

**TERMS OF REFERENCE**  
**BECS THIRD PARTY VALIDATION**  
**2025-26**

**1. INTRODUCTION OF BASIC EDUCATION COMMUNITY SCHOOLS (BECS):**

Currently, the Directorate General Of Basic Education Community Schools (BECS), under the Ministry of Federal Education and Professional Training, is operating **1697** BECS/ALP centers in the Federally Administrative Areas including Islamabad Capital Territory 586 including 21 replacement cases, 776 Gilgit-Baltistan, 200 Azad Jammu & Kashmir, and 89 in the slum areas of Karachi, Sindh having more than fifty thousand children.

BECS has momentarily supported the mandate of the government to reach out to the most disadvantaged and underprivileged locations, creating free of cost educational opportunities at the door step of the marginalized communities, and playing highly substantial role in addressing the challenge of out-of-school children.

BECS-operated schools follow a Non-Formal Basic Education system, with a specific focus on enrolling female students and engaging female teachers to create opportunities for women's educational and economic empowerment (80% of teachers and 60% of students are female).

**2. Objective:**

To strengthen the non-formal approach in order to supplement formal education and eradicate illiteracy by providing free, flexible, and modern basic education to out-of-school children (OOSC) and overage learners who lack access to the formal system, with a particular focus on disadvantaged girls and individuals with special needs, for a more equitable society.

**3. Design & Working Model:**

- Single-room school with a single teacher teaching classes from KG to Grade V.
- Premises provided free of cost by the community.
- A minimum of 30 learners, age ranging 4–16 years.
- Multi-grade teaching methodology based on the concurrent formal school curriculum.
- Accelerated learning program for students aged 10 years and above, with separate groups to complete the primary package within three years.
- Teacher honorarium, textbooks, and teaching–learning materials (TLM) are provided by the government.
- The concerned board conducts Class 5 exams and facilitates admission into Grade 6 in formal schools.

**4. Key Objective of Third-Party Validation:**

It has been considered expedient to carry out Third Party Validation of BECS with a view to ascertain / verify on ground position of schools. The validation will include the following:

1. Monitoring of all BECS Schools / ALP Center in Federal Areas and Karachi
2. On ground existence and functionality of BECS Schools, as per given criteria.
3. Verification as per data given in Periodic Progress Reports.
4. Assessing quality of education and training requirements of teachers.
5. Need assessment, Impact and Suggestions for Improvement.

## 5. Key Indicators and Framework for Validation:

Sr.#	Parameters	Indicators
01	Infra Structure/Location of schools	<ul style="list-style-type: none"> <li>● Type of Building (Single/Multi rooms)</li> <li>● GPS coordinates</li> <li>● Google maps</li> <li>● Class size &amp; space for students</li> <li>● Ventilation</li> <li>● Electricity</li> <li>● Washroom Facility</li> <li>● Clean Drinking Water</li> </ul>
02	Text books & Teaching Learning Material	<ul style="list-style-type: none"> <li>● Display of charts, signboard</li> <li>● Use of mats, blackboard/ whiteboard</li> <li>● Maintenance of attendance/withdrawal register</li> <li>● Text book distribution among students.</li> </ul>
03	Classroom Management	<ul style="list-style-type: none"> <li>● Sitting Arrangement</li> <li>● Hygienic condition</li> <li>● Class Discipline</li> </ul>
04	Enrolment	<ul style="list-style-type: none"> <li>● Class/Gender wise enrolment</li> <li>● Drop outs/Fresh intake</li> <li>● Registered Students/ Absenteeism</li> </ul>
05	Status of School	<ul style="list-style-type: none"> <li>● Total no. of schools</li> <li>● Functionality</li> <li>● Replacement Cases</li> </ul>
06	Teacher Quality & Teaching	<ul style="list-style-type: none"> <li>● Teacher Qualification</li> <li>● Teaching Methodology</li> <li>● Multi-grade teaching</li> <li>● Teaching Skills/Competency</li> <li>● Student participation</li> <li>● Use of low/no cost AV aids</li> </ul>
07	Teacher Training & Development	<ul style="list-style-type: none"> <li>● Last Teachers Training</li> <li>● Need assessment for Capacity building</li> </ul>
08	Primary Graduates	<ul style="list-style-type: none"> <li>● Class 5 pass outs from concerned boards (Last five years)</li> <li>● Data of mainstreamed students</li> </ul>
09	School/Teacher Support Network	<ul style="list-style-type: none"> <li>● Supported by community</li> <li>● Supported by other organizations</li> <li>● VEC formation</li> </ul>
10.	Impact/Challenges	<ul style="list-style-type: none"> <li>● Success stories with pictures/videos for impact assessment</li> <li>● Issues faced by management/school/teacher</li> <li>● Suggestions for improvement</li> </ul>

## 6. Eligibility Criteria for the firm.

The bidder must:

- Be a **registered firm/company** in Pakistan with valid NTN and GST certificates under relevant Law.
- Have at least **5 years of experience** in education sector surveys, research, or validation.
- Demonstrate **technical capacity** (qualified staff, enumerators, supervisors, data analysts).
- Provide evidence of **similar assignments** conducted in the last 5 years.
- Have financial soundness (bank statements / audited reports of last 03 years).
- Not be blacklisted by any government or donor agency.

## 7. General Terms & Condition.

### ➤ **Bidding Procedure**

- Bidding shall be conducted in accordance with the **PPRA Rules, 2004** (Single Stage – Two Envelope procedure).
- Bids must be submitted for ICT, GB, AJK and Karachi. Bid for an individual area will not be accepted.

### ➤ **Bid Submission**

- The proposal shall consist of two envelopes: **Technical Proposal** and **Financial Proposal**, separately.

### ➤ **Technical Proposal** must include:

- Firm profile, registration documents, and relevant experience.
- Methodology and work plan.
- CVs of proposed key personnel.
- Evidence of past assignments.

### ➤ **Financial Proposal** must include:

- Cost estimates (inclusive of all taxes).
- No conditional bids will be accepted.

### ➤ **Evaluation Criteria**

- Technical Proposals will be evaluated first.
- Only technically qualified bidders (minimum 70% score) will have their financial bids opened.
- Final selection will be based on **Quality & Cost Based Selection** method.

### ➤ **Security and Performance Guarantee**

- Bid Security will Rs. 500,000.
- Performance Guarantee 5% of the Contract.

### ➤ **Payment Terms**

- Payments will be made in installments:
  - 30% upon approval of Inception Report.
  - 30% upon submission of field validation and interim reports.
  - 40% upon acceptance of final report and database.

### ➤ **Confidentiality**

- All data collected will remain the property of BECS.
- The firm shall not disclose/share data without prior approval.

➤ **Penalty Clause**

- Delay in submission of reports will attract penalties as per PPRA rules as under:  
*“0.2% of the contract amount will be charged per day for 5 days after expiry of agreement period followed by 1% for further 10 days after which contract will be cancelled and amount so deposited in shape of DDO as bid security/ performance guarantee will be forfeited and matter will be referred to PPRA for appropriate action”*
- Poor quality or incomplete work may result in termination of contract.

8. **Implementation Time Period:**

The validation exercise will be conducted in October 2025. The estimated duration is 8–9 weeks for fieldwork and 4 weeks for report writing. The firm/agency should carry out the validation exercise and submit findings with analysis within the given time period starting from date of contract/ advertisement.

9. **Deliveries:**

- Hard copies of the proformas will be handed over to the BECS management.
- Initial Draft Report will be shared with BECS management before the final printing.
- Soft copies of each Report above will be provided on 10 hard drives.
- 20 Hard Copies of each report on standard format for each desk will be provided (Fine quality from a Printing house, colored with photos, graphs and maps).
- An executive summary will be provided in all reports.
- The report should not mention the name of firm anywhere (including title and back page) except on the inside page 4 and Acknowledgements.
- Video documentary of each area
- Any other requirement conveyed formally to the firm by BECS management

10. **MISCELLANEOUS INSTRUCTIONS**

- A comprehensive validation plan including technical approach and validation methodology, and utilization of various resources along with questions, tools, data collection instruments, should be provided.
- Before start of validation exercise, a briefing shall be given by BECS to the selected TPV firms
- The assignment will be coordinated by BECS Management.
- The firms will abide by all instructions given by BECS management.
- Firms will sign an NDA (Non-Disclosure Agreement) with BECS to retain the copyrights of validation reports and hand them over only in soft and hard copies to BECS management, including all tools and raw data.
- Firms cannot use any part of the validation data or exercise beyond the scope of this assignment and shall nor forward any data to any other party or a fellow third party firm in this exercise
- Maintaining professional ethics during field visits to meet teachers, students and community members

- Firm will train their field enumerators/researchers on all discipline and ethics related protocols before going to field. BECS management will visit the training locations to authenticate the training protocols and instructions.
- The field validation visits shall be done during the working hours only, in case of school closures, seek guidance from BECS on the approach to be adopted.
- All data compiled will be provided with first draft of report.
- The firms will incorporate all recommendations / changes proposed by BECS management.
- The draft reports will be submitted timely, and after incorporating BECS comments, the final report will be submitted by the given timeline.
- In case of difference in terms of this document / Advertisement and the Final Contract, the Contract shall prevail. The decision of BECS management will be final in this respect.
- BECS also reserves the right to reject any or all of the bids without assigning a reason.

<b>Matrix of BECS Schools</b>		
<b>Sr. No</b>	<b>Province/Area</b>	<b>Total Number of BECS Schools</b>
1	Islamabad Capital Territory (ICT)	248
2	ERP Out of School Children (OOSC)	338
3	Gilgit Baltistan	776
4	AJ&K	200
5	Karachi, Sindh	89
6	Accelerated Learning Program (10+) ICT	46
<b>Total</b>		<b>1697</b>

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