



To: Prospective Applicants

Subject: **Request for Proposal (RFP) # RFP/NICTSP/TOT/11/33(2)**
National ICT Scholarship Program 2011- “Training of Teachers (TOT)”

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 selecting a training agency that can effectively conduct “Training of Teachers” (TOT) program for National ICT Scholarship Program 2011.

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 6.1 of this RFP shall be strictly complied with.

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

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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 “Training of Teachers (TOT)” program is in line with the human resource development initiatives of National ICT Scholarship Program 2011 (NICTSP 2011). The “Training of Teachers” program is to be conducted for teachers from all provinces of Pakistan including FATA, Gilgit Baltistan and rural Islamabad with the mandate to train Higher Secondary School Certificate (HSSC) teachers in teaching students how to attempt “Multiple Choice Question (MCQ)” based university entrance exams at F. Sc. level. The major objectives of the “Training of Teachers (TOT)” program are to:

1. Train HSSC teachers in gaining requisite competency in teaching students how to attempt MCQ based university entrance exams in English, Mathematics and Physics;
2. 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. Train the school/college level faculty in using modern teaching methodologies;
5. Help build capacity of the teaching community in rural/non-metropolitan areas of the country.

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. In the year 2010, 580 scholarships were awarded, with a total of 10 universities participating in the program. Last year 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 executing agency shall be responsible for the following activities:

1. The selected training agency shall be required to train approximately 660 teachers, from rural/non-metropolitan areas of Pakistan, for six working days (9 am to 5 pm). The training should be conducted likely between June 01 to June 30, 2011. The training is intended to apprise the respective teachers of the application of modern pedagogical techniques in problem solving and skills required to solve MCQ based university entrance exams for F. Sc. students. The training shall be extended in English, Mathematics and Physics at F. Sc. level, which shall also cover the respective core course contents;
2. The selected training agency shall be required to train teachers from all provinces of Pakistan 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;
3. The teachers trained under "Training of Teachers" (TOT) program would eventually be required to conduct a 4-week long "Foundation Training Program" (FTP) for F. Sc. students (organized by National ICT R&D Fund), belonging to the government schools/colleges, registered with National ICT R&D Fund and located in rural/non-metropolitan areas of Pakistan. The objective of teachers training is to equip the respective teachers with the requisite competency to improve the ability of students belonging to these government schools/colleges, in solving MCQ based university entrance exams. The acquired skill-set would also lead to long term benefits in improving the standard and technique of teaching in these government schools/colleges located in rural/non-metropolitan areas;
4. The selected training agency shall be given the contact details of approximately 220 principals, whose schools/colleges have been assigned as "Training Centers". The selected training agency

shall be required to contact these principals and take teacher nominations for participating in “Training of Teachers” (TOT) program. The teachers shall be nominated, by the respective principals, as per the criteria set by the selected training agency in consultation with National ICT R&D Fund;

5. The selected training agency shall be required to liaise with the aforementioned principals/teachers, through verifiable means, to participate in the “Training of Teachers” (TOT) program and ensure maximum participation of respective teachers;
6. The selected training agency shall be required to design, develop, print and deliver 660 “Teacher Training Kits”. The kit shall include:
 1. Hand bag (low cost yet appropriate) with the logo of “National ICT R&D Fund” and “Ministry of IT & Telecom”;
 2. Teachers’ manual (executing agency shall also be required to develop the content of the manual);
 3. Students’ manual (executing agency shall also be required to develop the content of the manual);
 4. Two note books;
 5. Three ball point pens;

Note: “Teachers Training Kits” are required to be delivered to all the participating teachers of NICTSP 2011.

7. The selected training agency shall be required to design, develop and print 14,380 “Student Training Kits”. The kit shall include:
 1. Hand bag (low cost yet appropriate) with the logo of “National ICT R&D Fund” and “Ministry of IT & Telecom”;
 2. Student’s manual (executing agency shall also be required to develop the content of the manual)
 - a. The manual should include topic-wise illustration of each of the core course contents of English, Mathematics, Physics, Chemistry and Computing Science, at F. Sc. level and congruent with latest curriculum;
 - b. The manual should also include sufficient practice exercises of each topic with answer keys;
 - c. Student’s manual should also include a multitude of quizzes and 2-3 complete sample tests with answer sheets in concurrence with ICT-Scholarship Award Test;
 3. Two note books;
 4. Three ball point pens;

Note: Student kits are required to be delivered at an address provided by National ICT R&D Fund at a later date.

8. Format and content of the aforementioned Students' manual should be in concurrence with ICT-Scholarship Award Test. Selected training agency shall be required to consult National ICT R&D Fund and also the "Selected Testing Agency", who will be conducting the ICT-Scholarship Award Test, another component of National ICT Scholarship Program 2011, in preparation of the manuals;
9. The selected training agency shall be responsible to ensure that the developed Students' and Teachers' manuals is devoid of any errors and it is expected to amend all mistakes prior to printing;
10. The training of teachers should preferably be executed in major cities (Islamabad, Abbotabad, Quetta, Lahore, Multan, Sukkur, and Hyderabad or any other suitable location as decided by National ICT R&D Fund); all provinces of Pakistan need to be covered;
11. Explain the details of National ICT Scholarship Program 2011 to the participants of the "Training of Teachers" (ToT) program;
12. Develop a customized Training Needs Assessment (TNA) module to assess trainees at the beginning of the program;
13. Gauge the effectiveness of the training program by conducting post training evaluation exam;
14. Design requisite feedback forms and compile results of feedback of teachers participating in "Training of Teachers" (TOT) program at the culmination of the training;
15. Arrange the venue for conducting "Training of Teachers" (TOT) program; selection of training centers should be such that travel and lodging costs are minimized;
16. The selected training agency must ensure that a conducive training environment is provided to maximize the value of this training;
17. Make appropriate yet cost effective boarding & lodging arrangements (six days/nights) for the teachers participating in the "Training of Teachers" (TOT) program;
18. Provide meals (tea & refreshments, working lunch and dinner) to the participating teachers during currency of the training;
19. Disburse TA/DA to participants as required by National ICT R&D Fund;
20. Provide certificates to participants at the end of the "Training of Teachers" (TOT) program;
21. Facilitate visits of monitoring teams, as and when required;
22. Share all documents of NICTSP 2011 required by National ICT R&D Fund in both hard-copy and soft-copy format;
23. Compile and share complete database of participating teachers, including their college name, phone number and address, etc. with National ICT R&D Fund;
24. Collect and compile artifacts, program progress reports and all other documents related to this program at the end of the training program. 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;

25. A softcopy (word document) of the proposal should also be submitted;
26. Arrange inauguration ceremonies for the programs (optionally) at locations selected by National ICT R&D Fund on actual cost basis;

5. QUALITY OF SERVICE

Special attention should be paid in the proposal to ensure the “Quality of Service” in the following areas:

1. Demonstrate training methodology;
2. Describe tests and other instruments to be used for evaluating participants’ capabilities at the beginning and end of “TOT” program;
3. Provide a sample copy of the course material which will be used for the “Training of Teachers” program;
4. Provide resumes of the trainers for this program explicitly mentioning their experience in delivering similar courses;
5. Keep the maximum number of participants per course session preferably below 50;
6. The meals served during the program should be hygienic and satisfactory;
7. The rooms should be neat, clean and comfortable for occupants.

6. STANDARD INSTRUCTIONS

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

NATIONAL ICT R&D FUND
HR & ADMINISTRATION OFFICE
ATTENTION: **Ms. NELOFAR ARSHAD**
PROJECT NAME: “**TRAINING OF TEACHERS PROGRAM 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 05:00 PM. PST on 29th March, 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.

6.1. 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	23 rd March, 2011
2	Proposal submission dead line	29 th March, 2011 (Till 05:00 PM PST)
3	Opening of Technical Proposals (in front of applicants at 6 th Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad)	29 th March, 2011 (@ 05:30 PM PST) <i>Applicants may contact Manager Administration for queries</i>
4	Evaluation of the Technical proposal	30 th March 2011 till 1 st April 2011
5	Opening of Financial Proposals	4 th April, 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	5 th April, 2011
6	Negotiation	6 th and 7 th April, 2011
7	Contract agreement date	08 th April, 2011

S. No	Activity	Dates
8	Contract execution	11 th April, 2011
9	Contract completion	30 th September, 2011

6.2. 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’.

6.3. Budget

National ICT R&D Fund estimates maximum cost of Rs: 27,300 per teacher (all inclusive) for a maximum up to 660 teachers for the component of “Training of Teachers” including a mandatory allocation allowance of Rs: 6,600 per participating teacher. The payments will be made in strict conformity to the population based quota as provided by National ICT R&D Fund under **Section 4 Para 2** of the RFP.

For design, printing, developing, and delivery of training kits (660 teachers’ Training Kits & 14,380 students’ Training Kits) National ICT R&D Fund estimates maximum cost of Rs: 11,800,000.

Financial proposal for each component (TOT and Training Kits) should be separate clearly indicating the unit price as well as the bid amount.

The budget at minimum should include the following cost heads:

Cost heads

1. Trainers cost

- a. Course Delivery Fee
- b. Travel
- c. Boarding & Lodging

2. Participants cost

- a. Daily Allowance
- b. Travel Allowance
- c. Boarding & Lodging

3. Miscellaneous Cost

- a. Workshop meals
- b. Venue charges (6)
- c. Overhead, etc.

4. Training Kit Cost

- a. Teachers’ Training Kit
 - i. Design
 - ii. Developing

- iii. Printing
- iv. Delivery
- b. Students' Training Kit
 - i. Design
 - ii. Developing
 - iii. Printing
 - iv. Delivery

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.

6.4. 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.

6.5. Amendments

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

6.6. Modified Proposals

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

6.7. 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 execute such training programs in multiple geographically dispersed locations (provinces & districts).

Bidders must provide an evidence of their past experience in conducting nationwide training and a proven track record of executing similar educational programs.

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 Price will be checked only if a proposal is determined to be otherwise qualified.

9.2. 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".

9.3. Formula to be Used to Convert Cost to Points

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

STEP 1

List all proposal prices:

Bidder #1 –

Training of Teachers Rs.8000

Training Kits Rs.1500

Bidder #2 –

Training of Teachers Rs.7500

Training Kits Rs.2000

Bidder #3 –

Training of Teachers Rs.7000

Training Kits Rs.1200

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. Further division of 30% (30 points) of financial evaluation is as under:

20 points for **Training of Teachers**;

10 points for **Training Kits**.

Being the lowest, bidder # 3 receives 30 points.

Training of Teachers $(\text{Rs.7000}/\text{Rs.7000}) \times 20 = 20$

Training Kits $(\text{Rs.1200}/\text{Rs.1200}) \times 10 = 10$

Total points of bidder # 3 20+10=30 points

Bidder # 2 receives 24.66 points.

Training of Teachers $(\text{Rs.7000}/\text{Rs.7500}) \times 20 = 18.66$

Training Kits $(\text{Rs.1200}/\text{Rs. 2000}) \times 10 = 06.00$

Total points of bidder # 2 18.66+06.00=24.66 points

Bidder # 1 receives 25.55 points.

Training of Teachers $(\text{Rs.7000}/\text{Rs.8000}) \times 20 = 17.50$

Training Kits $(\text{Rs.1200}/\text{Rs. 1500}) \times 10 = 08.00$

Total points of bidder # 1 17.50+08.00=25.55 points

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**

S.No.	Criteria	Points	Marks obtained	Remarks/Justifications
	TECHNICAL:			
1	Track record of conducting “Training of Teachers” across Pakistan	5		
2	Selection and design of tools used for evaluating effectiveness of training	5		
3	Evidence depicting that such training is the core competency and ongoing business of the agency	15		
4	Quality of Service and effectiveness of proposed “Training of Teachers”	5		
5	Agency’s experience in teaching techniques for attempting aptitude based university entrance exams at F.Sc. level	15		
6	Qualifications/competence of trainers to conduct “Training of Teachers”	5		
7	Capacity and capability of the firm to perform the project and to do so in a timely manner	5		
8	Expertise in selection of course material to be used in “Training of Teachers” program	10		
9	Performance of the firm with previous clients on projects of similar nature based upon quality of the work, control of costs, ability to meet schedules or deadlines and responsiveness to the client	5		
	SUB TOTAL:	70		
	FINANCIAL:			
10	TRAINING OF TEACHERS	20		
11	TRAINING KITS	10		
	SUBTOTAL:	30		
	GRAND TOTAL:	100		