



**PROJECT MANAGEMENT & IMPLEMENTATION UNIT
SINDH EARLY LEARNING ENHANCEMENT THROUGH CLASSROOM
TRANSFORMATION (SELECT)
REFORM SUPPORT UNIT(RSU)**



SCHOOL EDUCATION & LITERACY DEPARTMENT
GOVERNMENT OF SINDH

REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

Project Name: Sindh Early Learning Enhancement through Classroom Transformation (SELECT).
Administrative Department: School Education & Literacy Department.
Country: Pakistan
Assignment: Selection of Individual Candidates for Situation Analysis (Analyst, Interviewer, Note Taker & Translator) – Socio-Emotional Support
Credit No. TF / B6208
Project ID No: P172834
Grant No: TF0B6208 -PK and TF0B7208-PK
Reference: ICs

The Project Implementation Unit (PMIU) SELECT, Reform Support Unit (RSU) School Education & Literacy Department (SE&LD), Government of Sindh has received financing from the World Bank and the Global Partnership for Education (GPE), for implementing the Sindh Early Learning Enhancement Through Classroom Transformation (SELECT) Project. The aim of the project is “to improve reading skills of early grade primary students and support student retention in primary schools, in select districts.” For the said purpose, the project intends to hire the services of following individuals for short term (25 – 45 days as per need) to conduct Situation Analysis / FGD / Observation for Socio-Emotional Support in 24 schools of 12 districts of Sindh having qualification and experience as mentioned below:

1.Analyst	Master’s Degree in Education / Social Science. Higher qualification will be preferred with knowledge of Socio-Emotional Support for Students, Teachers and Parents.	<p>Scope & Functions: The candidate will be responsible for observations, situation analysis and all aspects of report writing work in the field and ensuring appropriate analysis of the gathered data and information of the study. More specifically, the candidate is expected to:</p> <ul style="list-style-type: none"> • Have knowledge to conduct observation according to the tool • Have knowledge to conduct situation analysis of schools, classrooms and community (Students, Teachers, Parents) • Design one-day training for the team to be engaged in this situation analysis and report writing work • Conduct one-day training of the team • Supervise the team involved in this situation analysis and report writing work • Provide virtual guidance to the field team for maintaining ethics during the data collection process • Supervise and guide the team for proper documentation of data • Guide the team in the proper handling of gadgets • Guide translators in the translation of voice recordings from Sindhi to English • Guide transcribes for transcriptions of voice recording • Review and edit transcriptions • Coding of data according to themes • Conduct thematic analysis of qualitative data • Have strong interpersonal relationship with the team • Flexible enough during different situations and priorities desired • Identify patterns in the data, and discover relationships among ideas or concepts • Compare one segment of data with another to identify similarities and differences • Responsible for formal drafting of initial themes and subthemes • Identify the factors that are of central importance, not critical, but of moderate importance 	<p>Experience and Qualification:</p> <ul style="list-style-type: none"> • At least, five (5) years of documented, verifiable relevant experience • Strong and demonstrated capacity for planning, organizing and managing team and activities with excellent reporting and coordination skills • Ability to work in a team, develop synergies and establish effective working relations with various stakeholders • Ability to work independently on multiple tasks and willingness to travel extensively to project sites • Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations. • Written and oral fluency in Urdu/Sindhi and English language. • Proficient in using MS Office (Word, Excel, & Power Point). 	01
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2.Interviewer	<p>The candidate must have Master's Degree in Education / Social Science.</p> <p>Candidate will be preferred with knowledge of Socio-Emotional Support for Students, Teachers and Parents.</p>	<p>Scope & Functions: The candidate will be responsible for observations, situation analysis and report writing work. Moderating and conduct interview, FGDs, Key Information Interviews (KIIs), sessions during the data collection process, ensuring this is carried out with transparency and efficacy, and meets the objectives of the said activity. More specifically, the candidate is expected to:</p> <ul style="list-style-type: none"> Have knowledge to conduct observation according to the tool Have knowledge to conduct situation analysis of schools, classrooms and community (Students, Teachers, Parents) Assist the team as a lead facilitator and interviewer during FGDs, KII and report writing work Distribute and oversee the role of each team member during FGDs, KII, and report writing work Conduct interviews (FGDs & KII) in Sindhi or Urdu language based on requirement. Fluent and strong in conversation in Sindhi and Urdu languages Provide enough comfort zone to the participants, as appropriate View and remediate answers Handle interview-related gadgets efficiently Have awareness about the background and knowledge related to the questionnaires Follow suggested interview guidelines during the interview process Use appropriate discussion points to further explore ground realities related to the objectives Maintain neutrality throughout the process Review findings drawn by the analyst and make requisite additions Follow all ethical needs and formalities required while conducting interviews Redirect conversation during discussions as necessary Be flexible enough during different situations Partaking in continuous dialogues to boost the transparency and credibility of procedures Has good attention to details and able to spot errors in data and information Demonstrates effective listening and question skill 	<p>Experience and Qualification:</p> <ul style="list-style-type: none"> At least three (3) years of conducting situation analysis background with skill of hosting and facilitation Experience that aligns with fieldwork, data collection tools, analysis, moderating and report writing Candidate must have excellent communication and presentation skills (oral and written) in Sindhi, Urdu, and English Similar experience with any project or agency will be an advantage. 	01
3.Translator	<p>Education: Bachelor's Degree in Sindhi / English or other relevant Social Sciences</p>	<p>Scope & Functions: The candidate will be responsible for observations, situation analysis and translation work of report writing work in the field, ensuring that this work is carried out with transparency and efficacy, and that it meets the objectives of said activity. More specifically, the candidate will:</p> <ul style="list-style-type: none"> Have knowledge to conduct observation according to the tool Have knowledge to conduct situation analysis of schools, classrooms and community (Students, Teachers, Parents) Translate questions to participants from Urdu to Sindhi (in case moderators can only speak Urdu), and assist moderators in communicating their questions clearly 	<p>Experience and Qualification:</p> <ul style="list-style-type: none"> Minimum three (3) years' experience in the translation work during situation analysis Knowledge of the translation process, terminology, and localization techniques Proficiency in translation tools and software Able to travel in isolated locations during data collection process Familiarity with localized guidelines and standards Ability to convert written materials into a second language 	01

		<ul style="list-style-type: none"> • Translate all transcriptions received from the transcribers into English • Work and maintain with a wide range of media and translation software • Provide interpretations of questions, answers, statements arguments, explanations and other forms of verbal communication • Impart thoughts, purpose, spirit, emotions and tone of Sindhi speakers into Urdu and English • Follow conversations and take notes of interviews in Sindhi • Provide quality assurance for the translation process • Help the moderator keep track of time and prioritize which questions to ask • Compose the translation and notes on MS Office in Urdu, Sindhi and English • Have strong interpersonal relationships with the team • Maintain confidentiality of all participants 	<ul style="list-style-type: none"> • Excellent translation skills in verbal, written and reading for Sindhi, Urdu and English • Ability to work under tight deadlines. • Proficiency in MS Office. • Proficient with use of office equipment. <p>Proficient understanding of cultural sensitivity, and ability to collaborate with people from diverse cultural background.</p>	
4.Note Taker	Education: Bachelor's Degree (or equivalent) Degree in level, in Social Sciences or Education	<p>Scope and Functions: The scope of this work is to engage an individual for short term who will be responsible for note-taking during observations, situation analysis, Focus Group Discussions (FGDs) and Key Information Interviews (KIIs), of students, teachers, parents in the schools, report writing, to take notes with high integrity and careful attention for capturing all relevant details. The candidate will be responsible for all aspects of note taking and report writing work in the field, and ensuring that this work is carried out with transparency, efficacy and meets the objectives of the said activity. More specifically the candidate will:</p> <ul style="list-style-type: none"> • Have knowledge to conduct observation according to the tool • Have knowledge to conduct situation analysis of schools, classrooms and community (Students, Teachers, Parents) • Have a good understanding of the questionnaires for each session • Support interviewer/moderators by taking notes during FGD and KII sessions and report writing • Help create a comfortable environment for all participants • Help the moderator keep track of time and prioritize which questions to ask • Be responsible for arranging logistics related to the study • Be responsible for handling gadgets related to the study, including a digital recorder to record conversations during each session • Assist the broader team during field activities • Be aware of and follow ethical considerations related to the situation analysis and work • Meet all deadlines in a timely manner • Have strong interpersonal relationships with the team • Show flexibility and strong prioritization skills 	<p>Experience and Qualification:</p> <ul style="list-style-type: none"> • At least three (3) years' experience of taking notes during situation analysis • Accurate spelling and grammar skills • Ability to provide clear, succinct and relevant notes in preferred format • Good Computer Skills specially MS Office • Clear and legible handwriting at speed • Ability to work on own initiative, independently and as per given deadlines <p>Well organized, punctual and reliable</p>	01

A detailed, dated and signed Curriculum Vitae highlighting qualifications and experience in carrying out similar assignments, as well as references for possible checks.

The attention of interested Candidates is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 [revised November 2017, July 2018 & November 2020] ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

The Candidates will be selected in accordance with the Open Competitive Selection of Individual Candidate method set out in the Procurement Regulations of the World Bank for IPF Borrower July 2016 Revised November 2017 & July 2018.

Further information can be obtained at the address below during office hours i.e. 1000 to 1600 hours local time from Monday to Friday.

The detailed Terms of References (TORs) can be obtained from the office (address given below) or can be downloaded by clicking on the link www.rsu-sindh.gov.pk. Expressions of interest (CVs and other supporting documents) must be delivered in a written form to the address below (in person, by mail, or by e-mail) **on or before 18th August .2023 at 14:00 Hours.**

Project Implementation Unit (PMIU) SELECT, RSU-SE&LD reserves the right to accept or reject any application. Only shortlisted candidates will be contacted by Project Implementation Unit (PMIU) SELECT, RSU-SE&LD
If there is a requirement for personal interaction with the applicant, Project Implementation Unit (PMIU) SELECT RSU-SE&LD will facilitate it virtually.

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