

Draft Contract of Hiring of Individual Consultant for Redesigning / Revamping of EMIS (SEF/NP/2021-23/05)

Hamid Ahmed <hamid@sef.org.pk>

Wed 8/17/2022 3:11 PM

To: Nagesh_nijar@yahoo.com <Nagesh_nijar@yahoo.com>

Cc: Sara Murtaza <sara.murtaza@sef.org.pk>; Naeem Anwar <dmd@sef.org.pk>; Aneel Ahmed Memon <aneelahmed@sef.org.pk>; Shahnawaz Ali Khan <shahnawaz.khan@sef.org.pk>; Sadaruddin Jagirani <Sadaruddin@sef.org.pk>; Abdul Haq Soomro <ahsoomro@sef.org.pk>; Mustafa Qazi <mustafa@sef.org.pk>

Dear Mr. Nangaram,

I am directed to share the draft contract, please refer to the subject above, in this regard; we are sharing the Draft Contract of individual consultant for **“(Hiring of Individual Consultant for Redesigning/Revamping of EMIS Application)”** for review before printing on stamp paper, stamping, and signing.

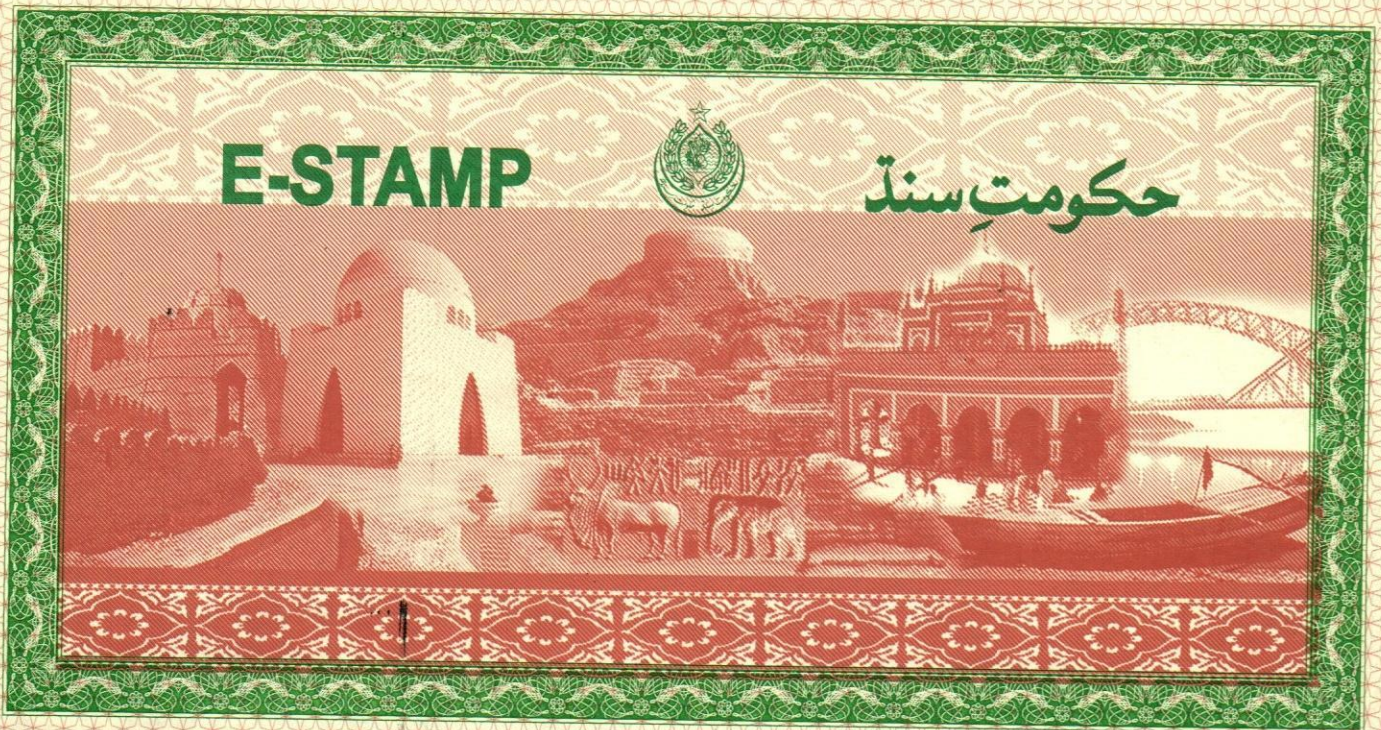
Therefore, it is request for submitting the performance security of 5% of the total bid amount.

Please feel free to coordinate with under signed for any clarification.

Please acknowledge.

Best Regards,

Hamid Ahmed
Officer Procurement
Sindh Education Foundation, Govt. of Sindh,
Karachi



NBP-0289-2209120001109829

GoS-KHI-0934F112F41C70D2

Non-Judicial**Rs 18,900/-**

Description : Contract - 15(a)
 Principal : Sindh Education Foundation Govt of Sindh [42000-0000000-0]
 Contractor : Nangaram [44303-3916498-1]
 Applicant : Nangaram [44303-3916498-1]
 Stamp Duty Paid by : Nangaram [44303-3916498-1]
 Issue Date : 12-Sep-2022, 03:10:01 PM
 Paid Through Challan : 20228E01992F5D6C

CONTRACT

THIS CONTRACT ("Contract") is entered into this **12th** of **September 2022**, between the **Sindh Education Foundation, Government of Sindh** ("the Client") having its principal place of business at **NICL Building 1st Floor, Abbasi Shaheed Road (Behind PT Building Shahra-e-Faisal) Karachi, Sindh** and **Mr. Nangaram** ("the Individual Consultant") having its residence located at **Flat #4, Liaquat Manzil, Alfalah Road, Mehmoodabad, Karachi**.

WHEREAS, the Client wishes to have the **Individual Consultant engaged for 18 months for Redesigning /Revamping of Education Management Information System (EMIS) application**, Performing the services hereinafter referred to as services and WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services	<p>(i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").</p> <p>(ii) The Consultant shall provide the reports listed in Annex B, "Consultant's Reporting Obligations," within the time lines specified in the same Annex, vis-à-vis cost estimate of services in Annex C.</p>
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E-STAMP

CONTINUATION SHEET

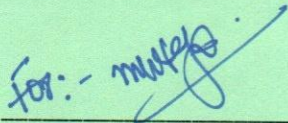
Government of Sindh

2. Term	The Consultant shall perform the Services during the period 18 months w.e.f 12 th September, 2022 and continuing through 11 th March 2024.
3. Payment	<p>A. <u>Ceiling</u></p> <p>For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed a ceiling of Rs.5,400,000/- (Rupees Five Million & Four Hundred thousand only) for 18 months.</p> <p>The total lump sum amount of Contract is Rs.5,400,000/- This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph "B" below and of the reimbursable expenditures as defined in sub-paragraph "C" below:</p> <p>B. <u>Remuneration</u></p> <p>The Client shall pay the Consultant for Services rendered at the rate(s) in accordance with the rates agreed and specified in Annex C, "Cost Estimate of Services."</p> <p>C. <u>Payment Conditions</u></p> <p>Payment shall be made in Pak Rupees following submission of letter/Original Invoices in duplicate to the Coordinator designated in paragraph 4.</p>
4. Project Administration	<p>A. <u>Project Coordinator</u></p> <p>The Client designates Mr. Kashif Nisar Khawaja, (Senior Officer/Assistant Director, SMU, SEF) as Client's Project Coordinator and shall be responsible as a focal person for Supply of Data / Information and for receiving and processing invoices for approval of the Competent Authority before making payments and for acceptance of the deliverables by the Client. He will also confirm the requirements of end user as focal person.</p> <p>B. <u>Project Administrator</u></p> <p>Mr. Abdul Haq Soomro (Assistant Director, I.T. Department, SEF), shall be responsible to provide Technical Assistance.</p> <p>C. <u>Timeline</u></p> <p>The project shall commence w.e.f 12th September, 2022 and shall complete on or before 11th March, 2024. However, the Consultant shall have flexibility to complete the project deliverables before March, 2024 in Consultation with the Client.</p>
5. Performance Standard	The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers his performance unsatisfactory.




6. Confidentiality	The Consultants shall not, during the term of this Contract and within one year after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
7. Ownership of Material	Data Analysis, reports or any other material, otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of some data / information after seeking approval from Project Coordinator.
8. Consultant Not to be Engaged in Certain Activities	The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
9. Insurance	The Consultant will be responsible for taking out any appropriate insurance coverage.
10. Assignment	The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.
11. Law Governing Contract and Language	The Contract shall be governed by the laws of Pakistan, and the language of the Contract shall be in English.
12. Dispute Resolution	Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country.

FOR THE CLIENT

For: - 

Director, GA&C.
Sindh Education Foundation,
Government of Sindh,

FOR THE CONSULTANT



Signed by: Mr. Nangaram
CNIC # 44303-3916498-1
Email: Nagesh_nijar@yahoo.com

LIST OF ANNEXES.

Annex A: Terms of Reference and Scope of Services

Annex B: Consultant's Reporting Obligations

Annex C: Cost Estimate of Services and Schedule of Rates

[Handwritten signature]

Terms of Reference

**Sindh Education Foundation SEF - Government of Sindh
Information Technology and EMIS Department
Terms of References (TOR's)
Hiring of Consultant for Revamping/Re-designing of EMIS Application
deployed at SEF Data Center – Karachi**

Background

Sindh Education Foundation intends to hire the services of qualified consultant classified as Microsoft .NET Specialist that can provide the services for revamping/re-designing of a web-based Educational Management Information System, using the latest and state of art software development environment at its Karachi office in Pakistan.

EMIS is as an integrated solution which efficiently deals with the various activities of an educational institution like School management, Student management, Teacher/faculty management, stakeholder/partner management, administrative functions etc.

As the portfolio of SEF Schools have increased and expected to increase further over the coming years, there are various ongoing challenges faced by the Foundation for its effective and full-scale operation of EMIS system, due to its complex, specialized technical nature. The challenges are found in areas including efficient data collection, verification, technical limitations, analysis and dissemination. For data management, particular challenges are found, like slow processing in uploading/downloading, editing and managing collected data in EMIS, unavailability of access of EMIS System at Schools, Districts, Regions and relevant stakeholders. All these mentioned gaps have caused the delay in information provision, continued intensive support is needed in further improvement of overall system, as well as enhance the institutional and human recourse capacities to ensure the sustainability of the reliable EMIS.

The existing EMIS application was designed in 2014-15 on Microsoft SharePoint 2013 Platform, due to its various limitations and no major upgrades, the system is unable to handle large volume of data. In this regard the revamping of EMIS application is required on Microsoft .Net platform with Microsoft SQL Server (License already available). As the organization have already procured the license of Microsoft SQL Server database which is currently being used for multiple software applications and choosing Microsoft platform is due to its compatibility with existing database solution i.e. Microsoft SQL Server.

Scope of Services, Tasks (Components) and Expected Deliverables

SEF intends to revamp/redesign its existing EMIS solution.

EMIS: Education Management Information System

Revamping / Redesigning of EMIS is divided into two phases i.e. Pilot and Final Phase

A) Pilot Phase (40% of the full Project)

1. Dashboard(s) (in both Pilot and Final Phase)
2. Online application for new schools
3. School Management Module
 - a. School Profile
 - b. School Infrastructure Details
 - c. Student Profile
 - d. Teacher Profile
 - e. Operator / School Partner Profile
4. Complaint management system (in both Pilot and Final Phase)
5. Reporting (in both Pilot and Final Phase)

B) Final Phase (60% of the full Project)

1. Geographical information system
2. Subsidy Management Module
3. Monitoring & Evaluation Module
4. Assessment Module
5. Training Module
6. Books distribution Module
7. Scholarship Module

EMIS Features

1. Role-based access system
2. SMS and Email notifications
3. Dashboard and Portal based system
4. Verification via NADRA's Verisys system (*if B-form is made mandatory by the management*)
5. System must be compatible with ANDROID, IOS, WEB interfaces.
6. Android application development for Monitoring & Evaluation module for field visit purpose.
7. Provision for connecting with EMIS using utility / tool where the Internet Service is not available.

In addition to the actual deployment/ implementation of the EMIS solution following deliverables are required:

- a) Project Governance including a project plan for the project execution
- b) Requirements Specification Document(s) and their sign-offs
- c) Gap identification document(s) and their sign-offs
- d) Design Document(s) based on Requirements Specification and Gap Analysis and their sign-offs.
- e) Installation, configuration, customization, and integration covering the scope of the project.
- f) Test Procedures for User Acceptance Test(s) and Final Acceptance Test(s)
- g) System's documentation in the form of installation and configuration guides, end-users and administration manuals etc.
- h) Comprehensive operational/functional and technical trainings for designated SEF staff.

Note:

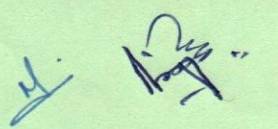
- A final list of deliverables will be constructed as per proposed project management methodology by selected consultant at project initiation phase.
- Purchase of any license(s) or Subscription(s) will be procured by SEF through separate purchase order.
- All the source code, documentation, licenses, subscriptions etc shall be the property of SEF and must be handed-over to the IT department of SEF.
- The end solution will be a copyright of Sindh Education Foundation.

Terms & Conditions for working in Office

The consultant must attend the SEF office at least 30 hours every week or more (if required)

Consultancy Timeline

- Contract duration will be for 18 Months (1 Year and 6 Months) Starting from Signing of the contract date.
- Initiation of the Final phase will be subject to the overall performance of Pilot Phase.



ANNEX-B

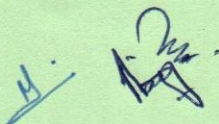
Consultant's Reporting Obligations.

A. **Project Coordinator**

The Client designates **Mr. Kashif Nisar Khawaja, (Senior Officer/Assistant Director, SMU, SEF)** as Client's Project Coordinator and shall be responsible as a focal person for Supply of Data / Information and for receiving and processing invoices for approval of the Competent Authority before making payments and for acceptance of the deliverables by the Client. He will also confirm the requirements of end user as focal person.

B. **Project Administrator**

Mr. Abdul Haq Soomro (Assistant Director, I.T. Department, SEF), shall be responsible to provide Technical Assistance.

Two handwritten signatures in blue ink are present. The first signature is on the left, appearing to be 'H.' or similar. The second signature is on the right, more stylized, possibly reading 'Kashif' or 'Nisar'.

ANNEX-C

Mode of Payment

Payment Schedule:

Project Deliverables & Payment Schedule
Pilot Phase (40% of the complete project)

Deliverable/Description	Months	Payment Schedule
Deliverable #1: Initiation of the Project Submission of Concept Proposal & Work Plan	1	10%
Deliverable #2: Requirements Gathering and Analysis Submission of Software Requirements Specification Document		
Deliverable #3: Design Submission of ERD, Work Flow Diagrams, Use cases	4	20%
Deliverable #4: Development Submission of High-level scope document		
Deliverable #5: Testing, Integration and UAT Submission of UAT Sign-off(s)		
Deliverable #6: End User Training Submission of Training sign-off(s)	2	10%
Deliverable # 7: Project Completion Report Submission of User Manuals, Source Code or any other associated document		
Total	7	40%

Note: The Consultant will be required to submit Payment Invoice along-with relevant deliverable(s) duly endorsed with satisfactory note by the SEF's IT department (Officer not less than Assistant Director) and verified by the Coordinator to process the scheduled payments.

Final Phase (60% of the complete project)

Deliverable/Description	Months	Payment Schedule
Deliverable #1: Initiation of the Project Submission of Concept Proposal & Work Plan	2	10%
Deliverable #2: Requirements Gathering and Analysis Submission of Software Requirements Specification Document		
Deliverable #3: Design Submission of ERD, Work Flow Diagrams, Use cases	7	30%
Deliverable #4: Development Submission of High-level scope document		
Deliverable #5: Testing, Integration and UAT Submission of UAT Sign-off(s)		
Deliverable #6: End User Training Submission of Training sign-off(s)	2	20%
Deliverable # 7: Project Completion Report Submission of User Manuals, Source Code or any other associated document		
Total	11	60%

Note: The Consultant will be required to submit Payment Invoice along-with relevant deliverable(s) duly endorsed with satisfactory note by the SEF's IT department (Officer not less than Assistant Director) and verified by the Coordinator to process the scheduled payments.

For the period of 18 months, from 12th September, 2022 to 11th March, 2024.

TOTAL COST: Pak Rupees 5,400,000/- (inclusive of all Government Taxes)