

REQUEST FOR PROPOSAL

Federal Board of Intermediate and Secondary Education (FBISE), is seeking the services of a competent organization to conduct training, module development, and oversee the licensing program for paper setters and examiners, ensuring quality and standardized assessments. With the rising need for standardized testing and evaluation methods, there is an increasing demand for qualified paper setters and assessors. We are looking for a seasoned organization/institution to collaborate with, focusing on conducting training, developing modules, and overseeing our licensing program for paper setters and examiners. The licensing program seeks to standardize the qualifications required for educators to engage in paper setting and assessment duties for board examinations, ensuring **quality, fairness, and academic rigor**. Proposed project is for class 9th to 12th, covering all compulsory and science subjects according to the national curriculum issued by the Government of Pakistan.

Duration of Service: Six months.

Detailed Terms of Reference is available on the official website of the FBISE i.e. www.fbise.edu.pk

How to Apply:

- i. Interested Institutions/Organizations shall forward their Technical Proposal and Financial Proposal alongwith covering letter and supporting documents in PDF format at the email address: **secretary@fbise.edu.pk**
- ii. All proposals complete in all respects should email on or before **12th October, 2023** from the date of publication of advertisement at the above given email address.

To engage the services of an Institution/Organization for Conducting a Capacity Building Training for Licensing of Examiners (Markers)

1. Background:

Federal Board of Intermediate and Secondary Education (FBISE), Islamabad is seeking the services of a competent organization to conduct training, module development, and oversee the licensing program for paper setters and examiners, ensuring quality and standardized assessments. With the rising need for standardized testing and evaluation methods, there is an increasing demand for qualified paper setters and assessors. We are looking for a seasoned organization/institution to collaborate with, focusing on conducting training, developing modules, and overseeing our licensing program for paper setters and examiners. The licensing program seeks to standardize the qualifications required for educators to engage in paper setting and assessment duties for board examinations, ensuring **quality, fairness, and academic rigor**. Proposed project is for class 9th to 12th, covering all compulsory and science subjects according to the national curriculum issued by the Government of Pakistan.

2. Objectives:

- Development of training modules for training and Licensing of Examiners (Markers).
- Conduct training sessions and assessments for potential paper setters and examiners (Markers).
- Management and monitoring of the licensing examination process.
- Collaborate with FBISE in ensuring adherence to Examination SOPs.

3. Scope of Work:

a. Training and Capacity Building:

- Develop comprehensive training modules, preferably a digital one.
- Organize and conduct training sessions for potential candidates.

b. Module Development:

- Creating content for modules, including test design, question writing techniques, evaluation metrics, valid and reliable marking of answers, legal considerations, statistical analysis, and FBISE SOPs.

c. Assessment and Scoring:

- Create assessment process to evaluate the candidates in consultation with FBISE.
- Manage and oversee the examination process for licensing.
- Ensure fair scoring based on the criteria set by FBISE.
- Designing of Rubrics and evaluating the quality of rubrics.

d. Data and Technology Infrastructure:

- Provide a secure online testing platform for the licensing examination.
- Continuously analyze test items and provide feedback.

REQUEST FOR PROPOSAL

- Offer digital archiving solutions for examination data.
- Analyze results of licensing exams and provide detailed analytics.
- Provide license and a way forward for the successful candidates.

4. Eligibility Criteria for Outsourcing Organization:

- ✓ Demonstrated experience in training and module development.
- ✓ Experience in digital examination processes and analytics.
- ✓ Comprehensive understanding of standardized testing procedures and metrics.
- ✓ Customizable LMS readily available to white-label for FBlSE to conduct assessments.
- ✓ Have conducted at least 01 digital teacher training workshop before.

5. Deliverables:

- ✓ Training materials and modules
- ✓ Report on training sessions
- ✓ Assessments for the participants
- ✓ Examination management report
- ✓ Detailed analysis of licensing exams
- ✓ Periodic feedback and update meetings with FBlSE

6. Duration:

The duration for the execution of the project is six months, with possible extensions based on performance and needs.

Administrative and Logistical Arrangement

- ✓ Arrange the training sessions at FBlSE-recommended premises whenever needed.

Submission Deadline:

All proposals must be submitted by **12th October, 2023**.

Technical Proposal

Your technical proposal should focus on your approach and methodology towards the project, demonstrating your understanding and capability. The technical proposal should include following components.

1. **Cover Letter:**
 - a. An official letter expressing interest in undertaking the project.
2. **Organization Profile:**
 - a. Detailed organization profile, including establishment date, areas of expertise.
 - b. Organizational structure and details of the team proposed for this project.
 - c. Provide a brief background of key resource persons
 - d. Briefly highlight your organization's experience in similar projects.
3. **Methodology and Approach:**
 - a. A comprehensive plan on how you aim to execute the project.
 - b. Detailed breakdown of training module development and execution.
 - c. Proposed strategy for examination management.
 - d. Explanation of technology infrastructure to be used.
4. **Timeframe and Milestones:**
 - a. A proposed timeline of the project, highlighting key milestones.
5. **Competency Statement**
 - a. A brief explanation about the competency of individuals who will be part of this project (their qualification, expertise, prior experience and their role in the current project).

Financial Proposal:

Your financial proposal should provide a detailed breakdown of all costs associated with the project.

1. **Cover Letter:**
 - a. An official letter summarizing the financial details.
2. **Detailed Budget:**
 - a. A line-by-line breakdown of all anticipated costs.
 - b. Development of training materials and modules.
 - c. Conducting training sessions.
 - d. Licensing examination management.
 - e. Technology and digital infrastructure.
 - f. Any other costs related to the project.
3. **Payment Terms:**
 - a. Proposed payment schedule and milestones.
 - b. Preferred payment method and any other related financial conditions.

REQUEST FOR PROPOSAL

General Guidelines:

- ✓ All documents should be typed, with a font size no smaller than 12 points, and submitted as PDF files.
- ✓ The proposal should be submitted in English.
- ✓ All costs mentioned in the financial proposal should be inclusive of taxes.
- ✓ Proposals submitted after the deadline will not be considered.
- ✓ Use of A.I to increase the speed and to reduce the cost shall be encouraged at all stages.
- ✓ The FBISE reserves the right to accept or reject any proposal without stating reasons.

Submission Method:

Your proposal should have following list of documents.

1. Cover Letter
2. Technical Proposal
3. Financial Proposal
4. Sample Modules related to this RFP
5. Proposed milestones along with timeline
6. CV of key team members.

Please submit your proposals via secretary@fbsie.edu.pk.

For any queries or clarifications regarding the proposal submission, please contact 0519269502.

We eagerly anticipate your proposals and look forward to a fruitful partnership.