

**PUNJAB EXAMINATION COMMISSION  
(PEC)  
Government of Punjab**

**Expression of Interest**

**For**

**CONSULTING SERVICES FOR ASSESSMENT POLICY & FRAMEWORK, EXAMINATION  
POLICY AND COMMUNICATIONS**

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## SECTION-1 [Introduction]

### INVITATION FOR EXPRESSION OF INTEREST FOR HIRING OF CONSULTANCY SERVICES

PUNJAB EXAMINATION COMMISSION  
GOVERNMENT OF PUNJAB

#### EXPRESSION OF INTEREST

Punjab Examination Commission (PEC) is an autonomous body established by the Government of Punjab in 2005 under the Punjab Examination Act, 2010 to administer the examination of Grades 5 & 8 students in Punjab, on annual basis. Punjab Examination Commission hereby invites competent consultancy firms and individual consultants to submit Expression of Interest for providing consultancy services in the following areas:

- Development & implementation of Communication Strategy
- Development of the Examination Policy, and design of SOPs and guidelines for the execution of examination
- Design of a comprehensive Educational Assessment Policy and preparation of Assessment Frameworks

The detailed TORs can be obtained from the Administration office at PEC, and are also available on the websites of PEC and PPRA. The consulting firms/consultants will be short listed as per given evaluation criteria. Only shortlisted firms and consultants will be invited to submit Request for Proposals (RFP). Documents shall be received in the office of the undersigned not later than 3: 00 pm on **10<sup>th</sup> February 2017**. Only in-person or by-post submissions shall be accepted. No email entries shall be entertained. All EOIs will be opened at 3:30 PM on the same day i.e. **10<sup>th</sup> February 2017**.

**Director (Administration & Finance)**  
Punjab Examination Commission (PEC)  
Near Govt. Pilot School for Boys,  
Wahdat Road, Lahore.

## SECTION-II

### INFORMATION / INSTRUCTIONS TO THE CONSULTANT

#### 1. General

- 1.1 The applicant firm/consultant shall enclose two copies of the documents in a sealed envelope which shall: -
- a) bear the name and address of the Applicant;
  - b) be delivered by hand or through courier / registered mail to address mentioned in advertisement for EOI; and
  - c) be clearly marked "Application for Short Listing of Consultants for

#### **Consulting Services (whichever is applicable) for**

- i. **Assessment Policy & Framework,**
- ii. **Examination Policy**
- iii. **Communications"**

If the envelope is not sealed and marked as required, the procuring agency will assume no responsibility for the misplacement or pre-mature opening of the document.

- 1.2 Please note that any expenditure of whatsoever nature incurred by the applicants for collection of information, preparation of the EOI including any visit to PEC office is not reimbursable.
- 1.3 Applicant Consultant or Firm shall not indicate, explicitly or impliedly, financial implication in their application. Revealing financial offer at this stage would disqualify the proposal altogether. Only the short listed consultants would be provided with a detailed request for proposal (RFP) thereby giving them a reasonable opportunity to submit technical and financial proposals.
- 1.4 The prospective firm or consultant is required to provide relevant information on the prescribed forms attached in this documents (Section IV). **Any other format provided by the prospective consultant shall lead to automatic rejection of application.**

#### 2. Short Listing

- 2.1 Minimum points required for qualification for short-listing is sixty five (65) out of total marks of hundred (100).

### **3. Conflict of Interest**

- 3.1 Consultants or any of their affiliates shall not be hired for any assignment, which, by its nature, may be in conflict with another assignment of the Consultants.

### **4. Ethical Practices**

- 4.1 The Consultants shall observe the highest standards of ethics during the selection and execution of such contractors in pursuance of the Punjab Procurement Rules 2014 i.e.
- a) 'Corrupt and fraudulent practice' means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.
  - b) PEC will reject an EOI for award if it is determined that the firm recommended for short listing has engaged in corrupt or fraudulent practices in competing for the contract in question;
  - c) PEC will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the said firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
  - d) Verification of the information provided by the short listed firms/ consultants in the submissions for short listing may be made. In case the information is found to be wrong or incorrect in any material way or firm / consultant is found to lack in the capability of resources to successfully perform the contract, then the consultant shall not be pre-qualified.

### **5. Clarification**

- 5.1 The prospective Consultant or Firm may request a clarification in respect of any of the documents at least 5 working days before the EOI submission

date. Any request for clarification must be sent in writing, or email to the PEC`s address as indicated below. PEC will respond in writing or email to all applicant consultants and will send copies of the response to all consultants who intend to submit EOI.

**Assistant Director (Planning)**

Punjab Examination Commission

Email: ad.planning@pec.edu.pk

Ph: +92 (42) 99260154-55

## **6. Amendments in EOI**

- 6.1 The procuring agency/PEC reserves the right to amend the EOI may the need arise. The amendment shall be communicated in writing/email and through issuance of corrigendum.

## **7. Deadline for Submission of EOIs**

- 7.1 EOIs must reach at the address of the Procuring Agency/PEC no later than the date and time indicated in the EOI documents;
- 7.2 As per PPRA Rules 2014, the Procuring Agency/PEC may, at its discretion, in unavoidable circumstances extend the deadline for the submission of EOIs by amending the EOI documents, in which case all rights and obligations of the Procuring Agency/PEC and applicants previously applicable to the original deadline shall thereafter be subject to the extended deadline.

## **8. Late Submission of EOIs**

- 8.1 The Procuring Agency/PEC shall not consider any EOIs that arrives after the deadline for submission of applications. Any application received by the Procuring Agency/PEC after the deadline for submission of application/EOI shall be declared late and returned unopened to the Applicant.

## **9. Opening of EOIs**

- 9.1 The sealed EOIs will be received up to 30-01-2017 till 03.00 P.M in the office of Director (Administration & Finance), PEC.

## **10. Confidentiality of Information**

- 10.1 Information relating to the examination, evaluation, comparison of EOIs shall not be disclosed to the applicants or any other person not officially concerned with the process until information on the result/outcome of the evaluation is officially communicated to all applicants.

## **11. Clarification of the EOIs by Procuring Agency/PEC**

- 11.1 Under PPRA Rules 2014, to assist the examination, evaluation, comparison and post qualification of the EOIs, the Procuring Agency/PEC may, at its discretion, ask any applicant for a clarification of EOI. Any clarification submitted by the Applicant with respect to the EOI and that is not in response to a request by the Procuring Agency/PEC shall not be considered.
- 11.2 The Procuring Agency/PEC's request for clarification and the response shall be in writing.

## **12. Procurement Agency's right to accept any EOI, and to reject any or all EOIs**

- 12.1 The Procuring Agency/PEC reserves its right to annul the process of evaluation of EOI and reject all EOIs at any time prior to notification of the evaluation of EOIs according to PPRA Rules, 2014 without thereby incurring any liability for the Procuring Agency/PEC.

## **13. No Contract**

- 13.1 No contract whatsoever is created by or arises from this EOI Document, which, under no circumstances, constitutes an offer to enter into any contract or arrangement of any nature whatsoever with any party whatsoever.

## **14. Rejection of EOIs**

- 15.1 Rejection of EOI responses or other documents – An EOI response or any other document requested by PEC may be rejected which:
- a) contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
  - b) contains hand written amendments which have not been initiated by the authorized signatory;
  - c) does not reflect and confirm full and unconditional compliance with all of the documents issued by the Punjab Examination Commission forming part of the EOI;
  - d) contains any caveats or any other statements or assumptions qualifying the EOI response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by the Punjab Examination Commission in any way;
  - e) is not submitted in a manner consistent with the provisions set out in this EOI;
  - f) is received after the Deadline.
- 15.2 The Procuring Agency/PEC may reject all EOIs at any time prior to the acceptance of an EOI;
- 15.3 The Procuring Agency shall upon request communicate to the Applicants who participated in the process seeking the reasons for its EOI's rejection, but is not required to justify those grounds.
- 15.4 Notice of rejection of any or all EOIs shall be given promptly to the concerned Applicants that submitted EOIs.

## **16. Grievance Committee**

- 16.1 The Grievance Committee notified vide No PEC-Admn (1)1/06H dated 12-10-2015 will address the complaints of Applicants that may occur during process of the procurement of services.
- 16.2 Any applicant feeling aggrieved by any act of the Procuring Agency after the submission of his EOI may lodge a written complaint concerning his grievances till the award / signing of contract.



16.3 The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint but prior to the entry into force of the contract.

## **17. Withdrawal of EOIs**

17.1 The applicant may withdraw its EOI prior to the deadline specified in the invitation of EOI.

17.2 No EOI can be withdrawn after the deadline for submission of EOIs and before the expiration of the EOI validity period specified in EOI documents.

17.3 Withdrawal of an EOI during this period shall lead to applicant's disqualification for participation in future procurements of the procuring agency for a period as deem necessary by the Procuring Agency.

## **18. EOI Validity**

18.1 EOIs shall remain valid for a period of one hundred and twenty (120) days from the date of submission of the EOI prescribed by the Procuring Agency. An EOI valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.

18.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the EOI within the stipulated EOI validity period. However, under exceptional circumstances and for reasons to be recorded in writing, if an extension is considered necessary, all those who have submitted their EOIs shall be asked to extend their respective EOI validity period by communicating reasons for such extension. Such extension shall be for not more than the period equal to the period of the original EOI validity.

## **19. Announcement of Evaluation Report**

19.1 The Procuring Agency shall announce the results of evaluation of EOIs in the form of a report giving justification for acceptance or rejection of EOIs prior to the award of Contract. The report shall be made available on PPRA web site and all the Applicants shall be informed of this.

## **SECTION-III**

### **OBJECTIVE OF THE ASSIGNMENT AND INDICATIVE SCOPE OF SERVICES**

#### **3.1 Objective of the Consultancy Assignment**

PEC is interested in contracting services of Consultants/Firms with experience in designing Assessment Policy & Framework, Examination Policy and Communications. Interested Consultants and Firms with experience in similar assignments, relevant staff and financially sound and deemed fit to comprehensively develop the Assessment Policy & Framework, Examination Policy and Communication Strategy are desired. PEC seeks the following goals through procuring the subject consulting services:

- To develop a comprehensive Assessment Policy that would lead to uniform and standardized testing practices, will assess the student achievement and will also encompass the general and subject-specific assessment frameworks.
- To design examination policy including guidelines and SOPs for the conduct and administration of exam. The policy would also include the guidelines for the training of relevant field staff throughout the delivery of exam.
- To design an effective communication strategy for PEC that will strengthen the communication linkages with its partners and clients.

#### **3.2 Scope of Assignment**

The consultants or firms will provide extensive services spanning all aspects of Consultancy Services for assessment policy, examination policy and communications. The brief scope of the consultancy assignment includes the following:

- Design and develop assessment policy and framework based on international learning matrices, scheme of studies and learning objectives in the national curriculum;
- Analyze and refine existing assessment policies, procedures, and practices

based on international best practices;

- Developing a system to monitor the implementation of Assessment Policy and Framework;
- Propose, design and develop framework for Exam and assessment system at elementary school level and prepare Policy Manual comprising of procedures & policies of examinations;
- Analyze and refine existing policies, procedures and protocols for conduct and administration of examination and assessment at elementary school level.

## SECTION-IV

### EVALUATION CRITERIA

#### **Mandatory Provisions / Eligibility**

Applicant Firms / Consultants must possess:

- i. Registration certificate from income tax authority (NTN) (Attach copy of NTN Certificate);
- ii. Certificate of registration with Punjab Revenue Authority (PRA) (in case of Firm)
- iii. Is not or has not been black listed by any Government Department, Authority or Agency (Attach affidavit of not black listing)
- iv. Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last five years based on information on all settled disputes or litigation.
- v. Audited Financial Statements for last 03 years (in case of Firm)
- vi. Bank Certificate confirming credibility (bona fide) of the applicant(s)
- vii. Detailed CV(s) of the applicants and staff (in case of Firm and Consultants)

Minimum points to score for qualifying the short-listing process is sixty five (65) out of total marks of hundred (100).

#### **A. GENERAL (for specific criteria, see TORs)**

PEC will use **Quality and Cost based** selection method. The following criteria is for shortlisting and only shortlisted applicants will be issued RFP.

#### **For Individual Consultant**

<b>1. Academic Qualification of the Consultant</b>			<b>Total Marks</b>
Relevant degree(s) in the field of consultancy in which applied.			15
<b>2. Work Experience</b>			
Experience with the Public Sector Educational Organization (Govt. /Semi Govt./ Public Autonomous Bodies or Companies working under Govt. of Punjab) or	<b>No. of Years</b>	<b>Marks</b>	<b>Total Marks</b>

Reputable Private Sector Organizations in similar capacity.			
Specific/relevant experience of at least 3 years	>3 years	5 marks	15
	>5 years	7 marks	
	>7 years	10 marks	
	>10 years	15 marks	
<b>3. Number of Projects/Consultancies Completed or Under-process (up to a maximum of 30 marks)</b>			<b>Total Marks</b>
Number of Projects/Consultancies Completed		5 marks for each project	30
Number of Projects/Consultancies Under-process		2.5 marks for each project	
<b>4. International Affiliation(s), Recognition, Membership(s) etc.</b> Affiliation, recognition, membership(s), certification(s) or licensing from an international organization in the relevant field.			<b>Total Marks</b>
			15
<b>5. References</b> (From entities with whom consultant has worked in similar capacity)	<b>Marks</b>		<b>Total Marks</b>
International firm/ organization	5 marks for each reference		15
Local/National firm/ organization	2.5 marks for each reference		
<b>6. Contribution as author/co-author in international publication(s), reports, policy briefs etc.</b>			10
<b>Total Marks</b>			100
<b>Qualifying Marks</b>			65

Only the Consultants and Firms acquiring more than 65% marks will be shortlisted.

**B. For Firms**

<b>1. Relevant Academic Qualification of the Lead Consultant</b>	<b>Total Marks</b>
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Relevant degree(s) of the Lead Consultant in the field of consultancy			15
<b>2. Work Experience</b>	<b>No. of Years</b>	<b>Marks</b>	<b>Total Marks</b>
Experience with the Public Sector Educational Organization (Govt. /Semi Govt./Public Autonomous Bodies or Companies working under Govt. of Punjab) or Reputable Private Sector Organizations in similar capacity.	>3 years	5 marks	15
	>5 years	7 marks	
	>7 years	10 marks	
	>10 years	15 marks	
<b>3. Number of Projects/Consultancies Completed or Underway (up to a maximum of 20 marks)</b>			<b>Total Marks</b>
Number of Projects/Consultancies Completed		5 marks for each project	20
Number of Projects/Consultancies Under-process		2.5 marks for each project	
<b>4. International Affiliation</b>			<b>Total Marks</b>
Affiliation, recognition, certification or licensing from an international organization in the relevant field.			15
<b>5. References</b>	<b>Marks</b>		<b>Total Marks</b>
(From entities with whom consultant has worked in similar capacity)			
International firm/ organization	5 marks for each reference		15
Local/National firm/ organization	2.5 marks for each reference		
<b>6. Number of relevant staff</b>	<b>Range of Staff</b>		<b>Total Marks</b>

Professionals qualified in Education, Education Planning, management and/or Assessments  (CVs, salary slips, evidence of work showing record of at least 3 years engagement with the Firm)	Minimum 5 marks per relevant qualified professional, maximum 20	20
<b>Total Marks</b>		100
<b>Qualifying Marks</b>		65

Only the Consultants and Firms acquiring more than 65% marks will be shortlisted.

**General Information**

Dated: .....

All firms and individual consultants applying for short listing are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants, as required under rules.

1.	Name of Firm/ Individual consultant (Legal name of lead consultant, in case of Firm)	
2.	Official Address	
3.	Telephone	Authorized Representative: Name: Title:
4.	Fax	Email
5.	Place of Incorporation/Registration	Year of incorporation/registration

<b>Nationality of owners and staff (in case of International Applicants)</b>		
	<b>Name</b>	<b>Nationality</b>
1.		
2.		
3.		



4.		
5.		

**CONSULTANT'S/FIRM'S EXPERIENCE & PAST RECORD**

**SIMILAR ASSIGNMENT UNDERTAKEN**

Name of Consultant or Firm
----------------------------

*A separate form shall be prepared for each project.*

1.	Name of Consultancy Assignment:  Location
2.	Name of procuring agency
3.	Procuring Agency Address ..... Contact: _____ Fax: _____
4.	Nature of assignment and special features relevant to the consultancy  ..... .....
7.	Date of Award
8.	Date of Completion (Attach Completion Certificate)

**Relevant Projects Executed**

Name of Consultant Firm or Individual Consultant
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*A separate form shall be prepared for each project.*

1.	Name of Consultancy Assignment:  Location
2.	Name of procuring agency
3.	Procuring Agency Address ..... Contact: _____ Fax: _____
4.	Nature of assignment and special features relevant to the consultancy  ..... .....
7.	Date of Award
8.	Date of Completion (Attach Completion Certificate)

**KEY STAFF (For Firms)**

Firm should provide the names of suitably qualified personal to meet the specified requirements stated in section IV (Evaluation Criteria).

Sr. No	Name	Title of Position

The date regarding experience of the personal mentioned above should be supplied separately using the form below.

**Curriculum Vitae (CV) for Applicant Consultants**

- 
1. Proposed Position: \_\_\_\_\_
  2. Name of Firm: \_\_\_\_\_
  3. Name of Lead Consultant: \_\_\_\_\_
  4. Qualification: \_\_\_\_\_
  5. Date of Birth: \_\_\_\_\_
  6. Years with Firm: \_\_\_\_\_
  7. Nationality: \_\_\_\_\_
  8. Current Residential Address: \_\_\_\_\_  
 Contact No: \_\_\_\_\_  
 Email: \_\_\_\_\_
  9. Membership of Professional Bodies: \_\_\_\_\_
  10. Detailed Tasks Assigned on the Project: \_\_\_\_\_
  11. Work Experience:  
 Indicate particular technical experience relevant to the project.

From	To	Company/Project/Position/Relevant technical experience

## TERMS OF REFERENCE FOR CONSULTANT IN COMMUNICATIONS

**Position:** Consultancy for designing Communication Strategy

**Location:** Punjab Examination Commission, Lahore.

### **Background**

Punjab Examination Commission (PEC) was established in 2005 as an autonomous body in Punjab to conduct elementary school examinations across all 36 districts of Punjab. Each year around 2.5 million students appear in PEC examination, which acts as a gateway examination to promote Grades 5 and 8 students to middle and secondary schools, respectively. The mandate of PEC includes designing, conduct, maintenance and implementation of elementary examination policy; carry out research on elementary school education, generate result analysis reports and recommend the Government and other allied departments on improving the education system.

### **Introduction**

PEC requires the assistance of a Consultant in Communications to develop a comprehensive and sustainable communication strategy that would help the organization to carry out its mandate effectively and engage all stakeholders. The aim of the strategy would be to sensitize the stakeholders and general public about activities at PEC and achievement of the organization's objectives. The detail of the services and specific deliverables to support the organization have been listed below.

### ***Scope of the Services***

- Conduct an assessment of communication needs and identification of the challenges with reference to internal and external communication with the stakeholders;
- Identify, analyze and propose strategies to streamline the existing communication activities and channels adopted;
- Develop a comprehensive communication plan, which would fulfil the communication needs of the Organization, improve the branding of Organization and uplift its image in general public;
- Develop strategies to engage with development partners, allied organizations and the Government through communication, and further the Organization's objectives;
- Assist in developing a communication plan to loop in PEC District/ field offices, district education authorities, and field staff;
- Assist the Organization in developing publications for targeted audiences and stakeholders, specifically about but not limited to exam conduct, results and research;

- Develop creative strategies to disseminate key messages, information and publications produced by PEC keeping in view the needs of stakeholders of the Organization;
- Coordinate in designing, and compilation of PEC newsletter; and press releases relevant to different processes and phases of the Exam cycle, and other projects by PEC;
- Develop an effective media strategy, design a crisis communication plan, and assist in coordination of roundtables/meetings with media members, and existing and potential development partners;
- Assist in designing of effective internal communication plan;
- Manage and assist in update and re-design of PEC's website/homepage; develop website and social media content and coordinate publishing processes;
- Plan and coordinate public sensitization/awareness activities/events about PEC's policies regarding exam conduct and other projects.

### ***Crisis Communication Plan***

The consultant shall also develop and design an effective crisis communication plan for the Organization that would include communication with field authorities, offices and staff.

### **Deliverables**

- A sustainable communication strategy and outreach plan
- Newsletter outline
- Website and social media content
- Media strategy
- Crisis communication plan
- Reports and publications
- Policy notes/guidelines for public awareness and stakeholders
- Plan/outline of activities of PEC for targeted audiences for the period of one year

**Qualifications and competencies** required to perform the duties.

#### *a) Education*

Minimum Masters in Communication Studies, Mass Communication, Journalism, Developmental Studies or relevant area is required and additional trainings/certifications in communications shall be an advantage. A combination of advanced degree, extensive practical experience of working with public sector organizations and use of technology in carrying out operations can substitute for the basic educational requirement for the work.

#### *b) Work experience*

- Minimum of 5 years' experience in developing communication strategies and plans for public sector organizations.
- Experience of working with international organizations, IGOs, NGOs, research organizations shall be preferred.
- Experience of working with digital and print media shall be an added advantage.
- Experience of working with development organizations shall be an added advantage.
- Experience of working in the education sector shall be an added advantage.
- Experience of planning for/assisting in public campaigns for public sector organizations shall be an additional advantage but not a mandatory requirement.

*c) Languages*

- Fluency in English and Urdu.

*d) Competencies*

- Excellent communication skills including presentation, writing and research.
- Excellent IT skills including Microsoft Office Excel, Word and PowerPoint.
- Strong report writing and presentation skills.
- Excellent organizational skills, attention to details and ability to meet deadlines.
- Creativity to handle and respond to communication needs of all stakeholders during changing circumstances.

*e) Type of Consultancy*

- Short term,
- Duration – 4-6 months
- Compensation – commensurate with qualifications and the quality of proposal



## **TERMS OF REFERENCE OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF ASSESSMENT POLICY & FRAMEWORK**

**Position:** Consultancy for development of Assessment Policy & Framework

**Location:** Punjab Examination Commission, Lahore

### **Background**

Punjab Examination Commission (PEC) was established in 2005 as an autonomous body in Punjab to conduct elementary school examinations across all 36 districts of Punjab. Every year around 2.5 million students appear in PEC Exam, which acts as a gateway examination to promote Grades 5 and 8 students to middle and secondary schools, respectively. The mandate of PEC includes designing, conduct, maintenance and implementation of elementary examination policy; carry out research on elementary school education, generate result analysis reports and recommend the Government and other allied departments on improving the education system.

### **Introduction**

PEC is proactively contributing to the education reforms agenda of the Government of Punjab, and is committed to improve the Elementary school education through assessments and examination. In order to improve the effectiveness of the system by developing a comprehensive assessment policy and framework, PEC requires the services of a Consultant or Firm with expertise in education assessment. The detail of the services and specific deliverables to support the organization are listed below.

### ***Scope of the Services***

- Design and develop assessment policy and framework based on international learning matrices, National Education Policy, scheme of studies and learning objectives in the national curriculum;
- Analyze and refine existing assessment policies, procedures, and practices based on international best practices, and for the implementation of Standardized Testing;
- Assist in developing a system to monitor the implementation of Assessment Policy and Framework at district and school level;
- Assist in designing new assessment strategies based on learning taxonomies to evaluate the student achievement and effectively translate this process into developing new age-and-grade appropriate instruments linked with SLOs as defined in the National Curriculum;
- Assist in developing new assessment programs other than those administered at Grades 5 and 8, determine their level(s) and frequencies, for the purposes of research and analyses;
- Any other assessment related activity as required by PEC.

## **Qualifications and competencies**

### For Individual Consultants

#### *a) Qualification, Experience and Competencies*

Minimum Masters. Degree in Education/Assessment and Evaluation/Education Planning from national and international university shall be preferred. Higher degree in Education shall be an advantage.

- A minimum of 3 years of experience in the field of educational assessments, curriculum, learning evaluation and testing procedures;
- Experience of designing and developing assessment frameworks and testing instruments in education sector shall be preferred.
- Extensive experience of working with local or international testing and examination organizations shall be an added advantage.
- Excellent communication skills including presentation, writing and research.
- Excellent IT skills including Microsoft Office Excel, Word and PowerPoint.

Individuals trained in SLO based assessments and standardized testing procedures from nation or abroad are highly encouraged to apply.

#### *c) Languages*

- Fluency in English and Urdu.

#### *e) Type of Consultancy*

- Short term,
- Duration – 4-6 months
- Compensation – commensurate with qualifications and quality of the proposal

### For Firms

#### *a) Experience and Competencies*

- Minimum 3 years of relevant experience with reputable public or private sector, national or international organizations in educational assessments, learning evaluation and testing procedures;
- Minimum 5 years of general experience providing technical/consultancy services to national or international education sector organizations.

#### *b) Type of Consultancy*

- Short term
- Duration – 4-6 months

Compensation: Commensurate with experience and the quality of proposal

## **TERMS OF REFERENCE OF CONSULTANCY SERVICES FOR DESIGNING EXAMINATION POLICY**

**Position:** Consultancy for designing Examination Policy

**Location:** Punjab Examination Commission, Lahore.

### **Background**

Punjab Examination Commission (PEC) was established in 2005 as an autonomous body in Punjab to conduct elementary school examinations across all 36 districts of Punjab. Each year around 2.5 million students appear in PEC examination, which acts as a gateway examination to promote Grades 5 and 8 students to middle and secondary schools, respectively. The mandate of PEC includes designing, conduct, maintenance and implementation of elementary examination policy; carry out research on elementary school education, generate result analysis reports and recommend the Government and other allied departments on improving the education system.

### **Introduction**

PEC conducts Grades 5 and 8 examination on annual basis which is mandatory for all public schools but optional for private schools. In order to conduct the Exam on large scale, PEC also hires 100,000+ field staff under School Education Department to carry out various duties related to conduct and administration of the Exam. In order to deliver short-term support to the Punjab Examination Commission to design policies, procedures and guidelines for Exam staff, PEC requires the services of a consultant or Firm. The details of the services and specific deliverables to support the organization have been listed below.

### ***Scope of the Services***

- Propose, design and develop framework for Exam and assessment system at elementary school level and prepare Policy Manual comprising of procedures & policies of examinations;
- Analyze and refine existing policies, procedures and protocols for conduct and administration of examination and assessment at elementary school level;
- Review international best practices and assess the possibility of replicating/ incorporating them in PEC examination and assessment system;
- Define qualification, selection criteria and job description/ responsibilities for staff at District Examination Cells, and supervisory, marking, monitoring and conduct staff in the field;
- Design training system and remuneration policy for exam staff working in the field;

- Draft rules and regulations for students and Exam staff including (but not limited to) pass/fail criteria, absenteeism, cheating, malpractices, re-appearing in exam, re-checking of papers and disciplinary actions etc.;
- Develop and design monitoring system and procedures to be implemented by monitors/ education authorities at different levels (individual, district, tehsil, inter-district/ inter-tehsil etc.);
- Assist to identify required government/ administrative support and technical assistance for implementation of Examination system effectively at District level;
- Attend the Consultative Dialogue Meeting and other events, as required by PEC, to design the Exam Policy Manual after collecting the feedback from district education authorities and exam staff working in the field;
- Develop technical support material to be disseminated among the field staff as guidelines for the exam conduct and administration;
- Develop effective reporting and monitoring structure between PEC and District Examination Cells to be set up under field formations plan of PEC;
- Any other assessment related activity as required by the system at PEC.

#### *Output/Expected Deliverables*

- Exam Policy Manual
- Technical material & Manual for Guidelines for the Exam Staff

### **I. Qualifications and competencies**

#### For individual consultants

##### *a) Qualification, Experience and Competencies*

Minimum Masters from national or international university with demonstrated experience in administration of examinations at college or university level (relevant and higher degree will be preferred).

- Minimum 3 years of demonstrated experience in conduct and administration of examinations/assessments in public or reputable private sector, national or international organization;
- Extensive experience of working with local or international testing/examination/assessment organizations shall be an added advantage but not mandatory.
- Excellent communication skills including presentation, writing and research.
- Excellent IT skills including Microsoft Office Excel, Word and PowerPoint.

Professionals serving in universities or other educational institutes, international testing/examination organizations or employees serving in the capacity of Controller Examination or Registrars in Education departments, from nation or abroad are highly encouraged to apply.

*c) Languages*

- Fluency in English and Urdu.

*e) Type of Consultancy*

- Short term
- Duration – 4-6 months
- Compensation: Commensurate with qualifications, experience and quality of proposal

For Firms

*a) Experience and Competencies*

- Minimum 3 years of relevant experience with reputable public or private sector, national or international organizations in conduct and administration of examinations/assessments;
- Minimum 5 years of general experience providing technical/consultancy services to national or international education sector organizations.

*b) Type of Consultancy*

- Short term
- Duration – 4-6 months
- Compensation: Commensurate with experience and the quality of proposal