



**REFORM SUPPORT UNIT
EDUCATION AND LITERACY
DEPARTMENT, GOVERNMENT OF SINDH
EXPRESSION OF INTEREST (EOI)**

**Services of Consulting Firm for Data Entry
Exercise of Student Attendance Pro forma
(SAP) for Stipend to Girl Students Activity**

The Education Department, Government of Sindh expects to receive financing from the World Bank's Second Sindh Education Sector Project and intends to apply part of the proceeds for consulting services. The Reform Support Unit, Education and Literacy Department, Govt. of Sindh, requires the services of reputable consulting firms to undertake Data Entry of Student Attendance Pro forma (SAP) for Stipend to Girls activity.

The firm is required to make data entry for Student Attendance Pro forma (SAP) with following terms and conditions.

- 1- Estimated entries of girls secondary enrollment from class VI to X are 500,000;
- 2- Estimated entries of three pilot districts at primary school level are 150,000;
- 3- Data Entry of SAP ñ No. of SAPs approx. around 650,000;
- 4- Cleaning and checking of entered data;
- 5- Sorting and data entry of acknowledgement due of money orders.

For these activities, Education Department, the Government of Sindh, invites expression of interest from eligible Consulting Firms which meet following criteria:

1. Firm registered under relevant law:
2. Overall demonstrable experience of 10 years (from the date of registration) showing satisfactory performance, with cost of successfully completed projects:
3. Have requisite skills and demonstrable experience of similar work.

Short listing of the desired firms will be based on following criteria:

S. NO.	AREA EXPERTISE	SCORE
1	Capacity to carry out the data entry, data sorting, data cleaning and data managing assignment.	30
2	Experience in detailed data diagnosis to identify suspected record, data inconsistencies and discrepancies.	30
3	Experience in software development/double data entry system and data cleaning.	30
4	Managerial Capacity to assess, control and manage the staff engaged in assignment.	10

The qualifying score is 70. The eligible consulting firms should provide brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among permanent and other staff, copy of registration, present Organogram. The interested firms are required to send all the above mentioned documents in hard and soft formats to the address mentioned below.

Consulting firms may associate with others to enhance their qualifications. All the interested consulting firms are required to send all the above-mentioned documents in hard and soft formats to the address mentioned below. This information will be used to short-list firms.

Consulting firms will be selected in accordance with the Consultants' Qualification (CQS) procedure set out in World Bank's Guidelines; Selection and Employment of Consultants by World Bank borrowers, January, 2011.

Expression of Interest (EOI) must be delivered to the address on or before 05th of January, 2012. The sample SAP is available on RSU website (www.rsu-sindh.gov.pk) or can be obtained from RSU procurement section.

Sd/-
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