scholarships worth Rs. 545 million on merit. These students are currently enrolled in the top ranking ICT related universities (FAST-NU, GIKI and NUST-IIT) of Pakistan.

In the year 2008, National ICT R&D Fund re-launched its out-reach scholarship program as National ICT Scholarship Program 2008. The total number of scholarships was increased to 550, with a total of

11 universities participating in the program. A total of up to Rs. 440 million worth of scholarships were awarded on merit.

In the year 2009, the total number of scholarships was increased to 700, with a total of 10 universities participating in the program. A total of up to Rs. 560 million worth of scholarships were awarded on merit.

This year National ICT R&D Fund is committed to increase the total number of scholarships awarded and at the same time increase the potential out-reach so that this opportunity can be availed by maximum number of students belonging to relatively less developed/marginalized areas of Pakistan.

3. NATIONAL ICT R&D FUND

Introduction

The emerging information and knowledge age and the accompanying technological revolution are heralding a new economic and social order characterized by the development and exploitation of information and communication technologies (ICT) within all spheres of human endeavor. This era is giving rise to the emergence of information and knowledge based economies with traditional economic, industrial and commercial activities being made more efficient and productive by incorporating knowledge driven processes.

The knowledge and information economy has emerged as a new source for the creation of quality jobs, wealth generation and redistribution, rapid economic development and prosperity as well as a means of facilitating competitiveness. With the emerging information age, information and communication technologies are seen by a number of countries as critical for achieving progress in economic and social development. These technologies are offering developing countries like Pakistan a window of opportunity to leap-frog the key stages of industrialization and transform their agriculture dominated economies into service-sector driven, high value-added information and knowledge based economies that can successfully compete in the global village.

Pakistan has witnessed a phenomenal growth in its telecom industry. The Government of Pakistan has mandated that a certain percentage of gross revenue generated by all telecom service providers be allocated to development and research of information and communication technologies with the vision *to transform Pakistan's economy into a knowledge based economy by promoting efficient, sustainable and effective ICT initiatives through synergic development of industrial and academic resources*. To achieve this vision National ICT R&D Fund has been created. This vision will be realized by pursuing the following goals:

1. To provide an enabling environment that facilitates deployment and utilization of ICT education for HR capacity building and enhanced national productivity;
2. To cultivate industry-academia partnership by funding concrete development and research initiatives;
3. To facilitate industrial demand focused HR capacity building and R&D capabilities in the country and promoting ICT related educational programs and activities;
4. To use ICT as a tool for upward mobility of economically challenged citizens of the country;
5. To help develop knowledge based ICT industry for delivery of value-added ICT products and services;
6. To facilitate research and development in those sections of ICT that enhances quality of life for citizens of Pakistan.

4. SCOPE OF SERVICES

The main purpose of the monitoring assignment is to observe, gauge, analyze and draw useful conclusions and statistically valid inferences using well defined monitoring tools such as structured interviews, questionnaires, survey forms and observational checklists, etc. It is advised that detailed RFPs of the three components (available at www.ictrdf.org.pk/scholarship) of National ICT Scholarship Program 2010 be thoroughly studied and understood by all agencies interested in providing requisite monitoring services.

A brief overview and some of the responsibilities of the agencies executing the three components of the National ICT Scholarship Program 2010 are as under:

1. Registration & Conduction of ICT-Scholarship Award Test 2010

The selected testing agency shall be registering students and conducting the ICT-Scholarship Award Test nationally as per the criteria provided in the respective SOS. The main responsibilities of this agency are:

1. To register candidates for the ICT-Scholarship Award Test;
2. To conduct an ICT-Scholarship Award Test of students in English, Mathematics, Physics, Chemistry and Computing Science (MCQ based);
3. To provide a unified and standard criteria for evaluation;
4. To provide a merit list of applicants (students) according to the criteria provided by National ICT R&D Fund;

2. Training of Teachers

The selected training agency shall be conducting “Training of Teachers” as per criteria provided in the respective SOS. The main responsibilities of this agency are:

1. To train HSSC teachers in gaining requisite competency in teaching students how to attempt MCQ based university entrance exams in English, Mathematics and Physics;
2. To train HSSC teachers in communicating a problem solving approach to the students so that they are able to understand the core concepts of these subjects rather than memorizing answers;
3. To improve the standard and technique of teaching in the government schools/colleges located in the rural/non-metropolitan areas of Pakistan;
4. To train the school/college level faculty in using modern teaching methodologies;
5. To help build capacity of the teaching community in rural/non-metropolitan areas of the country.
6. To design, develop, print and deliver Teacher and Student Training kits.

3. Foundation Training Program

The selected executing agency shall be facilitating “Foundation Training Program” (FTP) for National ICT Scholarship Program 2010. The main responsibilities of this agency are:

1. To administer “Foundation Training Program” (FTP), in rural/non-metropolitan areas across Pakistan, through trained principals and teachers, for approximately 11,000 eligible registered students for four weeks;
2. To train aforementioned students in “how-to-attempt” MCQ based university entrance exams at F. Sc. level in English, Mathematics and Physics;
3. To teach problem solving methodologies and techniques to the registered students;
4. To brief approximately 200 participating principals on the execution details of “Foundation Training Program” (FTP) through a single day “Principal Orientation Workshop” (POW);
5. To encourage approximately 600 participating teachers to inculcate such pedagogical techniques in their regular teaching methodology;

The selected monitoring agency shall be responsible for the following activities:

1. The selected monitoring agency shall be required to develop a mechanism in consultation with National ICT R&D Fund for effective monitoring and evaluation of all three components of the National ICT Scholarship Program 2010 referred above;
2. The selected monitoring agency shall be required to effectively monitor and evaluate the process of “Registration and Conduction of ICT-Scholarship Award Test 2010”. The selected monitoring agency shall be required to conduct monitoring at all the demarcated “Test Centers”. The list of test centers will be provided later to the selected monitoring agency. Approximately “45” test centers are to be established across Pakistan;
3. The selected monitoring agency shall be required to record videos of all the “Test Centers” on PD170 camera DV format (broadcast quality) during the currency of ICT-Scholarship Award Test;
4. The selected monitoring agency shall be required to submit the unedited video (raw footage) recordings of ICT-Scholarship Award Test to National ICT R&D Fund;
5. The selected monitoring agency shall be required to develop a mechanism for effective monitoring and evaluation of “Registration & Conduction of ICT-Scholarship Award Test 2010” in light of the following (but not limited to):
 - Student registration process
 - i. Determine the extent of outreach
 - ii. Evaluate the effectiveness, transparency and record keeping
 - Conduction of ICT-Scholarship Award Test 2010
 - i. Test secrecy, confidentiality & transportation of test material to all test centers
 - ii. Easy accessibility of the eligible registered candidates to the allocated test centers
 - Participating universities’ input in the ICT-Scholarship Award Test design
 - Improvement of faith & trust of the universities in adopting this test as their admission entrance exam
6. The selected monitoring agency shall be required to effectively monitor and evaluate the “Training of Teachers” (TOT) component of National ICT Scholarship Program 2010. The training is likely to be conducted at seven centers as illustrated in the “Scope of Services” (SOS) in the RFP for “Training of Teachers” (TOT) program, a component of National ICT

- Scholarship Program 2010. The selected monitoring agency shall be required to monitor the “TOT” at all seven locations;
7. The selected monitoring agency shall develop tools for comprehensive analysis of the “Training of Teachers” (TOT) program and the sample size should be large enough to make statistically valid inferences. Analysis should cover:
 - Quality of training (including presentations and delivery)
 - Duration of training
 - Boarding & Lodging facilities
 - Overall attendance/participation of teachers in the program
 - Teachers feedback on the training
 - Selection mechanism for the nomination of teachers by the principals
 - Distribution of training certificates to all participants of the program
 - Disbursement of agreed remuneration to all participating teachers
 - Overall value of the executed program for the targeted audience
 - Quality of Teachers’ manual
 - Delivery of Teachers’ manual
 8. The selected monitoring agency shall develop tools to effectively monitor all aspects of the “Foundation Training Program” (FTP) as illustrated in the SOS in the RFP for “Foundation Training Program” (FTP). The evaluation shall include random sampling from approximately 200 active “Training Centers”. The sample size should preferably cover at least 35% of the total population and must ensure proportionate coverage from all provinces including FATA, FANA and rural Islamabad, based on the prescribed population based quota, as defined by the Government of Pakistan and provided by National ICT R&D Fund. The monitoring agency shall visit each selected “Training Center” at least twice during the execution of the program to gather all relevant data and information;
 9. The selected monitoring agency shall provide comprehensive evaluation of the following (but not limited to):
 - Single day Principals’ Orientation Workshop (POW)
 - Quality assurance & program management tools developed for principals executing “Foundation Training Program” (FTP)
 - Disbursement of agreed remuneration to all participants involved in execution of the “Foundation Training Program” (FTP)
 - Quality of training imparted to students
 - Overall value of the executed program for the targeted audience
 - Quality of Students’ manual
 - Delivery of Students’ manual
 10. The selected monitoring agency shall verify that each visited "Training Center" has three subject teachers (English, Mathematics and Physics), trained and allocated for the "Foundation Training Program" (FTP). It shall also verify that the trained principal for the "Training Center" is serving as the overall in-charge of the "Foundation Training Program" (FTP) in his/her respective school/college;
 11. The selected monitoring agency shall evaluate and analyze the mechanism developed by the agency executing the “Foundation Training Program” (FTP) to inform the training schedule to eligible registered students. It shall also verify that the lists of eligible registered students are sent to the principals of their respective "Training Centers";

12. The selected monitoring agency shall be required to define effective methodology for sample size determination where needed, synthesizing collected data and conducting proper analysis for margin of error before providing (raw and summarized) data in the requisite monitoring reports;
13. The selected monitoring agency shall be required to develop a comparison of the program across different provinces/regions of Pakistan;
14. The selected monitoring agency shall be required to develop a final report which includes useful and specific recommendations for improvement of the program for next year;
15. The selected monitoring agency shall be required to present the final report at three forums to be determined later by the National ICT R&D Fund;
16. The selected monitoring agency shall share all documents and data relevant to the National ICT Scholarship Program 2010, with National ICT R&D Fund in both hard-copy and soft-copy format. The above-mentioned documents shall be summarized by the selected executing agency in a format which is succinct, scientific and informative for National ICT R&D Fund;
17. The selected monitoring agency shall be required to submit softcopy (word document) of the proposal.

5. STANDARD INSTRUCTIONS

Return Mailing Address, Contact Person, Telephone, Fax Number and deadline for receipt of Proposals.

ADDRESS:

NATIONAL ICT R&D FUND
HR & ADMINISTRATION OFFICE
ATTENTION: **Ms. NELOFAR ARSHAD**
PROJECT NAME: **MONITORING OF NICTSP 2010**
6TH FLOOR, HBL TOWER
JINNAH AVENUE, BLUE AREA
ISLAMABAD

CONTACT PERSON:

MANAGER HR & ADMINISTRATION
Ms. NELOFAR ARSHAD
Ph: +92-51-9215360-4 Ext: 104
Fax: +92-51-9215366
E-mail: nelofar.arshad@ictrdf.org.pk

Proposals must be received no later than 5:00 P.M. PST on 13th April, 2010. Proposals via courier, postal mail or by hand are acceptable. A softcopy (word document) must be submitted with the actual proposal.

A bidder's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be accepted for evaluation.

5.1. Contract Term and Work Schedule

The contract term and work schedule set out herein represent the Company's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The approximate contract schedule is as follows:

S. No	Activity	Dates
1	TOR issue date	30 th March, 2010
2	Proposal submission dead line	13 th April, 2010
3	Opening of Technical Proposals (in front of applicants at 6 th Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad)	13 th April, 2010 (5:30 pm PST)
4	Evaluation of the Technical proposal	14 th April, 2010 till 16 th April, 2010
5	Opening of Financial Proposals	19 th April, 2010 <i>Manager Coordination shall intimate time in advance.</i> <i>As per PPRA rules 36(b)viii</i>
5	Notice of intent to award	20 th April, 2010
6	Negotiation	21 st April, 2010 till 23 rd April, 2010
7	Contract agreement date	26 th April, 2010
8	Contract execution	26 th April, 2010
9	Contract completion	31 st August, 2010

5.2. Bidding Procedure

The bidding procedure for this assignment is in line with clause 36(b) of the PPRA Rules i.e. [Single Stage-two envelope procedure](#), single package containing two separate envelopes. Accordingly both the envelopes should be clearly marked ‘Technical Proposal’ and ‘Financial Proposal’.

5.3. Budget

1. National ICT R&D Fund estimates a maximum cost of Rs. 3.0 million for this monitoring project.
2. The budget should clearly state costing for each of the three components i.e. ‘Registration & Conduction of ICT-Scholarship Award Test 2010’, ‘Training of Teachers’ and ‘Foundation Training Program’.
3. National ICT R&D Fund estimates an aggregate cost of Rs.3.0 Million for all the three components as per the monitoring SOS mentioned under Section ‘4’.
4. The budget should be presented clearly in tables, accompanied by cost assumptions and budgetary notes, opposite to the cost heads or on a separate page. The budget files should be prepared in spreadsheets as the company may ask to submit soft copies of the same. The budget should include but may not be limited to the following cost heads:

Professional fee

- Project Director/Managers
- Report writing and data analysis
- Field monitors
- Data entry officers

Traveling

Project Director/Managers
Field monitors

Boarding & lodging

Project Director/Managers
Field monitors

Miscellaneous

Printing & stationary
Other overheads

5. The budget items should be congruent with the scope of work as well as other sections of the proposal.
6. Given the nature of program, it is expected that the executing agency will follow strict economies of scale and would come up with the most optimal cost structure for the project monitoring.

It is to be noted that all cost heads as mentioned above and/or in the potential bidders' budget are subject to final approval from National ICT R&D Fund before award of the contract.

6.1. Required Review

Questions and concerns regarding this RFP must be made in writing and received by the concerned officer mentioned above at least ten working days before the proposal submission deadline.

6.2. Amendments

If an amendment is issued, it will be inculcated at all locations where the RFP was originally placed.

6.3. Modified Proposals

Bidders may only submit one proposal for evaluation. Any alternate or modified proposal submitted after due date will not be acceptable.

6.4. Right of Rejection

The Company reserves full right to refrain from making an award if it determines that to be in its best interest.

7. ADDITIONAL TERMS AND CONDITIONS

The Company reserves the right to add terms and conditions during contract negotiations.

7.1. Contract Payment

All costs associated with the contract must be stated in Pak Rupees. Under no condition will the R&D Fund be liable for the payment of any interest charges or taxes associated with the cost of the contract.

8. PROPOSAL FORMAT AND CONTENT

8.1. Introduction

Proposals must include the complete name and address of bidder's registered national firm and the name, mailing address, and telephone number of the person the Company should contact regarding the proposal.

A certified copy of the certificate of incorporation or charter or an equivalent document for proof of registration of the bidding entity must be attached with the proposal. Furthermore, provision of a documentary proof of the competent and authorized signatory on behalf of the entity to enter into contract with the company is mandatory at the time of proposal submission.

Proposals must confirm that the bidder will comply with all provisions in this RFP. Proposals must be signed by a company officer empowered to bind the agency. A bidder's failure to include these items in the proposal may cause the proposal to be determined as non-responsive and the proposal may be rejected.

8.2. Understanding of the Project

Bidders must provide comprehensive narrative statements that illustrate their understanding of the requirements of the assignment and the project schedule. Bidders must understand that their qualification for consideration for award of the contract depends upon their ability to deliver all services as illustrated in Section 4.

Proposals submitted against RFP should provide straightforward, concise information that satisfies the requirements of this RFP. Emphasis should be placed on completeness, clarity of content and conformance with given instructions and requirements of this RFP.

8.3. Experience and Qualifications

The bidders must show that they have the capacity to monitor such programs in multiple geographically dispersed locations (provinces & districts).

Bidders must provide an evidence of their past experience in monitoring nationwide trainings/workshops and a proven track record of monitoring similar educational programs.

Bidders must also provide samples of monitoring and evaluation tools to demonstrate understating of this program which should include Structured questionnaires, Survey forms, Observational checklists, etc.

Bidders must provide evidence that they meet the minimum responsiveness criteria listed above otherwise their proposal will be found non-responsive.

9. EVALUATION CRITERIA

All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criteria given below.

9.1. Selection - Evaluation Process

1. An evaluation committee will review in detail all proposals that are received to determine the extent to which they comply with RFP document requirements.
2. Proposals that fail to meet material RFP document requirements may be rejected.
3. Proposals containing false or misleading statements regarding requirement of RFP documents may be rejected.

4. Financial Bid will be opened only if a proposal scores an average of minimum 50% marks in technical evaluation.

9.2. Project Evaluation Form

The maximum number of points that can be scored is 100. Ratio of technical to financial score is 70:30.

The evaluation form is attached at Annexure “A”.

9.3. Formula to be Used to Convert Cost to Points

In order to determine the final bid score following may be considered:

STEP 1

List all proposal prices:

Bidder #1 – Rs. 1,000,000

Bidder #2 – Rs. 2,000,000

Bidder #3 – Rs. 3,000,000

STEP 2

Convert cost to points using this formula.

$$\frac{(\text{Price of Lowest Financial Proposal}) \times (\text{Maximum Points for Financial Evaluation})}{(\text{Value of each bidder's Financial Proposal})} = \text{POINTS}$$

The RFP allotted 30% (30 points) of the total of 100 points for financial evaluation.

Being the lowest, bidder #1 receives 30 points.

Bidder # 2 receives 15 points

$$\text{Rs. } 1,000,000 / \text{Rs. } 2,000,000 \times 30 = 15$$

Bidder # 3 receives 10 points

$$\text{Rs. } 1,000,000 / \text{Rs. } 3,000,000 \times 30 = 10$$

The scores of financial bid will be added to technical scores and final award of contract decision will be based on total of technical score plus financial score.

ANNEXURE A**Project Evaluation Form**

#	Criteria	Points	Marks obtained	Remarks/Justifications
	TECHNICAL			
1	Experience and competency to perform monitoring of similar educational programs across Pakistan	05		
2	Evidence depicting that such activities are the core competency and ongoing business of the agency	10		
3	Understanding of the Fund's expected services regarding all components of the program with special emphasis in key areas of each component	10		
4	Quality and effectiveness of the proposed monitoring methodologies	05		
5	Agency's expertise in developing standardized tools (Structured questionnaires, Survey forms, Observational checklists, etc) for effective monitoring & evaluation	15		
6	Agency's experience & expertise in sampling techniques, record keeping, statistical data analysis and report writing for similar programs	10		
7	Qualifications/competence and ready availability of project team members to execute "Monitoring Activities"	05		
8	Capacity and capability of the firm to perform the project and to do so in a timely manner	05		
9	Performance of the firm with previous clients on projects of similar nature based upon quality of the work, ability to meet schedules or deadlines and responsiveness to the client	05		
	SUB TOTAL	70		
	FINANCIAL			
10	Bid Price	30		
	GRAND TOTAL	100		