



SINDH EDUCATION FOUNDATION

GOVT. OF SINDH

(HEAD OFFICE)

SEF (Plot. No. 21/A, Block No.7& 8 Overseas Cooperative Housing Society,
Ameer Khusro Road) Karachi. 021-34169182 & 184



Hiring of Consultants for Short Term Consultancy **(Examiners for Exam Development Subject wise)**

Sindh Education Foundation is inviting CV's for Short Term Consultancy from qualified individuals who possess experience of teaching an assessment in the relevant subject. He/She must possess sound command in English, Urdu & Sindhi Languages with the understanding of The National Curriculum.

The individual who can perform the following responsibilities for a period of 5 to 7 days and possess relevant experience are encouraged to apply:

| S.# | EXAMINERS ARE REQUIRED | Qty. | Qualification & Experience | Type of Position |
|-----|--|---------|--|----------------------|
| 1 | Examiner for Science & Mathematics for grades 3 to 8 (SAS) | 01 Each | <ul style="list-style-type: none">Master's Degree in Mathematics for Examiner MathematicsMaster's Degree in Chemistry/Physics/Biology for Examiner Science Understanding of National curriculum is a must. Minimum 03 years of teaching experience at higher secondary level in a reputable educational institute. Sound knowledge of various assessments theoretical frameworks would be an additional skill. | 5 to 7 days contract |
| 2 | Examiner for English, Mathematics, Science & Sindhi for grades 3 to 8 (PPRS) | 01 Each | <ul style="list-style-type: none">Master's Degree in English/Linguistics/Education for Examiner EnglishMaster's Degree in Mathematics for Examiner MathematicsMaster's Degree in Chemistry/Physics/Biology for Examiner ScienceMaster's Degree in Sindhi/Linguistics/Education for Examiner Sindhi Understanding of National curriculum is a must. Minimum 03 years of teaching experience at higher secondary level in a reputable educational institute. Sound knowledge of various assessments theoretical frameworks would be an additional skill. | 5 to 7 days contract |



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| 3 | Examiner for Sindhi for grades 3 to 9 & SST for grades 6 to 9 (ESSP) | 01 Each | <ul style="list-style-type: none">• Master's Degree in Sindhi/Linguistics/Education for Examiner Sindhi• Master's Degree in Social Sciences for Examiner S.Studies <p>Understanding of National curriculum is a must.</p> <p>Minimum 03 years of teaching experience at higher secondary level in a reputable educational institute. Sound knowledge of various assessments theoretical frameworks would be an additional skill.</p> | 5 to 7 days contract |
| 4 | Examiner for English for grades 3 to 9 (SMHS) | 01 | <ul style="list-style-type: none">• Master's Degree in English/Linguistics/Education for Examiner English <p>Understanding of National curriculum is a must.</p> <p>Minimum 03 years of teaching experience at higher secondary level in a reputable educational institute. Sound knowledge of various assessments theoretical frameworks would be an additional skill</p> | 5 to 7 days contract |
| Terms of Reference (TORs) of Reviewers – Subject wise are enclosed. | | | | |

Interested individual can submit his / her CVs to Procurement Department after the upload on website; the shortlisted candidates will contact for interview and onward selection process.

The Last date of submission of CVs is 15th December, 2017 by 03:00 p.m. sharp; the CVs will be opened for screening on the same day at 03:30 p.m. In case of any holiday/law-and-order situation/mishaps the last date of CV submission will be extended to the next working day on the same mentioned timing.

This advertisement is also available on the websites of Sindh Education Foundation Govt. of Sindh i.e. www.sef.org.pk.

"The Procuring Agency may reject any bid subject to relevant provision of SPP Rules 2010 and may cancel the CVs process at any time prior to acceptance of bid or proposal as per Rule -25(1) of said rules of SPP Rules 2010."

-Sd/-
Deputy Director Procurement



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English

Terms of Reference of English Reviewer for Exam Development:

The Editor should have strong competency of the English language with a required pre-requisite of Master's Degree in English/Linguistics/Education. He/She should also have some experience of teaching along with sound knowledge of various assessments theoretical frameworks. .

- Ensure that proper language and grammar is used in test and paper construction.
- Ensure that text books are very well synced with the National Curriculum.
- Proof reads the developed version of the paper and makes appropriate changes.
- Explain the corrections to exam development team that they understand the correction and learn not to make the same mistakes again in the future.
- Ensure that the papers are following a consistent style and sentence structure.
- Make sure that the language used in the paper is age specific.
- Check the authenticity of the terminology used in the paper.
- Make sure that correct words are chosen in paper construction, which have conformity with our culture, religions, and basic moral norms.
- Ensure that NO Gender biasness is present in the paper.



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Sindhi

Terms of Reference of Sindhi Reviewer for Exam Development:

The Sindhi Reviewer should have strong competency of both English and Sindhi language with a required pre-requisite of Masters Degree in Sindhi/Linguistics/Education. He/She should also have experience of teaching along with sound knowledge of various assessments theoretical frameworks.

- Ensure incorporation of comprehensible terminology
- Ensure that text books are very well synced with the National Curriculum
- Ensure that proper language and grammar is used in test and paper construction.
- Proof read the version of paper and ensures that the paper remains consistent with English versions.
- Explain the corrections to so that they understand the correction and learn not to make the same mistakes again in the future.
- Ensure that the papers are following a consistent style and sentence structure.
- Check the authenticity of the terminology used in the paper.
- Make sure that correct words are chosen in paper construction, which have conformity with our culture, religions, and basic moral norms.
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Social Studies

Terms of Reference of Social Studies Reviewer for Exam Development:

The Social Studies Reviewer should have strong competency over the subject and required pre-requisite of Master's Degree in Social Sciences. He/She should also have experience of teaching along with sound knowledge of various assessments theoretical frameworks.

- Ensure incorporation of comprehensible terminology
- Ensure that text books are very well synced with the National Curriculum
- Ensure that proper language and grammar is used in test and paper construction.
- Proof read the version of paper and ensures that the paper remains consistent with English versions.
- Explain the corrections to so that they understand the correction and learn not to make the same mistakes in future.
- Ensure that the papers are following a consistent style and sentence structure.
- Check the authenticity of the terminology used in the paper.
- Make sure that correct words are chosen in paper construction, which have conformity with our culture, religions, and basic moral norms.
- Ensure that NO Gender biasness is present in the paper.



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Mathematics

Terms of Reference of Mathematics Reviewer for Exam Development:

The Mathematics Reviewer would have subject wise competency and also have the required pre-requisite of Master's Degree in Mathematics. He/She should also have at least 4-5 years of experience of teaching along with sound knowledge of various assessments theoretical frameworks.

- Review Mathematics paper according to a pre-set papers specification along with the Subject Specialist.
- Ensure incorporation of comprehensible terminology
- Ensure that text books are very well synced with the National Curriculum
- Ensure that proper language and grammar is used in test and paper construction
- Make changes to the items where necessary and ensure that it is in line with the level of the student's competencies.
- Make sure that the whole syllabus is covered accurately and the paper is a balanced.
- Ensure that the appropriate level of knowledge and understanding questions are placed in the exam paper.
- Ensure that all the questions have a clear marks scheme and marks criteria.
- Guarantees the secrecy of the papers developed and also not discloses the processes involved in paper construction to anyone.



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Science

Terms of Reference of Science Reviewer for Exam Development:

The Reviewer for Science subject and required pre-requisite of Master's Degree in either Chemistry, Physics/biology. He/She should also have at least 4-5 years of experience of teaching along with sound knowledge of various assessments theoretical frameworks.

- Review Science Assessment Papers according to a pre-set papers specification along with the Subject Specialist.
- Ensure incorporation of comprehensible terminology
- Ensure that text books are very well synced with the National Curriculum
- Review each question critically keeping in mind the students, culture, and gender sensitivity.
- Modify question if needed and give comments for the recommended changes.
- Ensure that correct and appropriate reference is there for each questions incorporated in the paper.
- Ensure that the paper is progressive and touching upon different cognitive domains.
- Make sure that proper Marks scheme with a specific marking criteria is present for all questions.
- Make the observation summary of the whole paper.