



SINDH EDUCATION FOUNDATION

Government of Sindh



TENDER ATTENDANCE SLIP

Date: 31st May, 2017

Agenda: Opening of Curriculum Vitae (CVs)

Tender No. SEF/WEB/16-17/39

Tender: INDIVIDUAL CONSULTANT REQUIRED FOR WRITING SEF ANNUAL REPORT.

Following firms submitted their Proposals in this IFB.

S.No.	NAME OF INDIVIDUAL CONSULTANT	ATTENDED BY (Name)	CONTACT (Cell #)	SIGNATURES
1	Muhammad Khalid	Self	03002163133	Khalid
2	Haris Alam Lakho	Self	0333717405	Haris
3	Uzma Bano	Self	0333-2334413	Uzma Bano
4	Syed Qamar Abbas	_____	Absent	_____
5	Muhammad Sheeraz Haider	_____	Absent	_____
6	Haleema Bibi	_____	Absent	_____
7	Tabir Ahmed Khan	_____	Absent	_____
8	Khadim Ali Bugti	_____	Absent	_____
9	Samreen Akhtar	_____	Absent	_____
10	Zeenia Shoukat	_____	Absent	_____
11	Abdul Manan Soomro	_____	Absent	_____
12	Muhammad Faisal Faisal	_____	Absent	_____
13	Shabbir Ahmed Bhatti	_____	Absent	_____
14	Tabinda Rao	_____	Absent	_____
15	Habibullah Khaskheli	_____	Absent	_____
16	Aziz Ali Khali	_____	Absent	_____
17	Pardeep Kumar Ajwani	_____	Absent	_____
18	Reemla Saptel	_____	Absent	_____
19	Shabnam Agibi	_____	Absent	_____
20	Nadal Shah	_____	Absent	_____



SINDH EDUCATION FOUNDATION

Government of Sindh



Date: 31st May, 2017

Agenda: Opening of Curriculum Vitae (CVs)

Tender No. SEF/WEB/16-17/39

Tender: INDIVIDUAL CONSULTANT REQUIRED FOR WRITING SEF ANNUAL REPORT.

Following firms submitted their Proposals in this IFB.

S.No.	NAME OF INDIVIDUAL CONSULTANT	ATTENDED BY (Name)	CONTACT (Cell #)	SIGNATURES
21	Arshad Ali Pakso	_____	Absent	_____
22	Rawal Aziz	_____	Absent	_____
23	Binish Aijaz	_____	Absent	_____
24	Parveen	_____	Absent	_____
25	Kamran Solangi	_____	Absent	_____



SINDH EDUCATION FOUNDATION

Government of Sindh




ATTENDANCE OF CO-OPTED MEMBER & CONSULTANT SELECTION COMMITTEE

INDIVIDUAL CONSULTANT REQUIRED FOR WRITING SEF ANNUAL REPORT (SEF/WEB/16-17/39)

AGENDA: OPENING OF CURRICULUM VITAE (CVS)

DATE: 31st May, 2017

Sign: 

Ms. Shazia Solangi

Assistant Director Research & Publication Unit, SEF
Co-opted Member CSC
Individual Consultant For Annual Report
Sindh Education Foundation,
Government of Sindh.

Sign: 
31/5/17

Mr. Nawab Zafar Ali

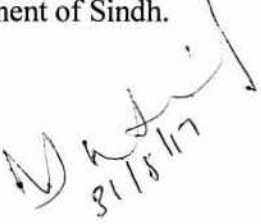
Deputy Director (M&E),
Secretary Consultant Selection Committee
Sindh Education Foundation,
Government of Sindh.

Sign: 
31/5/2017

Sign: _____

Mr. Mubashir Mirza

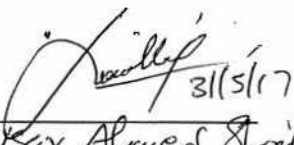
Assistant Director, (AASP),
Member Consultant Selection Committee
Sindh Education Foundation,
Government of Sindh.

Sign: 
31/5/17

Sign: _____

Mr. Taufique Ahmed Shaikh

Assistant Chief,
Representative from Planning & Development
Dept.,
Member of Consultant Selection Committee
Sindh Education Foundation,
Government of Sindh.

Sign: 
31/5/17

Sign: _____

Mr. Nisar Ahmed Sheikh
Deputy Secretary (B & E IV), /SO (BE-XU11)
Representative Finance Dept., GoS,
Member of Consultant Selection Committee,
Sindh Education Foundation,
Government of Sindh.


31/5/17

Mr. Muhammad Abdullah Abbasi

Director (General Administration & Co-ordination)
Chairman of Consultant Selection Committee
Sindh Education Foundation
Government of Sindh.



MINUTES OF THE MEETING OF CONSULTANT SELECTION COMMITTEE HELD ON 31ST MAY, 2017

Meeting of the Consultant Selection Committee was held on 31st May, 2017 in the conference room, Sindh Education Foundation, Karachi. The Committee Co-opted the following as member (Co-opted) of the Committee.

- Assistant Director, Research & Publication Unit, SEF for Hiring of Individual Consultant for Writing SEF Annual Report.
- Acting Director Technical, SEF for Hiring of Consultants for Short Term (Subject Expert in English & Mathematics) and Hiring of firm for Event Management (Silver Jubilee Celebration).
- Deputy Director, ACU, SEF for Hiring of firm for Event Management (Silver Jubilee Celebration).
- Deputy Director, Complaints & Legal, SEF for Hiring of Legal Firm for SEF Legal Matters.
- Senior Officer, IC/C, SEF for Hiring of Firm for SEF Tax Matters.

The Chair of the Committee briefed the participants of the Committee about the agenda of the meeting. The Agenda of the meeting is given below:

OPENING OF CURRICULUM VITAE (CVs) AT 10:30 AM:

1. Hiring of Consultants for Short Term (Subject Expert in English and Mathematics) (SEF/WEB/16-17/34).

OPENING OF CURRICULUM VITAE (CVs) AT 10:45 AM:

2. Hiring of Individual Consultant for Writing SEF Annual Report (SEF/WEB/16-17/39).

REVIEW, DISCUSSION & RECOMMENDATION AT 11:00 AM:

3. RFP Hiring of Legal Firm for SEF Legal Matters (SEF/NP/16-17/47)
4. RFP Hiring of Firm for Event Management (SEF Silver Jubilee Celebration) (SEF/NP/16-17/48)

ADDITIONAL AGENDA

5. RFP Hiring of Firm for SEF Tax Matters

Agenda No. 1:

The participants of the meeting were informed about the Hiring of Consultants for Short Term (Subject Expert in English and Mathematics) (SEF/WEB/16-17/34) was advertised on SPPRA and SEF's official website on 12th May, 2017. Last date for submitting CVs was 31st May, 2017 and was opened on the same date at 10:30 a.m. In response to the RFP, Seven (7) individuals submitted their Curriculum Vitae (CVs) for English Expert and Three (3) individuals submitted their Curriculum Vitae (CVs) for Maths Expert (**Annexure-B**).

After the permission of the Committee, the CVs of the individuals were opened and the names of participants were announced in front of all members of the committee and the individuals participating in the meeting and subsequently were signed by all the members of the Consultant Selection Committee. It was decided that the Curriculum Vitae (CVs) of all individuals were to be sent to Co-opted member for initial evaluation.

The Committee recommended to take necessary action in the matter.



MINUTES OF THE MEETING OF CONSULTANT SELECTION COMMITTEE HELD ON 31ST MAY, 2017

Agenda No. 2:

The participants of the meeting were informed about the Hiring of Individual Consultant for Writing SEF Annual Report was published on 30th March 2017 in newspapers three newspaper Daily Dawn English, Daily Jang Urdu on 18th May, 2017 and Daily Kawish Sindhi on 17th May, 2017 also advertised on SPPRA and SEF's official website on 12th May, 2017. Last date for submitting CVs was 31st May, 2017 and was opened on the same date at 10:45 a.m. In response to the RFP, total Twenty five (25) Individuals submitted their Curriculum Vitae (CVs) (**Annexure-A**).

After the permission of the Committee, the CVs of the individuals were opened and the names of participants were announced in front of all members of the Committee and the individuals participating in the meeting and subsequently were signed by all the members of the Consultant Selection Committee. It was decided that the Curriculum Vitae (CVs) of all individuals were to be sent to Co-opted member for initial evaluation.

The Committee recommended to proceed further in the matter.

Agenda No. 3:

The Consultant Selection Committee reviewed & discussed the draft of Advertisement and Request for Proposals (RFP) Hiring of Legal Firm for SEF Legal Matters (SEF/NP/16-17/47) which was presented by the Co-opted Member, Mr. Nadeem Qureshi, Deputy Director (C&L). The CSC enquired about the basis of need and rationale for hiring this firm. CSC Members were thoroughly briefed by the Co-opted Member regarding the rationale. The Consultant Selection Committee after review and extensive discussion and with some amendments in Evaluation Criteria finalized the draft of the Advertisement, Request for Proposals (RFP) and permitted to publish advertisement in the Newspapers and upload on the SPPRA & SEF Website on urgent basis (**Annexure-C**)

Agenda No. 4:

The participants of the meeting were informed that Sindh Education Foundation intends to hire an Event Management firm for the Celebration of SEF Silver Jubilee'2017. The Committee further discussed about the estimated budget for Request for Proposals (RFP) Hiring of Firm for Event Management (SEF Silver Jubilee Celebration) (SEF/NP/16-17/48) and its basis. The CSC enquired about the rationale for hiring this firm when SEF has already managed and organized large events in the past. CSC Members were thoroughly briefed by the Co-opted Member regarding the rationale and the differentiating factors of this particular activity.

The Consultant Selection Committee after extensive briefing suggested to review the draft of Advertisement and Request for Proposals (RFP) of the same again which was prepared and presented by Co-opted Member, Mr. Nisar Banbhan, Deputy Director (ACU) and also recommended to make some adjustments in the Terms of Reference (ToRs) and the Consultant Selection Committee permitted to proceed further in the matter.



MINUTES OF THE MEETING OF CONSULTANT SELECTION COMMITTEE HELD ON 31ST MAY, 2017

Additional Agenda No. 5:

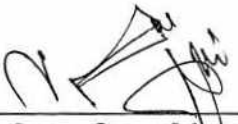
The participants of the meeting were informed that Sindh Education Foundation intends to hire firm for SEF Tax Matters. After extensive briefing & discussion the Committee inquired about the estimated budget for Request for Proposals (RFP) Hiring of Firm for SEF Tax Matters and the rationale for seeking the services of an organization. The Consultant Selection Committee asked the Co-opted members if this assignment may be merged with the tender for Hiring of Legal Firm for SEF Legal Matters which was clarified by the Co-opted Members of Tax firm and Legal Matters firm. The Committee advised to prepare Terms of References to proceed further in the matter.

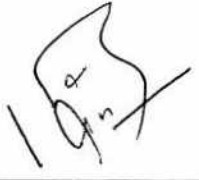
Due to difference in core expertise of legal firm & tax firm, it was agreed to advertise RFP for Tax Firm separately or even merge it with the advertisement of RFP for hiring of Audit firm which was highlighted by Co-opted Member with clear and separate TORs.

ATTENDANCE OF CO-OPTED MEMBER

For agenda & Only
Sign: 
Ms. Shahpara Rizvi
Acting Director Technical,
Co-opted Member CSC,
Hiring of Consultants for Subject Expert & for Event
Management Firm
Sindh Education Foundation,
Government of Sindh

Sign: 
Ms. Shazia Solangi
Assistant Director RPU, SEF
Co-opted Member CSC
Individual Consultant For Annual Report
Sindh Education Foundation
Government of Sindh.

Sign: 
Mr. Nadeem Qureshi
Deputy Director C & L, SEF
Co-opted Member CSC
Hiring of Legal Firm for SEF Legal Matters
Sindh Education Foundation
Government of Sindh.

Sign: 
Mr. Nisar Banbhan
Deputy Director ACU, SEF
Co-opted Member CSC
Hiring of firm for Event Management (SEF
Silver Jubilee Celebration)
Sindh Education Foundation
Government of Sindh



MINUTES OF THE MEETING OF CONSULTANT SELECTION COMMITTEE HELD ON 31ST MAY, 2017

Sign: _____

Mr. Ali Nisar
Senior Officer, ICC
Co-opted Member CSC,
Hiring of Firm for SEF Tax Matters
Sindh Education Foundation
Government of Sindh.

ATTENDANCE OF CONSULATANT SELECTION COMMITTEE

Sign: _____

Mr. Nawab Zafar Ali
Deputy Director (M&E)
Secretary Consultant Selection Committee
Sindh Education Foundation,
Government of Sindh.

Sign: _____

Mr. Mubashir Mirza
Assistant Director, (AASP),
Member of Consultant Selection Committee
Sindh Education Foundation,
Government of Sindh.

Sign: _____

Mr. Taufique Ahmed Shaikh
Assistant Chief, (Edu)
Planning & Development Dept.
Member of Consultant Selection Committee
Sindh Education Foundation,
Government of Sindh.

Sign: _____

Mr. A.K. Rind *Nisar Ahmed Shaikh*
Deputy Sec. (B&E-IV) / SO (BE-XVCC)
Finance Department, (GoS),
Member of Consultant Selection Committee
Sindh Education Foundation,
Government of Sindh.

Mr. Muhammad Abdullah Abbasi
Director General Administration & Co-ordination
Chairman of Consultant Selection Committee
Sindh Education Foundation
Government of Sindh.

SINDH EDUCATION FOUNDATION, GOVERNMENT OF SINDH											
HIRING OF INDIVIDUAL CONSULTANT REQUIRED FOR WRITING SEF ANNUAL REPORT (Ref. SEF/WEB/16-17/39)											
Opening of CVs dated: 31st May 2017											
INDIVIDUAL CONSULTANT REQUIRED BY SEF											
S. No.	ELIGIBILITY CRITERIA	MASTERS			BACHELOR			Basic Eligibility			FINDING AS PER CURRICULUM VITAE (CVs) & DOCUMENTS SUBMITTED BY INDIVIDUALS
		Qualification	Experience	Organization	Qualification	Experience	Organization	Must be proficient in desktop publishing platform such as InDesign or similar software	All relevant provisions applicable	Must not be Blacklisted	
1	Mir Muhammad Khalid	MBA-MIS, LLB	The candidate possessed overall 22 years experience. Had title on Technical writer but not academic and report writing.	Pak-Qatar Takaful Limited, Karachi, UBL Fund Managers Limited, Mahar Law Associates Karachi				Yes	Yes	Yes	The candidate meet the eligibility criteria
2	Haris Alam Lakho	MS Economics	The candidate having overall 7 years of experience in Audit, Accounts and Finance. Experience in assisted to prepare and compile SZABUL annual Report.	Shaheed Zulfiqar Ali Bhutto University of Law, Liaquat National and Medical College, Tabba Heart Institute.				Yes	Yes	Yes	The candidate meet basic eligibility criteria
3	Uzma Bano	Mphil and MA in Women Studies	The applicant having vast experience in social sector from 1999 to 2017. Prepared many research reports, however not mentioned any annual report.	UN-Habitat, Sami Foundation, Water Aid, Indus Resource Center, World Vision, UN, Plan Pakistan, Right to Plan				Yes	Yes	Not Found	The candidate do not meet basic eligibility criteria.
4	Syed Qamar Abbas				Economics & Statistics	The candidate is working since 1980. He Joined AGPR in 1980, Promoted to BPS 19 in 2000. Currently designated as General Manager Division Head (Audit) SUPARCO HQs. Do not have experience in research or annual report writing.	AGPR, SUPARCO	No	No	Not Found	The Candidate do not meet eligibility criteria

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SINDH EDUCATION FOUNDATION, GOVERNMENT OF SINDH											
HIRING OF INDIVIDUAL CONSULTANT REQUIRED FOR WRITING SEF ANNUAL REPORT (Ref. SEF/WEB/16-17/39)											
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		Qualification	Experience	Organization	Qualification	Experience	Organization	Must be proficient in desktop publishing platform such as InDesign or similar software	All relevant tax provisions are applicable	Must not be Blacklisted	
5	Muhammad Sheeraz Haider	Commerce	No experience in writing reports.	NADRA, English Biscuits Manufactures, UNIFEROZ Ltd.				Yes	No	Not Found	The candidate do not meet eligibility criteria
6	Haleema Bibi	English	Principal. No experience in writing reports.	Fakhre imdad Foundation School and College Mandranwala				No	No	Not Found	The candidate do not meet eligibility criteria
7	Tahir Ahmed Ghanghro	English	7 years experience in Zarai Taraqiati Bank Sukkur. No experience in writing report	Zarai Taraqiati Bank Sukkur				No	No	Not Found	The candidate do not meet eligibility criteria
8	Khadim Ali Bugti				BS Chemical Engineering	Internship. No experience in report writing		No	No	Not Found	The candidate do not meet eligibility criteria. Also candidate is from Balochistan
9	Samreen Akhtar	M.Sc	5 years Home Tuition Experience	No				NM	NM	Not Found	The candidate donot meet basic criteria
10	Zeenia Shoukat	MA Economics, MA IR	overall 15 years of experience working in a development sector. Further she also worked in media sector. She has generated different reports on projects, programs, annual reports and other publictaions.	Sindh Human Rights Commission- Government of Sindh, Pakistan Institute of Labour Education and Research, Ministry of Information and Broadcasting, The News International.				Yes	Yes	Yes	The candidate meet basic eligibility criteria
11	Abdul Manan Soomro	Sociology	Duration of experience with few organizations are not mentioned. Only 15 months experience is mentioned. The candidate has been work as project supervisor, Consultan, Social Organizer and Management Trainee.	T.R.DP BISP, PAK -Qatar Family Takafull LTID, Agriculture Development, Government of Sindh and SAFWCO Pakistan.				No	No	Not Found	The candidate do not meet eligibility criteria


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SINDH EDUCATION FOUNDATION, GOVERNMENT OF SINDH											
HIRING OF INDIVIDUAL CONSULTANT REQUIRED FOR WRITING SEF ANNUAL REPORT (Ref. SEF/WEB/16-17/39)											
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S. No.	LIST OF INDIVIDUALS	MASTERS			BACHELOR			Basic Eligibility		FINDING AS PER CURRICULUM VITAE (CVs) & DOCUMENTS SUBMITTED BY INDIVIDUALS	
		Qualification	Experience	Organization	Qualification	Experience	Organization	Must be proficient in desktop publishing platform such as InDesign or similar software	All relevant tax provisions are applicable		Must not be Blacklisted
12	Muhammad Faisal Fazil	Economics	15+ years of experience in Accounts, Finance and Audit and Accounts Reports.	Arabian Company LLC-Dubai Branch, Al Raha Hospital LLC, Abu Dhabi UAE, Chemi Viscofibre Limited, Pak, Hassan International (Private) Limited, Pak, Muniff Ziauddin & Co (Chartered Accountants), Pak				Accounting Softwares :Tally 9, EZ ware, Quick Book and Efro-Tech Financial ERP.	No	Not Found	The candidate do not meet eligibility criteria
13	Shabbir Ahmed Baqai	MAS in Economics	The candidate having total 2 years of working experience as a Teacher and researcher. No experience in report writing	Govt of Sindh, Applied Economics Research Center (AERC) University of Karachi, ICMAP, KASBIT.				No	No	Not Found	The candidate do not meet eligibility criteria
14	Tabinda Rao	English Literature	The candidate has approximately 11 years of experience. She have been worked as Assistant Editorial Manager Publication not part in content writing etc.	ITS Bentham Science Publishes, Geo,				Yes	No	Not Found	The candidate do not meet eligibility criteria
15	Habibullah Khaskhali	MA English	Applicant possessed more than 12 years of experience working with national and international organization. The candidate have experience in writing project reports.	Progressive Development Solutions, Goth Seengar Foundation, Creative Associates, Right to Play, Save the Children				NM	Yes	Yes	The candidate meet basic eligibility criteria
16	Asif Ali Khafi				BBA	The candidate having experience of data entry, computer operator and I.T Instructor in a private I.T Institute. No experience in report or research writing	Bawany Sugar Mills Ltd. Talhar, Ansari Sugar Mills Ltd, Matli, Indus Institute of Science and Technology Maltii.	No	No	Not Found	The Candidate do not meet eligibility Criteria

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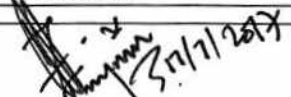
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		Qualification	Experience	Organization	Qualification	Experience	Organization	Must be proficient in desktop publishing platform such as InDesign or similar software	All relevant tax provisions are applicable	Must not be Blacklisted	
17	Pardeep Kumar Ajwani	English	1 Year experience as a English instructor in Shah Abdul Latif University Khairpur.	Shah Abdul Latif University Khairpur & SEF				NM	NM	No	The candidate do not meet eligibility criteria
18	Reemla Saptel	Education & Economics.	The candidate has total 6.5 years of working experience, as a Venue Staff Officer, School Development Facilitator and school Teacher.	British Council Pakistan, Catholic Borad of Education, St Patrick's Boys School and Intership in Barclays Bank.				NM	No	Not Found	The candidate do not meet eligibility criteria
19	Shabana Aqib	English, M.Sc in Analytical Chemistry.	The candidate overall 10 years of experience as in health and teaching. No experience in report writing	Educators Society of schools, Information Technology Services (ISO Certified)				NM	No	Not Found	The candidate do not meet eligibility criteria
20	Wadal Shah	Fiance and Sociology	The candidate has above 10 years of experience in health. No experience in report writing.	Aga Khan University Hospital Department of Paediatric, Agricultural Hyderabad, ESRA USAID community centre Graduate Association at Hala.				NM	No	Not found	The candidate do not meet eligibility criteria
21	Arshad Ali Rahoo	MA	The candidate having 5 years of experience as a Senior Research Assistant, Enumerator, social mobilizer. No experience of writing report	Aga khan university, NRSP, SRSO				NM	No	Not found	The candidate do not meet eligibility criteria
22	Rawal Aziz				B.com	The candidate has approximately 2 years of experience and worked as Field Monitoring officer, "TMFO" Field officer and computer operator. Not mentioned any kind of report writing experience.	National institute of population Society(NIPS), Sustainable Development Society Islamabad(SDF), First Micro Finance Bank, Bawany sugar Mills.	No	No	Not found	The candidate do not meet eligibility criteria


SINDH EDUCATION FOUNDATION, GOVERNMENT OF SINDH											
HIRING OF INDIVIDUAL CONSULTANT REQUIRED FOR WRITING SEF ANNUAL REPORT (Ref. SEF/WEB/16-17/39)											
Opening of CVs dated: 31st May 2017											
INDIVIDUAL CONSULTANT REQUIRED BY SEF											
S. No.	ELIGIBILITY CRITERIA	MASTERS			BACHELOR			Basic Eligibility			FINDING AS PER CURRICULUM VITAE (CVs) & DOCUMENTS SUBMITTED BY INDIVIDUALS
		Qualification	Experience	Organization	Qualification	Experience	Organization	Must be proficient in desktop publishing platform such as InDesign or similar software	All relevant tax provisions are applicable	Must not be Blacklisted	
23	Kanwal Solangi				BS-IV in English	The candidate is a fresh graduate having no experience.	University of Sindh Jamshoro.	No	No	Not Found	The candidate do not meet eligibility criteria
24	Parween	Sociology	10 years, No experience in report writing	AKU				No	No	No	The candidate do not meet eligibility criteria
25	Binish Aijaz	MA and M.ed	The candidate having overall 6 years of experience. No experience in writing report	Ali Bhai Govt. School, Ministry of Finance Regional Director National Saving Karachi.				NIM	No	Not Found	The candidate do not meet eligible criteria

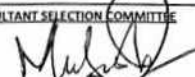
Co-opted Member

Ms. Shazia Solangi
 Assistant Director Research & Publication Unit, SEF
 Co-opted Member CSC
 Sindh Education Foundation,
 Government of Sindh


Note:

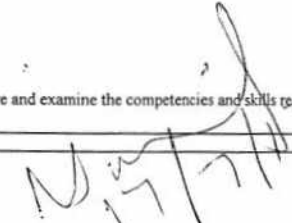
- 1) This sheet typed by Procurement Department and evaluated by Co-opted member.
- 2) The Consultant Selection Committee found that total 25 envelopes were received for Individual Consultant required for writing SEF Annual Report.
- 3) The Co-opted member evaluated that total 4 candidates meet the Eligibility Criteria with Masters degree.
- 4) The Consultant Selection Committee recommended in the light of Co-opted member's evaluation, further review & deliberation, that the eligible candidates will be ask for interview to share and examine the competencies and skills required for the mentioned task.


Mr. Nawab Zafar Ali
 Deputy Director (M&E)
 Secretary/Member Consultant Selection Committee
 Sindh Education Foundation
 Government of Sindh.


Mr. A.K. Rind
 Deputy Secretary, (B & E -IV)
 Finance Department, Govt. of Sindh
 Member of Consultant Selection Committee
 Sindh Education Foundation
 Government of Sindh.

THE CONSULTANT SELECTION COMMITTEE

Mr. Mubashir Mirza
 Assistant Director (AASP)
 Member of Consultant Selection Committee
 Sindh Education Foundation
 Government of Sindh.


Mr. Muhammad Abdullah Abbasi
 Director (General Administration & Co-ordination)
 Chairman Consultant Selection Committee
 Sindh Education Foundation
 Government of Sindh.


Mr. Taufique Ahmed Shaikh
 Assistant Chief,
 Planning & Development Dept. Govt. of Sindh
 Member of Consultant Selection Committee
 Sindh Education Foundation
 Government of Sindh.

Evaluation Criteria for Consultant (SEF Annual Report)

Evaluation Criteria	Marks	Zeena Shaukat	Habibullah Khaskeli	Haris Alim	Mir. M. Khalid
At least four number of reports produced preferably documented or published	40	30	20	15	8
Work experience of report writing in any well reputed organization	30	25	20	10	5
Relevant resources such as camera, scanner, computer, printer *	30	30	30	30	30
Total	100	85	70	55	43

*All candidates informed that they arrange all necessary equipment.

Shazia Solangi



Assistant Director (RPU)

Secretary/ Member of Interview Committee.

SINDH EDUCATION FOUNDATION, GOS.

HIRING OF INDIVIDUAL CONSULTANT REQUIRED FOR WRITING SEF ANNUAL REPORT (Ref. SEF/WEB/16-17/39)

Opening of CVs: May 31, 2017

Interview Dated: August 15, 2017

FINANCIAL EVALUATION SHEET:

Description of Remuneration:	Ms. Zeenia Shaukat
Consultancy Fee for production of SEF Annual Report: 2015-16 & 2016-17	
For Individual Consultant Writing SEF Annual Report	Rs. 600,000
Grand Total: (inclusive of all Government Taxes)	Rs. 600,000/-

Note: This sheet is developed by the SEF Procurement Department.

- 1) The Consultant Selection Committee found that total 25 envelopes were received against the advertisement, out of which 4 candidates met the Eligibility Criteria with Masters degree. These individuals are called for interview.
- 2) The Interview Committee conducted interviews of shortlisted individuals. Only Ms. Zeenia Shaukat found qualified on the basis of Evaluation and Interview.
- 3) Ms. Zeenia Shaukat agreed to cover the writing of the report as per the Terms of Reference of the Advertisement.
- 4) The Consultant Selection Committee recommended to award the Contract to Ms. Zeenia Shaukat.

CO-OPTED MEMBER

Romy
Ms. Shazia Solangi
 Assistant Director Research & Publication Unit, SEF
 Co-opted Member CSC
 Sindh Education Foundation,
 Government of Sindh.

CONSULTANT SELECTION COMMITTEE

K/10/17
Mr. Nawab Zafar Ali
 Deputy Director (M&E)
 Secretary/Member Consultant Selection Committee
 Sindh Education Foundation
 Government of Sindh.

Mubashir 5/10/17
Mr. Mubashir Mirza
 Assistant Director (AASP)
 Member of Consultant Selection Committee
 Sindh Education Foundation
 Government of Sindh.

10/05/17
Mr. Taufique Ahmed Shaikh
 Assistant Chief,
 Planning & Development Dept. Govt. of Sindh
 Member of Consultant Selection Committee
 Sindh Education Foundation
 Government of Sindh.

5/10/17
Mr. Muhammad Moosa Soomro
 Deputy Secretary, (B & E -IV)
 Finance Department, Govt. of Sindh
 Member of Consultant Selection Committee
 Sindh Education Foundation
 Government of Sindh.

10/05/17
Mr. Muhammad Abdullah Abbasi
 Director (General Administration & Co-ordination)
 Chairman Consultant Selection Committee
 Sindh Education Foundation
 Government of Sindh.

On the basis of Interviewal Committee



**Sindh
Education
Foundation**



Government of Sindh

No. SEF/248(B)/2017-18

(PROCUREMENT DEPARTMENT)

Dated: 28-08-2017

SAY NO TO CORRUPTION

To,

Ms. Zeenia Shoukat

197, Britto Road, Garden East,

Karachi-74550

Phone #: +92-302-2044091

SUBJECT: HIRING OF INDIVIDUAL CONSULTANT REQUIRED FOR WRITING SEF ANNUAL REPORT (Ref. SEF/WEB/16-17/39)

Dear Concern,

The evaluation process of submitted CV(s) has been completed; therefore the Evaluation Criteria is enclosed for your intimation.

Thank you for participating in the referred tender.

Best regards,

Acting Deputy Director Procurement,

Sindh Education Foundation,

Govt. of Sindh,

Karachi.

Cc. Director, General Administration & Co-ordination-SEF
The P.S to MD-SEF

PLOT NO.21, BLOCK-7/8, OVERSEASE HOUSING, AMEER KHUSRO ROAD KARACHI, PAKISTAN.

Phone: (92-21) 34169184, FAX #: (92-21) 99251652



No. SEF/232/17
(PROCUREMENT DEPARTMENT)

Dated: 15-08-17

SAY NO TO CORRUPTION

NOTIFICATION

Notification No. SEF/Proc./2016-17/...: With reference to the Notification dated 27th July 2017 (Annex-A). in this regard the note sheet (Annex-B) initiated by the Director (H.R) dated 27.07.2017, the previous notification for the Chairman, CSC, is cancelled and the Director General Administration & Co-ordination /IT will continue as the Chairman, Consultant Selection Committee from the last notification issued dated April 11th, 2017(Annex-C).

Following are the composition of CSC, SEF, in accordance with rules 67 of SPP Rules 2010 (Amended 2013).

- Director, General Administration & Co-ordination, SEF (Chairman).
- Deputy Director Monitoring and Evaluation Unit, SEF (Secretary).
- Assistant Director Adopt a School Program, SEF (Member).
- Representative from Planning & Development Department Govt. Of Sindh, (Not Below the rank of BS-18, Member).
- Representative from Finance Department, Govt. of Sindh, (Not Below the rank of BS-18, Member).


The Committee's TORs are:

- Approval of Request for Proposal before issuance;
- Shortlisting of consultants, responding to the request of Expression of Interest, where applicable, in accordance with the criteria mentioned in request for Expression of Interest;
- Evaluation of technical and financial proposals, according to the selection method and evaluation criteria, mentioned in the Request for Expression of proposal;
- Finalization of recommendation based on evaluation as mentioned above;

**Ms. Naheed S. Durrani
Managing Director,
Sindh Education Foundation**

Copy to:

1. The Secretary, Education & Literacy Department, Govt. of Sindh.
2. The Secretary Finance Department, Govt. of Sindh.
3. The Secretary Planning & Development, Govt. of Sindh.
4. Director, Human Resource Department, SEF. (Ex-Chairman Consultant Selection Committee)
5. All Consultant Selection Committee Members.
6. P.S to M.D-SEF.


**Shahnawaz Ali Khan
Acting Deputy Director, Procurement
Sindh Education Foundation**

PLOT NO.21, BLOCK-7/8, OVERSEASE HOUSING, AMEER KHUSRO ROAD KARACHI, PAKISTAN.

Phone: (92-21) 34169141-5, FAX #: (92-21) 34169181

27 May 2017

To,

Sindh Education Foundation,

Head Office, Karachi

Subject: Individual Consultant for Writing SEF Annual Report

Dear Madam/Sir,

This is with reference to the advertisement for "Individual Consultant Required for Writing SEF Annual Report (Tender # SEF/WEB/16-17/39)" by the Sindh Education Foundation. I would be interested in applying. Please find my CV attached.

I would take this opportunity to introduce myself. I am a professional engaged in the social, rights and development sector since the last 15 years. I have also worked in the media for five years. I am based in Karachi and have studied International Communications (Masters) from the University of Leeds (2005) and Economics from the University of Karachi (1999).

I am currently working as an independent professional, while engaging various organizations on a freelance basis. For the last one year, I worked with the Sindh Human Rights Commission – a provincial government body - in research capacity. The Commission is headed by Justice (R) Majida Razvi. I have generated four major reports for the organization (annual report of the Commission, Strategic Planning document of the Commission a compilation of case studies, and a review of pro-women laws). I also worked with the Pakistan Institute of Labour Education and Research for five years. At PILER, among other areas, I wrote and supervised production of high quality reports on labour, development, and status of rights. I have also worked for three years with the Ms Sherry Rehman. I produced content for her work as a senior parliamentarian and party leader and this also included the Pakistan Peoples Party manifesto 2008. I regularly write to Express Tribune, The News and Dawn. You can find a compilation of my publications at <https://independent.academia.edu/ZeeniaShaukat>

My consultancy work has also involved production of an annual report for the Thardeep Rural Development Programme and a high profile report on ICCPR. I have also produced Strategic Planning document and a report on the Tharparkar drought for the National Commission for Human Rights.

I have a rich background in the production of documents on the subjects of rights, policies, political communications and legislation. I have a well-developed understanding of social and development issues, and due to my deep engagement with rights institutions, I am very up-to-date with the scenario on the province of Sindh. I am confident that I have the capacities to produce a high quality and a comprehensive report for the Sindh Education Foundation that will provide readers a detailed understanding of their work and the positive impact of the organization.

Please feel free to contact me at 0302-2044091 or zeenia.shaukat@gmail.com for any queries. I look forward to your positive response.

Thank you.

Zeenia Shaukat

Zeenia Shaukat (Independent Professional)

NTN: 2362719-7

CNIC: 42201-1317464-0

31/5/17
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31/5/17
31/5/17

Zeenia Shaukat (Ms)

DoB: 21-10-1976

Address: 197 Britto Road, Garden East, Karachi, Pakistan - 74550

Phone: 0092-302-2044091

Email: zeenia.shaukat@gmail.com; zeenia_shaukat@yahoo.com

Background Summary:

An independent professional with background in NGO sector, journalism, legislation and government. Rich experience in rights-based research, advocacy, training and capacity building. Well known for top quality writing and published work on rights and social issues. Have worked extensively on workers rights, democracy promotion, governance, gender empowerment and peace campaigns.

EDUCATION AND QUALIFICATIONS

- 2005 *University of Leeds, UK*
MA International Communications
Modules: Political Journalism, Public Diplomacy, Communications and International Affairs, and Communications and Global Change. (I received a part-fee bursary from the Institute to study International Communications)
- 1999 *University of Karachi, Pakistan*
MA Economics
Modules: Development Economics, Management, Human Resource Management, and Monetary Economics
- 1996 – 98 *University of Karachi, Pakistan*
BA (Hons) Economics

PROFESSIONAL EXPERIENCE

- May 2016 –
Current **Sindh Human Rights Commission, Government of Sindh**
Research Support (Short Term Consultancy)
- Mar 2010 –
Sept 2015 **Pakistan Institute of Labour Education and Research, Karachi**
Co-Manager Programmes, Research, Training and Advocacy
Managed various programmes on rights (citizens, workers, non-Muslims, women, among other), issues of social justice, structural reforms, peace-building in Karachi and regional solidarity. I specifically focused on advocacy, research, and capacity-development work at PILER. This included leading a team of programme associates to carry out (from concept development to execution) outreach and engagement activities such as seminars/conferences, meetings, public lectures, and interaction with public representatives, policy-makers and the civil society etc. This was in addition to authorship and editorial supervision of a stream of research publications and periodicals (in English and Urdu) on rights, development and social action matters to complement and strengthen the programme objectives. I also steered designing of courses and manuals for trainings on workers rights, gender,

development, governance and peace issues. I represented the organisation at public forums, seminars, academic platforms, and national and international meetings as well as in the media.

Sep 2006 -
Feb 2010

Ms Sherry Rehman (Former Parliamentarian, Minister for Information, and Health, Central Information Secretary, Pakistan Peoples Party); Karachi and Islamabad

- *Senior Research and Communications Support*
- *Research and Policy Manager, Ministry of Information and Broadcasting:*

As Senior Research and Communications Support, I worked closely with the former parliamentarian on her public, legislative and political agendas. Responsibilities included leading content development for her presentations in the parliament, national and international political and policy forums, and media interactions; organising public events for the CIS office; managing media and policy monitoring; developing policy and communication products for the Pakistan Peoples Party; and designing and implementing Party's image-management strategies.

As a Research and Policy Manager, Ministry of Information and Broadcasting, I assisted Ms Sherry Rehman, then Information Minister (2008-09) to create and facilitate synergies between the government's official policy positions and the progressive agenda of the newly-elected government. I led content development for government's communication and outreach products, standardised government's communication messages (media, non-media); managed Minister's content for public engagements; and facilitated in building a support-base for legislation and parliamentary actions on social, economic and security policies of the then government.

2001 – 2004 **The News International, Karachi**

Staff-Editor, Staff Writer, The News on Sunday:

Managed editorial production of a weekly section on popular culture called "*Instep*". Responsibilities included supervising reporting and coverage of issues and events with a diverse team of media professionals; managing designing of the weekly, and handling post-production affairs and admin matters. Also wrote regularly for "*Encore*" (national and social issues) and "*Kolachi*" (metropolitan issues) at *The News on Sunday*.

2000 – 2001 **SHE Magazine for Women, Karachi**

Editorial Assistant:

Assisted in the production of Pakistan's leading monthly magazine on women's issues, through reporting, editing, and content management.

PART-TIME POSITIONS

Feb – Nov 2006 **Pakistan Television, Karachi**

Content Researcher, Morning Show "Meena Bazaar"

Feb-Mar 2006 World Social Forum, Karachi:

Member Media Committee:

Sep-Dec 2005 Institute of Communications Studies, University of Leeds

Research Internee with Senior Communications Lecturer and Expert, Dr Katharine Sarikakis

MAJOR OUTPUTS

Programmes and Campaigns

- **Rebuilding Lives and Livelihoods Advocating for Structural Reforms – PILER (2011-15):** Managed a Rs 100mn project spanning four years comprising advocacy, research, capacity building and outreach on structural issues related to citizenship following the 2010 and 2011 floods. (Supported by Tdh Germany and Medico International);
- **Karachi Peace Engagement (2014):** Managed a series of engagements with youth, general public, officials, parliamentarians, political parties, academia and civil society to explore strategies and collaborations to address violence and extremism in the city of Karachi (Supported by the I Am Karachi initiative);
- **Study “Multi-Stakeholder Initiatives in the Cotton Value Chains of South Asia” (2013-2015):** Nominated by PILER as research team to contribute to the study led by Dr Peter Lund Thomsen of Copenhagen Business School;
- **Promoting Secure, Democratic and Participatory Development: Interventions on Karachi’s Nuclear Power Plants (2015):** Managed a programme focusing on advocacy on nuclear power plants in Karachi;
- **International advocacy for justice and compensation for the Baldia Factory Fire victims (2012-ongoing);**
- **South Asia Social Forum (2011);**
- **Restoration of local government in Karachi (2011 – 14);**
- **Restoration of peace in Karachi through citizens activism (2010 – ongoing)**
- **Citizens for Democracy (2010): Founding Member;**
- Led the campaign for solidarity and rights access for the affectees of the floods 2010, 11 and 12. Contributed extensively to the development of networks/alliances, documents and charters for a rights-based and consensus-backed rehabilitation agenda – 2010-2011;
- Opinion-building campaign for the revision of the National Security Policy – 2008;
- Led international and national media response drive of the Pakistan Peoples Party at the time of intense political turmoil during the pre-election 2008 period;
- Led election monitoring reporting in 2008 elections on behalf of the Pakistan Peoples Party.

Publications

International

- Co-author “*Human Rights and Business Country Guide – 2015*” with the Danish Institute for Human Rights;
- Study on “*Advocacy Efforts for Visibility*” for Home Net South Asia, India – 2012;
- “*The Global Structures and Cultures of Pornography: The Global Brothel*,” with Dr Katherine Sarikakis, in the *Feminist Interventions in International Communication*’ by Rowman & Littlefield Publishers, Inc., US – 2007;
- A short non-fiction write-up “*Silent Murmurs*” printed in Bengal Lights, a literary journal published from Dhaka – 2013.

National

- Editor, *Development Log* (2012-2015), a biannual publication by PILER tracing development and humanitarian assistance;
- “*Social Security for All*” a publication profiling social protection in Pakistan;
- Policy notes and public presentations on issues of labour rights, labour judiciary, industrial relations, labour inspection, land rights, and social protection, among others;
- Regular contribution in the *Annual Status of Labour Report* 2010, 2011 and 2014, and 2015;
- Chapter on “*Civil Society in Pakistan: Through the prism of Development*” for Civil Society Resource Centre in 2008 (unpublished)
- Editorial management and production of the *2008 Election Manifesto of the Pakistan Peoples Party*.

(Links to all publications can be found at <https://independent.academia.edu/ZeeniaShaukat>)

Media Articles:

100 plus articles including reports, interviews, reviews, and analysis on a wide variety of issues pertaining to social matters, rights, political developments, religious intolerance, and development matters. The articles were printed in *The News on Sunday*, *Dawn*, *Express Tribune*, *Newsline*, *South Asia Magazine*, *She Magazine for Women*, and *Pique Magazine*.

Reports/Content Work:

- ✓ Report on Tharparkar Crisis for the National Commission on Human Rights – April 2016
- Workplan for the Sindh Human Rights Commission – March 2016
- Contributed sections and sub sections to the Report “*ICCPR Implementation in Pakistan: Assessment And Recommendations*” supported by Democracy Reporting International – December 2015
- Draft Reform Agenda on GSP+ in Pakistan - December 2015
- ✓ Annual Donor Reports for major international partners of PILER;
- ✓ Annual Report for Thardeep Rural Development Programme;
- Forty plus professional “Talking Points” for PILER and Ms Sherry Rehman’s office on a range of issues including democracy, workers right, political rights, policy and legislative space for women, economy, international relations, civil-military relations, security matters, regional peace, and media; - 2006-2010

- 300 plus media statements (PILER, Ms Sherry Rehman, Government of Pakistan, and Pakistan Peoples Party); - 2006-2010
- Regular briefings and highlights for the Ministry of Information's sessions with the media following cabinet meetings; major documents on the 2008 government's performance, input for speeches by Information Minister, Prime Minister and the President (2008-09)

Quoted in:

Have been quoted on human rights, development, security, extremism and Karachi's issues in *Dawn Newspaper*, *Express Tribune*, *The Hindu*, the *BBC*, and various Urdu newspapers, Spanish paper *EL PAÍS*, and French and local radio programmes. Have also made appearances on various television channels to speak on rights issues.

Advocacy and Public Engagements

- Designed, organised, managed and led more than 50 sessions including conferences, seminars, policy makers engagements, and communities interaction on the issues of rights, governance, Karachi's development, social justice, women, GSP Plus, economy, workers, and urban issues and disaster management among others, during the course of my association with PILER and Ms Sherry Rehman;
- Engaged in public interest litigation on justice for Baldia factory fire victims, Thar drought, enforcement of Right to Education, and other citizens issues pursued by PILER;
- Led several civil society initiatives on rights, including engagement with parliamentarians and political leadership, press conferences, lobbying meetings, rallies and demonstrations.

Participation and Presentations in International Conferences and Workshops

- Continuous engagement with the Copenhagen Business School, including research visits for the project on "Multi Stakeholders Initiatives..." (2013 to 2015);
- Conference on "Social Protection in the Informal Economy" organised by FES in Thailand, 2015;
- "Asian Labour Leadership Conference", *The Philippines, 2014*;
- Workshop: "A Civil Society Roadmap to Social Protection" by FES – *Phnom Penh, Cambodia, 2013*;
- International Conference: "Value Chain for Inclusive Development: Lessons and Policies for South Asia" by the Institute for Human Development, New Delhi and Capturing the Gains Research Network, University of Manchester – *Dhaka, Bangladesh, 2012*;
- "South Asia Social Forum" – *Dhaka, Bangladesh, 2011*;
- Regional Consultation on "Women's Right to Development" by the Asia Pacific Forum on Women, Law and Development – *Phnom Penh, Cambodia, 2011*;
- Workshop: "Budget Analysis and Advocacy" by the Centre for Budget and Governance Accountability - *Kathmandu, Nepal, 2010 and 2011*;
- "Peoples SAARC Union of South Asian Peoples" – *New Delhi, India, 2010*;

- Presentation on “Cartoon Violence in Pakistan” at the American Anthropological Association Conference - *San Jose, Nov 2006*

SKILLS PROFILE

- **Research Skills:** Comprehension of development and academic literature, research methodologies, academic writing, report writing, management of publications of various types;
- **Editorial skills:** Well versed in editorial processes, supervision of designing, page-making, proof-reading, coordination of all aspects of publication within the budget range;
- **Communications Skills:**, Public speaking, moderating, designing of information products and, writing of media articles;
- **Organisational Skills:** Leadership, management, team work, human resource management, administration, and financial planning;
- In addition, inter-organizational relations, networking, coordination of alliances and movements, and management of donor relations;
- **Project Management:** Project development, planning, budgeting, coordination, execution, and managing donor relations and donor reporting;
- **Other Skills:** Strong understanding of legislation and policy processes, governance, social issues, rights discourse, institutional frameworks, media outreach, national political issues, and debates in the development and reforms sectors;
- **Technical Skills:** MS Office, Power Point, Internet, and E-mail.

Travel:

- UK, USA, Denmark, The Philippines, Thailand, Nepal, Bangladesh, Cambodia, India, Saudi Arabia, all major cities of Pakistan.

References:

- Mr Karamat Ali,
Executive Director, Pakistan Institute of Labour Education and Research,
Karachi
Ph: 92-21-36351145-7; Email: karamatorama@gmail.com
- Dr Sono Khangharani,
CEO, Hisaar Foundation, Karachi
Tel: 92-21-35874547, 35879724; Email: sono.khangharani@gmail.com
- Ms Farah Zia,
Editor, News on Sunday, The News
Ph: 92-42-36371334; Email: tnslhr@gmail.com, ramisj@gmail.com

PAKISTAN National Identity Card

ISLAMIC REPUBLIC OF PAKISTAN

Name: Zeemia

Father Name: Shaikat Ali

Gender: F

Country of Stay: Pakistan




Identity Number: 42201-1317464-0

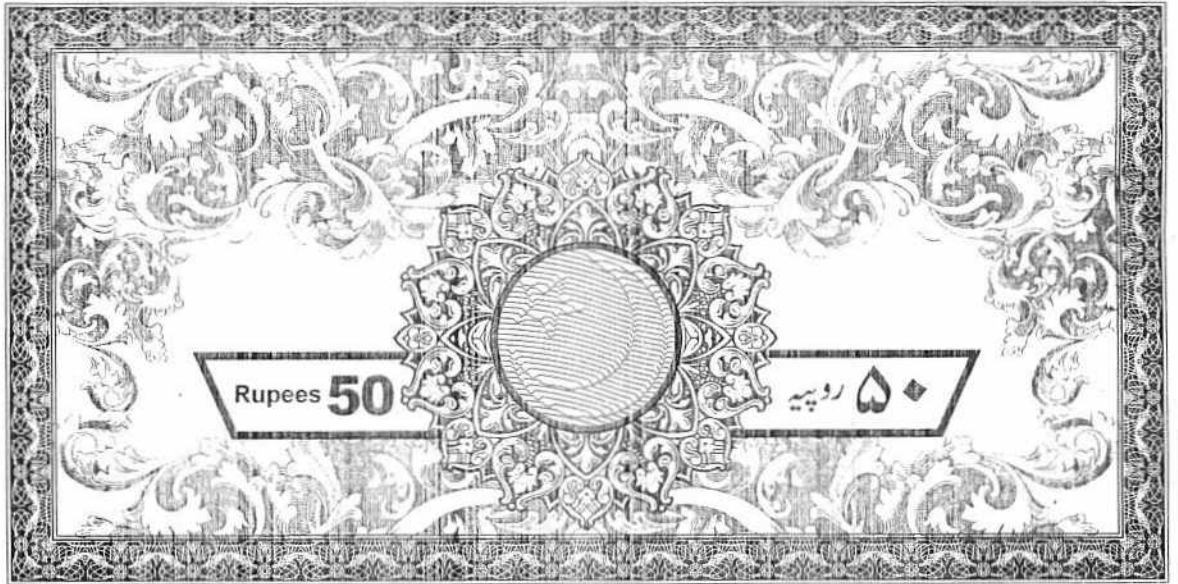
Date of Birth: 21.10.1976

Date of Issue: 16.11.2014

Date of Expiry: 16.11.2021

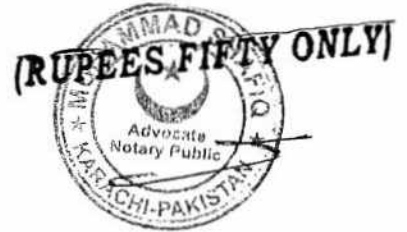
Holder's Signature





NASEER UL ISLAM STAMP VENDOR
 L/No. 135 Raita, Plot Shah Faisal No. 3, Khi.
 to 27338 DATE.....
 ISSUED TO WITH ADDRESS.....
 THROUGH WITH ADDRESS.....
 PURPOSE..... **Attested All Advocates**
 VALUE RS..... ATTACHED..... **High Court**
 STAMP VENDOR'S SIGNATURE.....

12 JUL 2017



A F F I D A V I T

With respect to application regarding Individual Consultant required for Writing SEF Annual Report - Tender # SEF/WEB/16-17/39.


- This is to undertake that I, Zeenia Shaukat, daughter of Shaukat Ali, CNIC # 42201-1317464-0, resident of 197, Britto Road, Garden East, Karachi, do hereby state and declare on solemn affirmation that I am eligible to work as a professional, anywhere, in and outside Pakistan. My name is not black-listed in any Government or private Sector organization.
- I also certify that I have an understanding of desktop publishing and can contribute to design processes as a part of report production.

Whatever has been stated herein above is true and correct.

Karachi,
dated 15-07-2017;

Deponent: Zeenia Shaukat

ZEENIA SHAUKAT,
Applicant Individual
Consultant for Writing SEF
Annual Report,

ATTESTED

Muhammad Shafiq
 Advocate
 NOTARY PUBLIC
 KARACHI-PAKISTAN

