

Terms of Reference (TOR) for Conducting and Reporting Student Assessments in Phase-2 of Remedial Learning Pilot in Punjab and Khyber Pakhtunkhwa

1. Background

The Institute of Social and Policy Sciences (I-SAPS) has implemented a Remedial Learning Pilot (RLP) in two districts: Kasur in Punjab and Charsadda in Khyber Pakhtunkhwa. A total of 200 I-SAPSs, 100 from each district, were selected as treatment I-SAPSs. Grade 2 teachers from these I-SAPSs were provided training and given remedial learning materials. Each participating I-SAPS developed a customized remedial plan based on the specific Student Learning Outcomes (SLOs) that needed to be retaught. Teachers utilized diagnostic assessments to identify the areas where students required the most support and chose remedial lesson plans accordingly. The teachers developed their own timetable where remedial classes were held daily for a total of about five weeks.

In addition to 100 treatment I-SAPSs from each district, a sample of 20 I-SAPSs was selected from both districts as control group. The pre-post assessment results indicated positive impact of intervention on learning outcomes of students in the treatment group.

2. Scope of Assignment

After positive results of the first phase of the pilot, the I-SAPS has planned to continue the intervention and implement phase-2 of the remedial learning pilot in i. [cohort-1] Same 200 I-SAPSs from phase-1 with 40 control I-SAPSs, and ii. [cohort-2] Another 800 I-SAPSs with additional 160 control group I-SAPSs in 2 districts of Punjab and 2 districts in Khyber Pakhtunkhwa. The purpose of the assignment is to conduct diagnostic/pre and post assessments of students in all the I-SAPSs and provide a detailed report with student level data, analysis of student scores and recommendations for improving the remedial learning program. The assignment will primarily involve conducting student assessments by visiting all I-SAPSs in cohort-1 and cohort-2 at the baseline and endline of the remedial learning pilot programme. During the I-SAPS visits, already developed assessment tools for English, Urdu, and Mathematics will be used to conduct student assessments.¹ The tools will be provided by B-TAG while the printing/digitizing and conducting student assessments will be the responsibility of the selected firm. Firm will be responsible for activities including but not limited to the following:

- Coordinating with I-SAPS to understand the assignment and providing regular updates.
- Coordinating with education departments, I-SAPSs, teachers for smooth and timely data collection.
- Developing comprehensive data collection and reporting mechanism
- Process level documentation and record keeping.
- Printing (or digitizing) assessments for conducting assessments and collecting data.
- Collecting, cleaning, analyzing and providing raw data as well as analysis reports that are gender and area disaggregated by each subject and each SLO with student, I-SAPS, and area level identifiers.
- Conducting pre and post assessments in all treatment I-SAPSs (100 in district Kasur and 100 in district Charsadda) and control I-SAPSs (20 in district Kasur and 20 in district Charsadda), and 800 treated I-SAPSs and 160 control I-SAPSs from cohort-2 in spread over 4 districts; 02 in Punjab and 02 in Khyber Pakhtunkhwa
- Developing report based on analysis of collected data.

3. Approach and Methodology

Firms applying for the assignment are expected to propose a detailed approach and methodology for carrying out the work as per scope of the assignment and timelines in the TORs.

The methodology should incorporate and respond, but not limited, to the following:

- Printing/digitization of assessment tools,
- Selection, identification and training of Field teams for data collection,
- Data collection process to ensure timely data collection from all 240 I-SAPSs of cohort-1 and 960 I-SAPSs of cohort-2, and
- Evaluation approach outlining the methodology to assess the impact of intervention.

4. Implementation Plan

Firms are expected to present a detailed implementation plan for executing this assignment. It should include timeline and milestones for ensuring delivery of all deliverables within stipulated time

Data collection will occur in following phases. Tentative breakdown is provided below for guidance.

Sr. No.	Phase	Number of I-SAPSs	Number of Students	Remarks
1.	Cohort-1 Pre-Assessment	240	4,800	Pre-assessment is to be conducted once in all treatment and control I-SAPSs for cohort 1.
2.	Cohort-1 Post-Assessment	240	4,800	Post-assessment for cohort is to be conducted <ul style="list-style-type: none"> • Once in all treatment and control I-SAPSs. • Second time on a 30% sample of cohort-1 I-SAPSs coinciding with post assessment of cohort-2 I-SAPSs
3.	Cohort-2 Pre-Assessment	960	19,200	Pre-assessment is to be conducted once in all treatment and control I-SAPSs for cohort 2.
4.	Cohort-2 Post-Assessment	960	19,200	Post-assessment is to be conducted once in all treatment and control I-SAPSs for cohort 2.
5.	Sample Based Endline/Post Assessment	80	1,600	Sample based second round of post assessment with cohort 1. This is same as stated in remarks column at sr. no. 2 of this table.

Note: Number of students is tentative and can vary as per the actual take-up/enrollments.

5. Key Deliverables

For Cohort-1 i.e., 240 I-SAPSs

Deliverables	Description	Timelines
Deliverable-1: Inception Report	<ul style="list-style-type: none"> A comprehensive workplan outlining the sequential steps and timelines for the assignment from inception to final reporting 	Sept/Oct. 2024 Within one (01) week after awarding of contract
Deliverable-2: Pre-Assessment Report	<ul style="list-style-type: none"> Findings and trends observed from the diagnostic/pre assessment from pre-assessment A presentation on the key findings and trends identified in the baseline assessment Clean datasets from containing student scores on pre-assessment 	Sept. 2024 Within two weeks (02) after submission of first deliverable
Deliverable-3: Post- Assessment Report	<ul style="list-style-type: none"> A detailed report containing pre-post analysis and impact evaluation of intervention for treated group in comparison to control group Raw data collected from the field and clean datasets will be submitted separately with the report A presentation on key findings including the approach, coverage, and results <p>Note: A template for the final report will be approved by I-SAPS and necessary adjustments will be incorporated prior to submission</p>	End of November 2024

For Cohort-2 i.e., 960 I-SAPSs (with additional sample of 80 I-SAPSs for endline)

Deliverables	Description	Timelines
Deliverable-4: Pre-Assessment Report	<ul style="list-style-type: none"> Findings and trends observed from the diagnostic/pre assessment from pre-assessment A presentation on the key findings and trends identified in the baseline assessment Clean datasets from containing student scores on pre-assessment 	Oct-2024

<p>Deliverable-5: Post- Assessment Report</p>	<ul style="list-style-type: none"> • A detailed report containing pre-post analysis and impact evaluation of intervention for treated group in comparison to control group • Analysis and findings on additional sample of 80 I-SAPSs from Chort 1. • Raw data collected from the field and clean datasets will be submitted separately with the report • A presentation on key findings including the approach, coverage, and results <p>Note: A template for the final report will be approved by I-SAPS and necessary adjustments will be incorporated prior to submission</p>	<p>Feb-2025</p>
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The firms should have a core team including:

Position	Number	Qualification & Experience
Project Manager/Coordinator	One (01)	<ul style="list-style-type: none"> • Master's degree from a reputable (HEC recognized) university • Ten (10) years of experience of managing projects, including projects focused on impact evaluations
Monitoring & Evaluation	Two (02)	<ul style="list-style-type: none"> • Master's degree from a reputable (HEC recognized) university • Eight (08) years of experience •
Data Analyst/ expert	One (01)	<ul style="list-style-type: none"> • Master's degree from a reputable (HEC recognized) university • Eight (08) years of experience • Excellent writing skills • Proficiency in statistical software (e.g., SPSS/STATA/R)

The firm can alter the number of enumerators at the inception stage provided that the baseline and endline coverage is completed within one-week span as per their proposed methodology.

6. Evaluation Criteria

The firm will be selected based on overall rating on the following evaluation criteria:

- 70% percent technical
- 30% percent financial

7. Additional Information / Requirement



The firms must propose their methodology and financials clearly segregated for cohort-1 and cohort-2. The work may be assigned as a whole at once or initially for cohort-1 with a possibility of engagement for cohort-2 at a later stage.

8. Proposal Submission Deadline

Detailed application containing technical and financial proposals, along with all relevant documents, should be submitted by 25th September 2024.

9. Contract Period

The firm will be engaged to complete the assignment on cohort-1 by November 2024, and cohort-2 by March 2025.

Minimum qualification of bidders. All bidders shall meet following minimum criteria to participate in c procurement:

- (a) Legally Registered under any law of the country.
- (b) Registered with FBR and Punjab Revenue Authority and KP Revenue Authority
- (c) Demonstrated experience in conducting monitoring, evaluations and assessment assignment at least three (03) similar assignments in the past.
- (d) Proven background in conducting evaluation studies, ideally focusing on students' learning levels.
- (e) is neither insolvent nor bankrupt;
- (f) is not in the process of winding up nor his/her properties are under the control of receiver nor his/her business activities have been suspended nor legal proceedings for any of the foregoing are imminent or have been initiated against him/her; and
- (g) has at least 10 year of experience.

10. Financial Proposal: -

1. Financial proposal should indicate the cost for each cohort separately.
2. Tax should be indicated separately.
3. Maximum Budget Ceiling for complete assignment is 80 Million. However, bidders are encouraged to submit the competitive price proposal.



Note:

11. Documents Required to be Submitted: Proposal should be address to Procurements officer and attached following documents:

1. Detailed Technical Proposal
2. Financial Proposal
3. Sales tax Registration with Punjab revenue authority and KP Revenue Authority
4. NTN certificate
5. Financial Statements

12. Submission procedure and deadline.:

Sealed proposal should reach at Plot No. 12, G-8/1 Islamabad by 25 September 2024 with clear Subject line: proposal for **“Conducting and Reporting Student Assessments in Phase-2 of Remedial Learning Pilot in Punjab and Khyber Pakhtunkhwa”**.

Note:

1. Incomplete documents shall not be entertained/ included in the competition.
2. **Non-responsive firm will not be included in the evaluation.**
3. **I-SAPS has right to accept or reject or cancel the process without assigning any reason or accept any proposal partially for the above services.**