



Higher Education Commission

Sector H-9, Islamabad



INVITATION TO BID

The Higher Education Commission (HEC), Pakistan invites sealed bids directly from Consultancy firms of good repute for :

Appointment of Firm/Consultant for 3rd Party Validation/Evaluation (Impact Assessment) Of Prime Minister's Laptops Scheme Phase-(II)

The bidders (Service Providers) must be registered bodies duly recognized in Pakistan and be registered with FBR for Tax purposes. The Service Provider should have sufficient financial, technical, and human resources to complete the project within the prescribed time limit on the finalization of a contract to provide the services across Pakistan, AJK & GB.

The Interested firms can download the bidding document containing all details of required services, eligibility criteria, and terms & conditions from HEC's website (www.hec.gov.pk) and PPRA's website (www.ppra.gov.pk).

The fixed Budget Method will be used for consultancy services with the project cost of a maximum of PKR3.0 million and this tender will be executed under PPRA rule 36 (b) "Single Stage –Two Envelope".

The bidders (Service Providers) should submit a bank draft (from the scheduled bank) equal to PKR90,000, which must accompany the bid in a sealed envelope marked as "**Earnest Money**" drawn in favor of D.G. (Finance), Higher Education Commission, Islamabad along with the proposal.

The sealed bid (marked title-Technical & Financial) Document must be delivered to the undersigned, Higher Education Commission, Sector H-8, Islamabad by **August 12, 2022, on or before 10:00 a.m.** and will be publicly opened on the same day by the Tender Committee i.e., on **August 12, 2022, at 10:30 a.m.** in mural Hall of HEC, Sector H-9, Islamabad in the presence of the interested firms or their representatives who wish to attend.

The Higher Education Commission (HEC) may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. Upon a request, HEC shall communicate to any bidder, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds under the Public Procurement Rules 2004.

Technical Monitoring Officer

Room No.13-111, HRD Building, First Floor, Higher Education Commission, H-8 Islamabad, Pakistan

Phone: 051 – 90407383, 90407380

E-Mail: maali@hec.gov.pk

Request for Proposal (RFP)

The Procurement of Consulting Services (Firm)



**3rd Party Validation/Evaluation (Impact Assessment) of Prime Minister's Laptop
Scheme (Phase-II)**

July 2022



**Higher Education Commission
H-9 Islamabad**

Telephone: + 92-51-9040 7383 ,90407380
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INSTRUCTIONS TO CONSULTANTS

1. General Provisions

1.2 1.1 Definitions

- a) "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by or is under common control with the Consultant.
- b) "Client" means the implementing agency that signs the Contract for the Services with the selected Consultant. "Consultant" means a legally established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.
- c) "Contract" means a legally binding written agreement signed between the Client and the Consultant
- d) "Data Sheet" means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific
- e) "Day" means a calendar day.
- f) "Experts" means, collectively, Key Experts, Non-Key Experts, or any other person of the Consultant, Sub Consultant, or Joint Venture member(s).
- g) "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- h) "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge, and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant's proposal
- i) "LOI" means the Letter of Invitation or Invitation to bid is being sent by the Client to the shortlisted Consultants.
- j) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-Consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- k) "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.
- l) "RFP" means the Request for Proposals to be prepared by the Client for the selection of consultants,

1.3 Conflict of Interest

The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work

2. Introduction

- a) The Client named in the **Data Sheet** intends to select a Consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- b) The interested Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet.

3. Preparation of Proposals

- i) The Consultant will be required to submit the detailed proposal along with the plan of action in response to this TOR by using the format provided in Annexes. The consultant is invited to submit a technical proposal and a financial proposal specified in the **Data Sheet**
- ii) The costs of preparing the proposals in response to this TOR including a visit to the Client are not reimbursable.
- iii) The proposal will be evaluated on the basis of criteria already indicated in the **Data Sheet**. The technical proposal will be evaluated first, and financial bids of the technically qualified firms will be opened in the second stage.

3a-Technical Proposal

- i) In preparing the technical proposal, Consultants are expected to examine the documents comprising this TOR in detail. Material deficiencies in providing the information in the proposal may result in the rejection of a Proposal.
- ii) While preparing the technical proposal, Consultants must give particular attention to the technical expertise that they should possess for undertaking the assignment.
- iii) The technical proposal should provide the following information.
 - a) Profile of Consultant showing the core area of expertise, qualification, recognition indicating the number of years of experience and the contact details
 - b) An outline of recent experience relevant to this assignment. In case the previous assignment is carried out by a consortium or joint venture of different individuals/entities then a description of each within the consortium/joint venture should be provided. The details must include the value and duration of projects in hand and projects completed of similar nature.
 - c) List of clients, their contact details, and services performed (in tabular form).
 - d) The Consultant is required to provide a detailed methodology (work plan) with detailed activities and sub-activities with explicit timelines and assigned responsibility of a particular team member
 - e) The composition of the proposed team and the tasks that would be assigned to the team with reference to responsibilities and tasks.
 - f) Detailed CVs of the proposed key professional staff.
 - g) NTN number/Valid Income Tax Certificate
 - h) An affidavit showing that the Consultant is not blacklisted by any government/semi-government/autonomous body and is not involved in litigation.
 - i) Any additional information as deemed necessary

3b-Financial Proposal

In preparing the financial proposal, Consultants are expected to take into account the requirements and conditions of the RFP/TOR documents. The financial proposal should list all costs associated with this assignment. Any cost component not covered in the Financial Proposal, shall not be paid at a later stage.

The Financial Proposal must be enclosed separately in a sealed envelope marked "FINANCIAL PROPOSAL". The financial proposals of technically qualified Consultants will be opened in the presence of their representatives that choose to attend. The time and date of the financial bid opening will be communicated at a later time.

All the costs must include all applicable taxes and costs must be indicated in Pak Rupees.

4. Submission, Receipt, and Opening of Proposals

Submit 04 copies of the technical proposal placed in a sealed envelope clearly marked "Technical Proposal," along with the financial proposal in a sealed envelope clearly marked "Financial Proposal" and warning: "Do Not Open with the Technical Proposal." Both envelopes shall be placed into an outer sealed envelope bearing the submission address and other information indicated in the Data Sheet and clearly marked, "DO NOT OPEN, EXCEPT IN THE PRESENCE OF THE TENDER COMMITTEE."

The completed technical and financial proposals must be delivered at the submission address on or before the date & time as stated in the advertisement. Any Proposal received after the closing time shall be returned unopened.

Procedures of open competitive bidding

PPRA Rule 36 (b) - Single-stage "two envelope procedure". Moreover, Fixed Budget Selection (FBS) method E under PPRA consultancy Service Regulation-2010 shall be used for the selection of the consultant.

The technical proposals shall be opened at a specified date by Tender Committee at Lecture Hall, Higher Education Commission, H-9, Islamabad. In case a public holiday is declared or working hours are reduced by the district administration/Government due to any reason on the bid opening day, the bids will then be opened on the next working day at the same time. The financial proposal shall remain sealed and will be kept in the custody of the client.

5. Evaluation of Proposals

General

Consultants shall not contact the Client on any matter relating to their Proposal from the time of submission of the technical and financial proposal to the time the contract is awarded. If a firm wishes to bring additional information to the notice of the Client, it should do so in writing at the address indicated in the Data Sheet. Evaluators of technical proposals shall have no access to the financial proposals until the technical evaluation is concluded.

Technical Proposal

The Committee will carry out the evaluation of proposals on the basis of their responsiveness to the TOR, applying the evaluation criteria and point system specified in the Data Sheet. The Client will notify Consultants of the rejection of their technical proposal indicating that their financial proposals if any will be returned unopened after completing the selection process.

Financial Proposal

The Client will notify in writing the technically qualified Consultants of the date, time, and address indicated in the Data Sheet, for opening the financial proposals. The notification may be sent by registered letter, cable telex, facsimile, or electronic mail.

On opening the financial proposals in the presence of the Consultants who choose to attend, the Client will announce the names of the Consultants, the technical scores, and the amounts of their financial proposals. The Client will keep a register of representatives attending the meeting.

6. Disclaimer

The tender/Consultant Selection Committee reserves the right to accept or reject any offer and annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever. The decision of Evaluating Committee shall be final and cannot be challenged on any ground at any forum and the Evaluating Committee will not be liable for any loss or damage to any party acting in reliance thereon.

7. Confidentiality

Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the proposals or to other persons not officially concerned with the process until the award of the contract is notified to the successful firm.

8. General Terms and Conditions:

- HEC reserves the right to accept or reject all or any application with assigning the reason.
- The undertaking is required from consulting firm that the company is not blacklisted in any country and/or organization/agency.
- Undertaking that the consulting firm is financially sound to complete the project.
- The financial proposal may not exceed the cost of PKR 3.0 million.
- Financial Proposals will be opened in the presence of all participating companies that are short-listed by the technical committee and wish to attend the bid.
- Stratified Random Sampling with at least 2% from Laptop Recipients & at least 20% from institutes' focal person-across the whole population) including the flash video (minimum of 60 seconds) with a success story from each population segment.
- PKR90,000 as earnest money in the shape of a Bank Draft in favor of DG Finance "Higher Education Commission" SHOULD BE INCLUDED IN THE FINANCIAL PROPOSAL. The Technical Proposal should clearly state that a bid bond has been included in the Financial Proposal. Please do not disclose the amount of the bid or the bid bond in the Technical Proposal.
- The amount deposited as earnest money will be refunded to the successful bidder after providing deliverables and its acceptance from the competent authorities. While earnest money of unsuccessful bidders can be collected from the DG Finance office within thirty days of the final award of the contract.
- Quoted prices should be in Pak rupees inclusive of all applicable taxes. Prices mentioned without any remarks will be treated as inclusive of all applicable taxes.
- Incomplete proposals not covering the details asked will not be considered.
- An incomplete and conditional proposal will not be accepted.
- The time for the deliverables is 60 days from the date of signing an agreement with HEC. In case of delay, the Executive Director reserves the right to impose a penalty of 1% of the total amount of the contract for delay of each week but not exceeding 10 % of the total contract value.
- Redressal of grievances by the procuring agency.-The HEC shall constitute a committee comprising of an odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the consultancy contract.
- Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the bid evaluation report under PPRA rule 35.
- The Grievance Redressal committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. The mere fact of lodging a complaint shall not warrant suspension of the procurement process.

- The HEC shall provide a method of arbitration in the procurement of contract if deemed necessary-not inconsistent with the laws of Pakistan.
- If the quality of work done is not made to the satisfaction of HEC, the Executive Director has the right to cancel the entire work and may assign it to some other firm subject to the condition that if the first party has to pay any amount in excess of the agreement, amount the difference will be recovered from the second party at his risk and cost.
- The Government taxes will be deducted from the Consultant as per rules.
- The Consultant will have to arrange its own office and other facilities. HEC will not provide any such facility.
- The successful bidder will furnish a performance guarantee of up to 10% of the contract amount.

9. Mailing Address/Contact Information

The following address will be used for all correspondence as mentioned in Data Sheet.

DATA SHEET

- (1) The name of the Client is **Higher Education Commission, Islamabad.**
- (2) A separate technical and a financial proposal is requested: **Yes**
- (3) The name of the Assignment is 3rd Party Validation/Evaluation (Impact Assessment) of the Prime Minister's Laptop Scheme (Phase-II).
- (4) The Assignment is phased: **No**
- (5) A pre-proposal conference will be held: **Yes**
- (6) The name, address, and telephone/numbers of the Client's Official is:

Mr. Manzoor Ali
Technical Monitoring Officer
 Room No.13-111 ,HRD Building ,First Floor ,
 Higher Education Commission ,H-8 Islamabad, Pakistan
 Phone: 051 – 90407383, 90407380
 E-Mail: maali@hec.gov.pk
 URL: <http://www.hec.gov.pk>

- (7) The number of days before the submission date to request a clarification is: **03 Days**
- (8) The address for requesting clarifications is: **As above in (6)**
- (9) Proposals must be submitted not later than **26 July 2022 at 13:00.**
- (10) Any proposal received by HEC after the deadline for submission of the proposal prescribed in these documents will be returned unopened to such applicant. Delays in the mail or courier, delays of a person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the applicant's responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail.
- (11) Proposals must remain valid for **60 days** after the submission date.
- (12) The **evaluation criteria** is:

a) Technical Proposal	80% weightage
b) Financial Proposal	20% weightage
- (13) The criteria for evaluation of a Technical Proposal are:

Sr. No.	<i>The Criteria for evaluation of a Technical Proposal are:</i>	Max Score
1	Qualification and experience of consulting firm's key and non-key experts proposed for the study	30
2	Experience of the firm with feasibility study projects (Business plan, social sector survey & policy formulation)	10
3	Experience of the firm in carrying out relevant feasibility studies (other than at S# 2)	10
4	Detailed Work plan and methodology to take up this assignment	15
5	Proof of Concept Presentation/POC	30
6	Feedback from the previous client (the firm will provide the client satisfaction certificate)	5
Total		100

1	Qualification and experience of consulting firm's key and non-key experts proposed for the study					30
	<i>Designation</i>	<i>Name</i>	<i>Qualification</i>	<i>General Experience</i>	<i>Relevant Experience</i>	
	<i>Max Marks</i>	<i>Name, Last Degree, Institute</i>	<i>MS/PhD = 3 Graduate (16 Years)= 1</i>	<i>> 10 yrs. = 5 5 to 10 =3 5=1</i>	<i>No of studies (1 score per study)</i>	
i.	Team leader		3	3	4	10
	<i>Max Marks</i>	<i>Name, Last Degree, Institute</i>	<i>PhD = 3 Postgraduate (18 Years)= 2 Graduate (16 years)=1</i>		<i>No of studies</i>	
ii.	Evaluation Expert		5	0	5	10
iii.	IT Expert		Mandatory Ph.D.	<i>Post Ph. D Exp 1 score per year</i>		2
iv.	Two Non-Key Experts (2.5 No. Each)		<i>Graduate = 1</i>	<i>>2 =1.5</i>		3
2	Experience of the Consultant with conduct of studies and execution of projects					10
i	Studies/Surveys/Business plan etc.	<i>1 score per study/project</i>				
3	Experience of the firm in carrying out relevant validation/Evaluation (impact assessment) studies					10
i.	<i>Feasibility and Survey for Public/Private validation/Evaluation (impact assessment)(1 score. for each study)</i>					5
ii.	validation/Evaluation (impact assessment) in Education sector (1 score for each Study)					5
4	Work plan and methodology to take up this assignment					15
i.	Quality of Methodology					15
ii.	Work plan and Experts engagement Schedule					5
5	Proof of Concept Presentation/POC					30
i	Understanding of the ToRs					5
ii	Distinguished Features of Study and demo					5
iii	Resource allocation with assigned tasks					5
iv	Project Roll-out Methodology and Phasing					5
v	Data analysis, tools & techniques aligned with project deliverables					5
vi.	Miscellaneous, Q&A					5
6	Feedback from the previous client.					5

- (14) The Price/Financial Bid of Bidders/Consultants having 60% or more marks in Technical Evaluation shall be opened.
- (15) The date for the financial proposal opening will be communicated later on.

TERMS OF REFERENCE (TORs)

1. INTRODUCTION :

The Higher Education Commission of Pakistan (HEC) intends and requests a proposal for third-party performance validation of the Prime Minister Laptop Scheme.

The main objective of the project PMLS (Phase-II) is to materialize the below:

Students studying in public sector Universities/ Degree Awarding Institutes duly recognized by HEC.

- 100% coverage given to students enrolled in Ph.D./ MS/ MPhil or equivalent 18-year program
- Students enrolled in 1 or 2-year Master's degree program (morning and evening)
- Students enrolled in 4-year or 5-year Bachelor's degree program (morning and evening)
- Students studying as distant learners in the Virtual University of Pakistan or Allama Iqbal Open University.
- Students studying in government degree or postgraduate colleges of Federal Capital and Federally Administered Tribal Areas.

Though the prime objective of the project is the provisioning of laptops to talented students, however, the supplier was also required to establish a local assembly line for the assembling of laptops within Pakistan while gradually phasing out completely the import of laptops under this scheme. Moreover, the expansion of the assembly line entails local manufacturing of a few of the parts of Laptops/ Tablet PCs within the country and created new industrial opportunities within the country while aiming towards re-export from Pakistan a product which appears as "Made in Pakistan" to the world.

2. BACKGROUND

On the directives of the Prime Minister of the Islamic Republic of Pakistan, the Government of Pakistan initiated a national program for the distribution of laptops to young and talented students studying in public sector higher education institutes (HEIs) across the country and Azad Jammu & Kashmir. The scheme is part of the Prime Minister's Youth Programs for FY2013-14.

The HEC of Pakistan is the executing agency responsible for developing criteria, mechanism, modalities, and a road map for the procurement and distribution of laptops under this scheme.

The Scheme is conceived as a comprehensive ecosystem around the laptop instead of distributing "black boxes" to students. The ecosystem, as envisaged around the laptop hardware for this project, consists of various components ranging from licensed Microsoft Operating System; MS Office 365 as an application software; Training opportunities at Microsoft IT Academy at respective university/ institute; Microsoft Office Specialist (MOS) Certification voucher, 3G/ 4G WBB Device with access to HEC's National Digital Library using that WBB Device and also have an opportunity to take online courses from world-renowned universities under Digital Learning & Skills Enrichment Initiative (DLSEI), Build Skills with Online Courses, These aspects will not only bring value to money but will create synergy with relevant industries, as well as help HEIs to provide a state-of-the-art technologically enabled academic environment at par with HEIs in the developed world.

HEC has successfully designed, launched & executed the Phase II of the scheme expanded over four (04) years (2015-19). The details are as under:

Items	Phase-II
Date of Approval	10th April 2015
Duration (months)	48 Months
Capital Cost (m. Rs.)	21,335.498 Million

The Scheme aimed as per PC-I (Phase-II)

1. Provide 400,000 laptops to students studying at all Public Sector Higher Education Institutions across the country.
2. Remove the overall digital divide, especially between urban and rural population
3. Develop a well-defined and transparent mechanism for the award of laptops
4. Strengthen Research and Development at University or promote Research-oriented education.
5. To recognize the importance of a knowledge-based economy to its long-term success.
6. Provide the foundation for other ongoing schemes smart classrooms, smart universities, Education TV, etc. Promote IT manufacturing industry and international investments in Pakistan.
7. Impact positively on higher education enrollment.
8. Make the “Made in Pakistan” laptops through Technology Transfer or the Establishment of an SMT plant.
9. The scheme is aimed towards promoting the outreach of youth to information & communication technologies.
10. Increase the Employment opportunities through SMT Plant, by Self-employed/Entrepreneurship, by enhancing the technical knowledge.
11. Promote and expand IT export revenue.

Activities Performed under CSR:-

- a. Provide Internship - Paid internship of six (06) weeks duration for Sixty (60) students at Haier Pakistan facility
- b. Provide Scholarship worth US\$ 10,000/- for students of less-developed areas, like Baluchistan and Khyber Pakhtunkhwa,
- c. Provide Data Storage of 10 GB as Personal Data Drive to each Student in the Private Cloud.
- d. Promote CSR Activities amounting to US\$ 50,000/- by the laptop vendor.

3. SCOPE OF CONSULTANCY SERVICES:

Impact Validation 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, success, and Impact in the Prime Minister Laptop Scheme. Comprehensive validation is necessary to better understand the impact, relevance, and effectiveness of interventions undertaken thus far. This validation will serve as both a validation of HEC-supported initiatives to date, as well as providing recommended

directions and strategies that will help both HEC and the Government of Pakistan to improve the standard of education in Pakistan.

The Following areas are identified for validation but are not limited to :

1. Scope-Part-I :

- I. The consultant will be required to evaluate whether one of the objectives of the Project i.e., the provision of laptops to talented students across Pakistan, AJ&K, and GB.
- II. The validation firm will also be required to identify the lessons learned from the project which could be applied for future and to other ongoing programs.
- III. To assess the learning outcomes of the awardees of the scheme i.e., the opportunities for the recipients (at an individual level) by analyzing the academic/study improvement along with job securing, increase in freelancing, and entrepreneurship.
- IV. To assess the research outcomes of the awardees of the scheme i.e., the Research and Development in particular and entrepreneurship, commercialization, and innovation in general?
- V. Has the Project led to a positive Demographic Dividend in especially less privileged areas i.e., ex FATA regions, Baluchistan, and southern Punjab, and what are positive indicators
- VI. What were the constraints and limitations faced by the universities during the implementation of the program and how to remove these in future programs?

2. Scope -Part-II :

- I. Has SMT plant under the project established with the purpose of Technology Transfer and promote the “made in Pakistan laptops” along utility of SMT plant for industrial growth.
- II. Moreover, has Employment opportunities been increased through SMT Plant.

4. DATA AND METHODOLOGY

The Consultant/ firm will have to prepare questionnaires to pertain to the effectiveness and outcome of the laptop scheme, and field visits to institutions to have interviews/discussions with prime stakeholders i.e., beneficiaries of laptops, department, and super focal persons. The firm will be required to share questionnaires with all institutions and to fully explain the various modules and tackle any issues while considering the following parameters :

- Project/survey locations
- Sampling design and sample size (Stratified Random Sampling with at least 2% from Laptop Recipients & at least 20% from institutes’ focal person across the whole population).
- Questionnaire design and development including the feedback about the laptop quality as well.
- Field Work including the flash video of success stories from each segment of the set population.
- Focused group discussion
- Desk review
- Data entry and processing
- Data analysis

5. DELIVERABLES UNDER CONTRACT

The finalized shortlisted consultant will provide the following deliverables but are not limited to :

#	Deliverable	Timeline
1	Submission of Inception Report	Within One Week
2	Submission of the draft report	Within six weeks
3	Submission of the final report	Within Eight weeks

6. MODE OF PAYMENT

No mobilization or advance payment will be made to the Consultant. The payment will be made as per the schedule given below:

- | | | |
|------|-------------------------------------|-----|
| i. | Upon Submission of Inception Report | 20% |
| ii. | Upon submission of draft report | 30% |
| iii. | Upon submission of final report | 30% |
| iv. | Upon acceptance of final report | 20% |

Applicable government taxes will be deducted at sources at the time of payment.

7. TIME PERIOD FOR ASSIGNMENT

The total time allocated for conducting the assignment is 60 days starting from the date of signing an agreement with HEC and the issuance of the award letter.

Note:

Any proposal received by HEC after the deadline for submission of the proposal prescribed in these documents will be returned unopened to such Consultant/firm. Delays in the mail or courier, delays of a person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the firm's responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger, or by mail.



3rd Party Validation/Evaluation (Impact Assessment) of Prime Minister's Laptop Scheme (Phase-II)

ANNEX - A (i)

Technical Proposal Submission format

Manzoor Ali
Technical Monitoring Officer
Higher Education Commission (HEC),
H-9, Islamabad

Sir

We, the undersigned, offer to provide the consulting services for "3rd Party Validation/Evaluation (Impact Assessment) of Prime Minister's Laptop Scheme (Phase-II)". In accordance with your TOR dated....., and our Proposal. We are hereby submitting our Proposal, which includes this technical proposal, and a financial proposal sealed under a separate envelope.

We understand you are not bound to accept any proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

Yours sincerely

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:



3rd Party Validation/Evaluation (Impact Assessment) of Prime Minister's Laptop Scheme (Phase-II)

ANNEX- A (ii)

FIRM'S REFERENCES

**Relevant Services carried out in the last five Years
That Best Illustrate qualification**

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Key Professional Staff Provided by Your Firm/ Entity/Individual support staff(profiles):
Name of Client:		No of Staff:
Address: Contact No:		No of Staff-Months; duration of assignment:
Official email:		
Start Date (Month/Year): No. of years	Completion Date (Month/Year):	Approx. Value of Services (in Current):
Name of Associated Consultants, if any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved, and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Name of the Firm: -----



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ANNEX- A (iii)

APPROACH PAPER ON METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

A description of the approach, methodology, and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing.

{Suggested structure of your Technical Proposal}

- a) **Technical Approach, Methodology, and Organization of the Consultant's team.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks, the degree of detail of such output; and describe the structure and composition of your team/Consultants. Please do not repeat/copy the TORs in here.}
- b) **Work Plan and Consultant Engagement.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing an understanding of the TOR and the ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Comments (on the TOR and on counterpart staff and facilities)**

{Your suggestions should be concise and to the point and incorporated into your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

The rest of the components are given in the table above titled "The criteria for evaluation of Technical Proposal"



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ANNEX- A (iv)

COMPOSITION OF THE TEAM (PERSONNEL), AND TASK(S) TEAM WITH REFERENCE TO VARIOUS RESPONSIBILITIES AND TASKS TO BE PERFORMED BY THEM.



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ANNEX- A (v)

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe the degree of responsibility held by a staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one-quarter of a page.]



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Employment Record

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about three-quarters of a page.]

Signature of the Professional
representative of

Authorized signature of the
the firm

Dated:



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ANNEX-B (i)

FINANCIAL PROPOSAL SUBMISSION FORMAT

Manzoor Ali
Technical Monitoring Officer
Higher Education Commission (HEC)
H-8, Islamabad

Sir.

We, the undersigned, offer to provide the consulting services for "3rd Party Validation/Evaluation (Impact Assessment) of Prime Minister's Laptop Scheme (Phase-II)". in accordance with your TOR dated....., and our Proposal (technical and financial proposals). Our attached financial proposal is for the sum of [*Amount in words and figures in Pak rupees*]. This amount includes all applicable taxes.

We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever. The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:



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ANNEX- B (ii)

SUMMARY OF COSTS__

<i>Item</i>	Cost Columns can be added or deleted as required			
Cost of the Financial Proposal				
Including:				
(1) Remuneration				
<u>Total Cost of the Financial Proposal:</u> Should match with Annex-C(i)				
Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded				
(i) {insert type of tax: e.g., VAT or sales tax}				
(ii) {insert type of tax}				
<u>Total Estimate for Indirect Local Tax:</u>				



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ANNEX- B (iii)

DETAIL OF PAYMENT

The detailed working/basis of the costs given at Annex-C (ii) be provided in this part.

BREAKDOWN OF REMUNERATION

Lump-Sum contract assignment, information to be provided in this Form.

No.	Name	Position	Person-month Remuneration Rate	Time Input in Person/Month
Key Experts				
K-1			[Home]	
			[Field]	
K-2				
Non-Key Experts				
N-1			[Home]	
N-2			[Field]	
				Total Costs

.....