



NATIONAL ICT R&D FUND

To: Prospective Applicants

Subject: **Request for Proposal (RFP) # RFP/NICTSP/Monitoring/2011/0046**
National ICT Scholarship Program 2011 – “Monitoring of NICTSP 2011”

The National ICT R&D Fund, through this Request for Proposal (RFP), intends to invite national registered reputable firms to participate in the selection process for an agency that can effectively monitor registration process of National ICT Scholarship Program 2011 (NICTSP 2011) and act as a liaison between participating universities, potential scholars and National ICT R&D Fund.

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 2011 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 2011 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 verify the credential of all potential applicants secured admissions in the participating universities of National ICT Scholarship Program 2011.
3. To facilitate potential applicants of National ICT Scholarship Program 2011.
4. To asses and evaluate the effectiveness of the overall program;
5. To assess the cost effectiveness of the entire program;
6. To identify & facilitate solutions for the problems occurring during the program;
7. 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 outreach 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. In the year 2010, 580 scholarships were awarded, with a total of 10 universities participating in the program. A total of up to Rs. 464 million worth of scholarships were awarded on merit.

This year National ICT R&D Fund is committed to award scholarships 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 this assignment is to verify the eligibility of potential applicants securing admissions in the participating universities (list available on www.ictrdf.org.pk/scholarship) and 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 RFP of “Registration of Students” (available at www.ictrdf.org.pk/scholarship) of National ICT Scholarship Program 2011 be thoroughly studied and understood by all agencies interested in providing requisite monitoring services.

A brief overview and some of the responsibilities of the agency executing the (Registration Component) three components of the National ICT Scholarship Program 2011 are as under:

Registration of Students for National ICT Scholarship Program 2011

The selected agency shall register potential applicant as per the criteria provided in the respective “Scope of Services” (SOS). The main responsibilities of this agency are:

1. To register potential applicants for the National ICT Scholarship Program 2011.
2. To out-reach across the length and breadth of the country and ensure enrollment of all the potential applicants.
3. To create awareness about the program across Pakistan including FATA, Gilgit Baltistan and rural Islamabad.
4. To provide an overview of the entire program to the principals of all registered schools/colleges (list available at www.ictrdf.org.pk).
5. To provide a merit list of applicants (students) according to the criteria provided by National ICT R&D Fund.

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

1. The selected monitoring agency shall be required to develop a mechanism for effective monitoring and evaluation of “Registration of Students” in light of the following (but not limited to):
 - Student registration process
 - i. Determine the extent of out-reach
 - ii. Evaluate the effectiveness, transparency, data verification, data integrity and record keeping
2. 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 National ICT Scholarship Program 2011;
3. The selected monitoring agency shall develop tools for comprehensive analysis of students’ registration/application processing process;
4. The selected monitoring agency shall deploy their “liaison officers” in each one of the participating universities during the currency of the program to facilitate potential applicants. This is a key requirement of this assignment and must be handled diligently by the selected monitoring agency. applicants;
5. The selected monitoring agency shall provide full support and assistance to National ICT R&D Fund in verifying the eligibility of applicants securing secured admissions in the participating universities;
6. The selected monitoring agency shall act as a liaison between potential applicants, participating universities and National ICT R&D Fund;
7. The selected monitoring agency shall verify the credentials and eligibility, as defined by National ICT R&D Fund, of all the applicants securing secured admission in the participating universities.(list of participating universities is available at www.ictrdf.org.pk/scholarship)
8. The selected monitoring agency shall authenticate the admissions of all the potential applicants in their respective universities through a strong liaison and working relationship with the appropriate level of university administration;
9. The evaluation shall include random sampling from approximately 1,200 selected schools/colleges. The sample size should preferably cover about 30% of the total population and must ensure proportionate coverage from all provinces including FATA, Gilgit Baltistan 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.
10. The monitoring agency shall visit selected schools/colleges during the execution of the program to gather all relevant data and information. The sample size for visit of selected schools/college should preferably cover about 30% of the total population and must ensure proportionate coverage from all provinces including FATA, Gilgit Baltistan 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;
11. 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. Sample size should be large enough to make statistically valid inferences;;
12. 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;
13. 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;
14. The selected monitoring agency shall share all documents and data relevant to the National ICT Scholarship Program 2011, 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;

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 2011**
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 10:30 AM. PST on 11th August, 2011. 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	27 th July, 2011
2	Proposal submission dead line	11 th August, 2011 @ 10:30 AM
3	Opening of Technical Proposals (in front of applicants at 6 th Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad)	11 th August, 2011 (11:00 AM PST) <i>Applicants may contact Manager Administration for queries</i>
4	Evaluation of the Technical proposal	12 th – 15 th August, 2011
5	Opening of Financial Proposals	16 th August, 2011 <i>Manager Coordination shall intimate time in advance.</i> <i>As per PPRA rules 36(b)viii</i>
5	Notice of intent to award	17 th August, 2011
6	Negotiation	18 th – 19 th August, 2011
7	Contract agreement date	22 nd August, 2011
8	Contract execution	23 rd August, 2011
9	Contract completion	31 st January, 2012

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: 2.5 Million for monitoring of National ICT Scholarship Program 2011.
2. 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

3. The budget items should be congruent with the scope of work as well as other sections of the proposal.
4. 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.

4.1. 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.

4.2. Amendments

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

4.3. Modified Proposals

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

4.4. Right of Rejection

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

5. ADDITIONAL TERMS AND CONDITIONS

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

5.1. 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.

6. PROPOSAL FORMAT AND CONTENT

6.1. 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.

Note: Proposals received from universities participating in the scholarship program (list available on www.ictrdf.org.pk) will not be entertained due to a potential for conflict of interest. Also, agencies selected for any other component of this scholarship program will not be eligible for monitoring the scholarship program.

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.

6.2. 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.

6.3. Experience and Qualifications

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

The bidder must have proven track record of monitoring similar education programs.

Bidders must provide an evidence of their past experience in monitoring nationwide educational programs and a proven track record of close liaison with private and public universities of Pakistan.

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.

7. EVALUATION CRITERIA

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

Note: Proposals received from universities participating in the scholarship program (list available on www.ictrdf.org.pk) will not be considered for evaluation.

7.1. 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.

7.2. Project Evaluation Form

The total number of scoring points for this contract is 100. Ratio of technical to financial score is 70:30

The evaluation form is attached at Annexue "A".

7.3. 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 and coordination task of similar educational programs across Pakistan	10		
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 program with special emphasis on coordination and monitoring	10		
4	Quality and effectiveness of the proposed coordination and monitoring methodologies	05		
5	Agency's expertise in developing standardized tools (Structured questionnaires, Survey forms, Observational checklists, etc) for effective monitoring & evaluation	10		
6	Agency's experience & expertise in sampling techniques, record keeping, statistical data analysis and report writing for similar programs	05		
7	Qualifications/competence and ready availability of project team members to execute "Monitoring and Coordination 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	10		
	SUB TOTAL	70		
	FINANCIAL			
10	Bid Price	30		
	GRAND TOTAL	100		