



Terms of Reference

Public Schools Support Program (Spell-11)

**Punjab Education Initiatives Management Authority
(PEIMA)**

Table of Contents

INTRODUCTION	4
OBJECTIVES OF PSSP	4
PROGRAM DESCRIPTIONS	5
ELIGIBILITY	5
1. Young Entrepreneur Group.....	5
2. Individual	6
3. Ed-Tech Firm	7
4. Educational Chain	8
5. NGO/ CSO	9
APPLICATION PROCESSING FEE	10
PROCEDURE FOR APPLICATION SUBMISSION	10
SCRUTINY OF APPLICATIONS.....	11
REJECTION OF APPLICATIONS	11
EVALUATION CRITERIA.....	12
1. Young Entrepreneur Group.....	12
2. Individual Applicant:.....	14
3. Ed-Tech Firm	16
4. Educational Chain	17
5. NGO / CSO	19
MATCH-MAKING PROCESS	20
MATCH MAKING PROCESS FOR ALLOCATION OF SCHOOLS	20
CLUSTER FORMATION SCHEME FOR ED-TECH FIRM EDU-CHAIN, & NGO / CSO	21
NOTIFICATION OF RESULT.....	21
PROCESS OF GRIEVANCE REDRESSAL.....	21
AGREEMENT SIGNING.....	21
CODE OF CONDUCT.....	21
APPENDIX – A	22

LIST OF DOCUMENTS TO BE ATTACHED WITH APPLICATION	22
1. Young Entrepreneur Group.....	22
2. Individual	23
3. Ed-Tech Firm	23
4. Educational Chain	24
5. NGO/ CSO	25
APPENDIX – B	26
Specimen for Experience Certificate of Applicant.....	26
APPENDIX – C	27
Specimen for Affidavit.....	27
(Ed-Tech Firm / Educational Chain / NGO/ CSO /)	27

INTRODUCTION

Background

Punjab has a vast network of over 52,000 public schools. In 2016, the School Education Department (SED) identified **4,276 low-performing public primary schools** and outsourced their operational management due to the following reasons:

- Non-functional or closed schools
- Schools with less than 25 students
- Schools with less than 25% Punjab Examination Commission (PEC) results

The outsourcing process was executed in **three phases** from **April 1, 2016, to April 1, 2017**. Following the establishment of the **Punjab Education Initiatives Management Authority (PEIMA)** on **February 13, 2018**, the management of these schools was officially transferred to PEIMA. Currently, all **4,276 public schools** operate under the **Public School Support Program (PSSP)**, managed by PEIMA.

Public School Support Program (PSSP)

The **Public School Support Program (PSSP)** aims to enhance the **quality and accessibility of education** by outsourcing the management of public schools to private service providers. The program aligns with the government's vision to:

1. **Transform** traditional public schools into advanced educational institutions.
2. **Reduce per-student costs** through Public-Private Partnership (PPP).
3. **Position Punjab as a globally recognized hub for education.**

Upcoming Reallocation Plan

PEIMA is now preparing for the **reallocation of 1,687 schools** to new licensees under this program, **due to poor performance of previous licensees.**

OBJECTIVES OF PSSP

In order to fulfil the obligations under Article 25-A of the Constitution of Pakistan and to enhance involvement of private sector to complement the efforts of public sector in provision of free and compulsory education for all children of the age 5-16 years, following shall be the focused areas of PSSP:

- 1) To increase enrolment in underperforming Public Schools
- 2) To improve quality of education
- 3) To provide conducive teaching and learning environment
- 4) To ensure enrolment of Out of School Children (OOSC)

- 5) To inculcate best teaching practices by engaging private sector

PROGRAM DESCRIPTIONS

Outsourcing of public schools shall be done under the following streams:

Stream I	Young Entrepreneur Group
Stream II	Individual applicant including experienced professionals
Stream III	Ed-Tech Firm
Stream IV	Educational Chain
Stream V	NGO / CSO

This Program is designed to encourage educated youth, experienced individuals, Ed-Tech Firms, Educational Chains, and NGO/ CSO to join hands with the Government in reorganization/ improvement of the public schools. This initiative on one hand will empower young individuals while on the other, it aims to utilize the expertise of the private sector to improve educational outcomes across the Province.

1. School Operationalization:

Selected streams will be responsible for managing the day-to-day operations of handed over public schools in accordance with the prescribed Procedures/requirements/criterion.

2. Government Subsidy:

The Government of Punjab, School Education Department/PEIMA will provide subsidies for enrolled and verified students, including tuition fees and other relevant expenses.

3. Performance Evaluation

A performance evaluation system will be implemented by PEIMA to assess the impact of this outsourcing on schools improvements, student's enrollment and learning outcomes.

ELIGIBILITY

The eligibility criterion for each stream is as under:

1. Young Entrepreneur Group

- 1) A group of (03) three persons (friends/family), irrespective of gender (one of them to be the lead applicant) apply for one school from the advertised list of schools;
- 2) Lead applicant must possess at least 03 years post qualification experience.
Certificate should be as per given format in this document at **Appendix-B**;

- 3) One person can apply in a single young entrepreneurs' group only;
- 4) Lead applicant must be an MA/MSc/BS degree holder (16 years of Education), while other two applicants must be at least BA/BSc degree holders (14 years of Education);
- 5) The maximum age limit for each group member is 40 years. The last date for submission of online applications shall be taken as the cut-off date for the calculation of the age of the applicants;
- 6) All group members are required to submit legible and valid police character certificate along with the application (**mere receipt/ application form for issuance of character certificate is not acceptable**);
- 7) In case any of the group members is found to be blacklisted/ convicted or has criminal record, the candidature of whole group shall be rejected;
- 8) Submission of fake/forged/fabricated documents by any group member shall render the entire group ineligible for the current as well as any subsequent Program of the Government and may result in initiation of criminal proceedings;
- 9) Serving employees of Government (includes but not limited to departments, attached departments, autonomous bodies, semi Government entities) **ARE NOT ELIGIBLE TO APPLY**;
- 10) PEIMA / PEF Black listed Licensees are **NOT ELIGIBLE** to apply.

2. Individual

- 1) Individual having 16 year of education can apply for one school from the advertised list of schools;
- 2) Applicant must possess at least 07 years of post-qualification experience. The experience certificate must be submitted as per given format at **Appendix-B**;
- 3) The maximum age limit for applicant(s) is 65 years. The last date for submission of online application shall be taken as the cut-off date for calculation of the age;
- 4) Application of blacklisted / convicted individual having criminal record shall be rejected;
- 5) The applicant is required to submit legible and valid police character certificate along with the application (**mere receipt/ application form for issuance of character certificate is not acceptable**);

- 6) Submission of fake/forged/fabricated documents by applicant shall render the applicant ineligible for the current as well as any subsequent Program of the Government and may also result in initiation of criminal proceedings;
- 7) Serving employees of Government (includes but not limited to departments, attached departments, autonomous bodies, semi Government entities) **ARE NOT ELIGIBLE TO APPLY;**
- 8) PEIMA / PEF Black listed Licensees are **NOT ELIGIBLE** to apply.
- 9) Application of blacklisted / convicted applicant having criminal record shall be rejected;

3. Ed-Tech Firm

- 1) Ed-Tech Firm must be registered with Punjab /Federal Government (including SECP/Registrar of Firms). The Firm having international footprint will be given preference;
- 2) The firm must have at least three years' experience in the field of Ed-Tech in Education Sector;
- 3) The firm must have provided IT infrastructure, software/hardware in at least five formal educational institutions to enhance learning outcomes;
- 4) The Ed-Tech Firm must apply for a cluster of at least 10 schools in a district (no limit for maximum schools.);
- 5) Ed-Tech Firm may apply for schools in any tehsil/ district. However, the allocation of schools in any tehsil/ district to any Ed-Tech Firm/ Educational Chain/ NGO/ CSO shall be determined by the Match Making Committee on the basis of merit, availability of schools, location of schools, enrollment in schools and existing operations etc. of that entity. While making allocation of schools to a specific organization, the Match Making Committee may also consider the financial, operational and administrative capacity of that organization which must be established through documentary evidences provided along with the application;
- 6) Firms are required to provide proof of their financial soundness in shape of audited report of last 2 years;
- 7) The firms are required to furnish an affidavit from its focal person that firm has not been blacklisted by the Government of Punjab/Pakistan;

- 8) Submission of fake/forged/fabricated documents shall render the firm ineligible for the current as well as any subsequent programs of the Government and may also result in initiation of criminal proceedings;
- 9) After successful completion of initial scrutiny, the firm shall be required to give a detailed presentation about its intended plans/proposals/ initiatives/ interventions/ improvements about the schools it intends to manage;
- 10) Explicit approval of Board / CEO of Ed-Tech Firm for submission of application under PSSP Spell-11 must be provided alongwith the application;

4. Educational Chain

- 1) Educational Chain must be registered with Punjab /Federal Government (including SECP/Registrar of Firms);
- 2) It must have at least five years of experience of working in Education Sector;
- 3) Educational Chain must be operating at least 10 formal registered private schools/colleges;
- 4) Educational Chain must apply for a cluster of at least 10 schools in a district (no limit for maximum schools);
- 5) Educational Chain may apply for schools in any tehsil/ district. However, the allocation of schools in any tehsil/ district to any Ed-Tech Firm/ Educational Chain/ NGO/ CSO shall be determined by the Match Making Committee on the basis of merit, availability of schools, location of schools, enrollment in schools and existing operations etc. of that entity. While making allocation of schools to a specific organization, the Match Making Committee may also consider the financial, operational and administrative capacity of that organization which must be established through documentary evidences provided along with the application;
- 6) The Educational Chain is required to furnish an affidavit by its focal person that Educational Chain has not been blacklisted by the Government of Punjab/Pakistan;
- 7) Educational Chain is required to provide proof of its financial soundness in the shape of audited reports of last 03 years;
- 8) Submission of fake/forged/fabricated documents shall render the educational chain ineligible for the current as well as any subsequent Program of the Government and may also result in initiation of criminal proceedings;

- 9) After successful completion of initial scrutiny, the chain shall be required to give a detailed presentation about its intended plans/proposals/initiatives/ interventions/ improvements about the cluster of the schools it intends to manage;
- 10) Explicit approval of Board / CEO of Educational Chain for submission of application under PSSP Spell-11 must be provided alongwith the application;

5. NGO/ CSO

- 1) NGO/ CSO must be registered with Punjab /Federal Government (including SECP/Registrar of Firms). The NGO/CSO registered with relevant charity commission will be given preference;
- 2) Registered Non-Governmental Organizations (NGOs) and Civil Society Organizations (CSOs) must be working on non-commercial basis;
- 3) Registered Non-Governmental Organizations (NGOs) and Civil Society Organizations (CSOs) having experience of at least 05 years in the Education Sector or Social Sector on non-commercial basis in Punjab/ Pakistan are eligible to apply;
- 4) NGO/ CSO must apply for a cluster of at least 10 schools in a district (no limit for maximum schools);
- 5) NGO / CSO is required to furnish an affidavit of focal person that NGO / CSO hasn't been blacklisted by Government of Punjab/Pakistan;
- 6) Submission of fake/forged/fabricated documents shall render the NGO/CSO ineligible for the current as well as any subsequent Program of the Government and may also result in initiation of criminal proceedings;
- 7) NGO/ CSO may apply for schools in a particular tehsil/ district. However, the allocation of schools in any tehsil/ district to any Ed-Tech Firm/ Educational Chain/ NGO/ CSO shall be determined by the Match Making Committee on the basis of merit, availability of schools, location of schools, enrollment in schools and existing operations etc. of that entity. While making allocation of schools to a specific organization, the Match Making Committee may also consider the financial, operational and administrative capacity of that organization which must be established through documentary evidences provided along with the application;

- 8) NGO/ CSO is required to give proof of its financial soundness in the shape of audited reports of last three years;
- 9) After successful completion of initial scrutiny, the NGO / CSO shall be required to give a detailed presentation about its strength / capacity, intended plans proposals initiatives/interventions/improvements about the cluster of the schools it intends to manage;
- 10) Explicit approval of Board of NGO / CSO for submission of application under PSSP Spell-11 must be provided alongwith the application;

APPLICATION PROCESSING FEE

Below is the detail of application submission fee for each stream:

Sr. No	Stream / Category	Fee
1	Young Entrepreneur Group	Rs. 10,000/-
2	Individual	Rs. 10,000/-
5	Ed-Tech Firm	Rs. 100,000/-
6	Educational Chain	Rs. 100,000/-
7	NGO/CSO	Rs. 100,000/-

Note

- 1) Applicants of Young Entrepreneur and Individual streams are required to pay application processing fee of Rs. 10,000/ (**NON-REFUNDABLE**) for their applications.
- 2) The applicants of Ed-Tech Firm / Educational Chain / NGO / CSO streams are required to submit application processing fee of Rs. 100,000/ (**NON-REFUNDABLE**), irrespective of the number of schools they may choose.
- 3) Application Processing Fee is **NON-REFUNDABLE** for all streams.

PROCEDURE FOR APPLICATION SUBMISSION

- 1) The applicants of all streams are required to apply online at the following link:

<https://www.peima.punjab.gov.pk>

- 2) After completion and successful submission of online application, the applicant is required to take a print of the completed online application form and dispatch the hard copy of signed application **BY POST / COURIER** along with documents mentioned at **Annex-C** at the following official postal address:

“Director Program

Punjab Education Initiatives Management Authority,

50, Baber Block, New Garden Town , Lahore”

Phone # [\(042\) 99232040](tel:(042)99232040)

- 3) The applicant must make sure that the hardcopy of the application is received **BY POST / COURIER** at above mentioned address within the stipulated timelines, as given in the advertisement;
- 4) **Incomplete, unsigned, pruned applications or application having incorrect information, or received in parts and/or received after the last date for submission of hard copy, shall be rejected;**
- 5) **A single application must be sent in one envelope; otherwise, all applications in single envelope will be rejected.**
- 6) The applicant must make sure that the hard copy of the application is properly signed;
- 7) **Unsigned applications shall be rejected;**
- 8) The application not accompanied by the bank receipt of “Application Processing Fee” (to be deposited within due date) shall also be rejected;

SCRUTINY OF APPLICATIONS

All received applications shall be scrutinized and evaluated to see whether the applicant fulfils the eligibility criterion as per policy published in the advertisement and contained in this document and has also provided all required and mandatory detailed documents /affidavits.

REJECTION OF APPLICATIONS

- 1) If the applicant does not fulfil the eligibility criteria published in the advertisement, and explained in this document, the application shall be rejected.

- 2) **Incomplete, unsigned, pruned applications or application having incorrect information, or received in parts and/or received after the last date for submission of hard copy, shall be rejected;**
- 3) Online-submitted application, not followed by receipt of complete hard copy of the signed application **THROUGH POST/ COURIER** shall be rejected;
- 4) Application not accompanied by bank deposit receipt, as a proof for submission of application processing fee, shall be rejected;
- 5) Government/SED/PEIMA may reject any or all applications without assigning any reason to the applicant(s);
- 6) Hard copy of application received after due date shall also be rejected;
- 7) Applications not accompanied by requisite affidavits and experience certificates as per given format, shall be rejected;
- 8) Applications of Ed-Tech Firm, Educational Chain and NGO/CSO not accompanied by the requisite documents, shall also be rejected.

EVALUATION CRITERIA

Applications shall be evaluated according to the following guidelines/ criteria:

1. Young Entrepreneur Group

a) Score Weightage

Sr.#	Indicators	Score	Means of Verification	Remarks
1	Education	65	Attested Copies of Educational credentials	Mean score of the group
2	Professional Qualification	10	Attested copies of Professional Qualification credentials	Mean score of the group
3	Post Qualification Experience	15	Attested Copies of Experience Certificates	Mean score of the group
4	Proximity	10	Attested copies of CNICs (Only permanent address will be considered)	Mean score of the group
	Total	100		

b) Detailed Distribution of Score:

Sr. #	Indicators	Degree / Certificates	Evaluation Criterion	Score			Maximum Score
1	Education	PhD (If PhD is the highest degree of the applicant, then marks of M.Phil degree will not be awarded)	-	10			65
		MPhil (If M.Phil is the highest degree of the applicant)	-	05			
		16 year of Education (In case of 4 year degree, score is 30 and in case of 2 year Masters Degree score is 15)	1 st division	30	OR	15	
			2 nd division	20		10	
			3 rd division	10		05	
		14 year of Education (This is only relevant if the applicant holds MA/MSc degree after completion of BA/BSc degree)	1 st division	15			
			2 nd division	10			
			3 rd division	05			
		Intermediate	1 st division	15			
			2 nd division	10			
			3 rd division	05			
	Matriculation	1 st division	10				
		2 nd division	07				
		3 rd division	05				
2	Professional Qualification	M.Ed. (In case of M.Ed. separate marks for B.Ed. will not be awarded)	-	10			10
	B.Ed.		5				
3	Post Qualification Experience		≥13 years	15			15
			≥08 & <13 years	10			
			≥03 & <08 years	05			
4	Proximity		In case applicant belongs to same Tehsil	10			10
			In case applicant belongs to same District but different tehsil	5			
Total Score							100

Note:

- 1) Applicant with M.A. Education Qualification will not be eligible for Professional Qualification marks, unless they hold separate B.Ed. Degree;
- 2) M.A Education will only be considered as Masters Degree;
- 3) In case of having only M.Ed. degree, then it will only be considered as 16 years qualification. In case of having 2 Masters Degrees (including one of them M.Ed.) then the applicant's M.Ed. Degree will be considered as Professional Qualification.

c) Division Calculation Criterion

Sr.#	Criterion	Division
1	$\geq 60\%$ marks	1 st Division
2	$\geq 45\% - < 60\%$	2 nd Division
3	$\geq 33\% - < 45\%$	3 rd Division

2. Individual Applicant:

a) Score Weightage

Sr.#	Indicators	Score	Mean of Verification
1	Education	65	Attested Copies of Educational Credentials
2	Professional Qualification	10	Attested copies of Professional Qualification Credentials
3	Post Qualification Experience	15	Attested Copies of Experience Certificates
4	Proximity	10	Attested copy of CNIC (Only permanent address will be considered)
	Total	100	

b) Detailed Distribution of Score:

Sr. #	Indicators	Degree / Certificates	Evaluation Criteria	Score			Maximum Score
1	Education	PhD (If Ph.D is the highest degree of the applicant marks of M.Phil will not be awarded)	-	10			65
		MPhil (If M.Phil is the highest degree of the applicant)	-	05			
		16 year of Education (In case of 4 year degree, score is 30 and in case of 2 year Masters Degree score is 15)	Degree	BS (4 years)	O R	M.A (2 years)	
			1 st division	30		15	
			2 nd division	20		10	
			3 rd division	10		05	

Sr. #	Indicators	Degree / Certificates	Evaluation Criteria	Score	Maximum Score		
		14 year of Education (This is only relevant if the applicant holds MA/MSc degree after completion of BA/BSc degree)	1 st division	15			
			2 nd division	10			
			3 rd division	05			
		Intermediate	1 st division	15			
			2 nd division	10			
			3 rd division	05			
		Matriculation	1 st division	10			
			2 nd division	07			
			3 rd division	05			
2	Professional Qualification	M.Ed. (In case of M.Ed. separate marks of B.Ed. will not be awarded)	-	10	10		
		B.Ed.		5			
3	Proximity		In case applicant belongs to same Tehsil	10	10		
			In case applicant belongs to same District but different tehsil	05			
4	Post Qualification Experience		>15 years	15	15		
			≥10 & <15 years	10			
			≥05 & <10 years	05			
Total Score					100		

Note:

- 1) Applicant with M.A. Education Qualification will not be eligible for Professional Qualification marks, unless they hold separate B.Ed. Degree;
- 2) M.A Education will only be considered as Masters Degree;
- 3) In case of having only M.Ed. degree, then it will only be considered as 16 years qualification. In case of having 2 Masters Degrees (including one of them M.Ed.) then the applicant's M.Ed. Degree will be considered as Professional Qualification.

c) Division Calculation Criterion

Sr.#	Criterion	Division
1	≥ 60% marks	1 st Division
2	≥45% - < 60%	2 nd Division

3	$\geq 33\% - < 45\%$	3 rd Division
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3. Ed-Tech Firm

a) Score Weightage

Sr.#	Indicators	Score	Mean of Verification
1	Years of Operations	20	Registration Certificate of Firm
2	Financial Soundness	20	Last 2 years Audited Reports (Avg. will be taken for calculation)
3	Technology Ownership	10	Online availability of Ed Tech solutions
4	Number of enrolled students, locally or internationally	10	Document provided by the Firm for verification of online subscribers / users
5	Number of franchises/schools/ learning centers	10	List of registration certificates/MoUs/Agreements
6	Coverage of Districts	05	Registration of Educational Institutions / Schools / Learning Centers/ MoUs with any Provincial or Federal Government
7	Experience of working with Government sector in School Education	10	MoUs/ Agreements with any Provincial or Federal Government
8	Plans/ Proposals for improvement of schools to be managed	15	Presentation before a Committee comprising senior officers
	Total	100	

b) Detailed Distribution of Score

Sr. #	Indicators	Evaluation Criteria	Score	Maximum Score
1	Years of Operations	≥ 12 years	20	20
		≥ 9 & < 12 years	15	
		≥ 6 & < 9 years	10	
		≥ 3 & < 6 years	05	
2	Financial Soundness (Avg. Annual Turnover	\geq Rs.100 million	20	20
		\geq Rs. 50 & $<$ Rs. 100 million	15	

Sr. #	Indicators	Evaluation Criteria	Score	Maximum Score
	of last two years in PKR millions)	< Rs. 50 million	10	
3	Technology ownership	Owens property of technology platform(s) for delivering learning solution including live and recorded lectures	10	10
		Uses third party’s technology platform for delivering learning solution including live and recorded lectures	5	
4	Number of enrolled / registered students / subscribers, locally or internationally	≥ 30,000	10	10
		≥20,000 & < 30,000	7	
		≥10,000 & < 20,000	5	
5	No. of Franchises / Schools / learning Centers	≥ 15	10	10
		≥10 & < 15	7	
		≥5 & < 10	5	
6	Coverage of Districts	More than 5	05	05
		Up to 5	02	
7	Experience of working with Govt. sector in School Education/ or International operations	≥ 05 years	10	10
		≥03 & < 5 years	05	
8	Presentation about Plans / Proposals for improvements of Schools to be managed			15
Total Score				100

4. Educational Chain

a) Score Weightage

Sr.#	Indicators	Score	Mean of Verification
1	Years of Operations	25	Chains' Registration Certificate

2	Financial Soundness	20	Last 3 years Audited reports (Avg. will be taken for calculation)
3	No. of Schools / Colleges / Franchises	20	School / College Registration Certificates
4	Coverage of districts	05	School / College Registration Certificates
5	Experience of working with Govt. sector in School Education	05	MoUs / Agreements
6	Number of Enrolled students	10	System generated enrolment data
7	Plans/Proposals for improvements of Schools to be managed	15	Presentation before a Committee comprising senior officers
	Total	100	

b) Detailed Distribution of Score:

Sr.#	Indicators	Evaluation Criteria	Score	Maximum Score
1	Years of Operations	≥20 years	25	25
		≥15 & <20 years	20	
		≥10 & <15 years	15	
		≥ 5 & < 10 years	10	
2	Financial Soundness (Avg. Annual Turnover of last 03 years in PKR millions)	≥ Rs.150 million	20	20
		≥ Rs. 50 & < Rs. 150 million	15	
		< Rs. 50 million	10	
3	No. of Schools / Colleges / Franchises	≥ 25	20	20
		≥15 & < 25	15	
		≥10 & < 15	10	
4	Coverage of Districts	More Than 5	05	05
		Up to 5	02	
5	Experience of working with Govt. Sector	≥ 10 years	05	05
		≥05 & < 10 years	02	
6	Number of Enrolled Students	Greater than 7,000	10	10
		5,001 to 7,000	07	
		Up to 5,000	05	
7	Presentation about Plans / Proposals for improvement of Schools to be managed			15
Total Score				100

5. NGO / CSO

a) Score Weightage

Sr.#	Indicators	Score	Mean of Verification
1	Years of Operations	20	Registration Certificate(s)
2	Financial Soundness	20	Last 3 years Audited Reports (Avg. will be taken for Calculation)
3	Regional Presence (Regional / Divisional Offices in Punjab)	10	Addresses and Physical Verification
4	No. of schools	20	School Registration Certificates / MoUs
5	Coverage of Districts in terms of Schools / Projects	10	School Registration Certificates / MoUs
6	Experience of working with Govt. Sector	05	MoUs / Agreements
7	Plans /Proposals for Improvements of Schools to be managed	15	Presentation before a committee comprising senior Officers
	Total	100	

b) Detailed Distribution of Score:

Sr.#	Indicators	Evaluation Criteria	Score	Maximum Score
1	Years of Operations	≥15 years	20	20
		>10 & <15 years	15	
		> 5 & <10 years	10	
		< 5 Years	05	
2	Financial Soundness (Avg. Annual Turnover of last three years in PKR millions)	Annual Funds Generation ≥ Rs.300 million	20	20
		≥ Rs. 200 million & < Rs. 300 million	15	
		≥ Rs. 100 million & < Rs. 200 million	10	
		≥ Rs. 50 million & < Rs. 100 million	05	
3	Regional Presence (Regional / Divisional Offices in Punjab)	More than 03 Regional / Divisional Offices in Punjab	10	10
		2 to 3 Regional / Divisional Offices in Punjab	05	
4	No. of Schools	≥ 200 Schools	20	20
		≥100 & < 200 Schools	15	
		≥20 & < 100 Schools	10	
5	Coverage of Districts in terms of Schools / Projects	More Than 10 Districts	10	10
		6 to 10 Districts	07	
		Up to 5 Districts	05	
6	Experience of working with Govt. sector	≥ 10 years	05	05
		≥05 & < 10 years	02	

Sr.#	Indicators	Evaluation Criteria	Score	Maximum Score
7	Presentation about Plans /Proposals for improvement of Schools to be managed			15
Total Score				100

MATCH-MAKING PROCESS

- 1) In case of receipt of more than one application against a school, Match Making Committee shall consider the set of preferences of all the shortlisted applications so as to carry out the selection of the best applicant on merit.
- 2) In case, any grievance is raised against the decision of Match Making Committee, representation may be made to “Grievances Redressal Committee (GRC)” subject to deposit of Rs. 10,000/- as processing fee. GRC, after hearing the parties, shall take a final decision.

MATCH MAKING PROCESS FOR ALLOCATION OF SCHOOLS

Schools shall be allocated as per following preferences:

Preference	Stream
1	Young Entrepreneur Group
2	Individual
3	Ed. Tech Firm
4	Educational Chain
5	NGO / CSO

In case of tie in marks obtained after initial scrutiny, preference will be given in the following priority manner in each Stream:

Sr.#	Stream	Order of Preference		
		First	Second	Third
1	Young Entrepreneur Group	Higher Qualification	Senior in Age (average age of all 03 applicants)	-
2	Individual	Higher Qualification	Senior in Age	-
3	Ed-Tech Firm	No of Subscribers / Users	Number of years of operations	International footprint

4	Educational Chain	Existing partner/ licensee of PEF/PEIMA	Duration of registration	Geographical spread in the Province
5	NGO / CSO	Existing partner/ licensee of PEF/PEIMA	Duration of registration	Geographical spread in the Province

CLUSTER FORMATION SCHEME FOR ED-TECH FIRM EDU-CHAIN, & NGO / CSO

The allocation of schools in any tehsil/ district to any Ed-Tech Firm/ Educational Chain/ NGO/ CSO shall be determined by the Match Making Committee on the basis of merit, availability of schools, location of schools, enrollment in schools and existing operations etc. of that entity. While making allocation of schools to a specific organization, the Match Making Committee may also consider the financial, operational and administrative capacity of that organization which must be established through documentary evidences provided along with the application.

NOTIFICATION OF RESULT

Results shall be uploaded on official website of PEIMA. (<https://peima.punjab.gov.pk/>)

PROCESS OF GRIEVANCE REDRESSAL

In case of any grievance against the decisions of Application Scrutiny Committee or Match-Making Committee, a representation may be made subject to deposit of Rs. 10,000/- as processing charges to Grievances Redressal Committee (GRC) within 10 days of such decision. Decision of the GRC shall be considered final.

AGREEMENT SIGNING

The successful applicant shall be required to sign a License Agreement with PEIMA on prescribed format which shall be shared subsequently. However, if the successful applicant fails to sign the license agreement within the given timelines, the applicant's candidature shall stand cancelled.

CODE OF CONDUCT

Licensee under above mentioned Streams shall have to abide by policies of School Education Department /PEIMA. Changes in the existing policies may also be made with the permission of SED through PEIMA. In general, following important areas must be adhered to:

- 1) Student's uniform shall be as per Government policy;
- 2) Medium of instructions shall be as per Govt. Policy;
- 3) The Text Books of Punjab Curriculum and Textbooks Board shall be used as per policy of the Government;
- 4) Monitoring and evaluation of schools may be conducted by SED/ PEIMA. Frequency of such monitoring / evaluation shall be determined by SED/ PEIMA;
- 5) PEIMA may conduct one or more QATs of the PSSP Schools in an Academic Year. However, quality targets (over and above the baseline) shall also be set by PEIMA each year for these schools;
- 6) All laws, rules, regulations, policies, notifications and instructions of the Government of Punjab, School Education Department and Punjab Education Initiatives Management Authority as notified from time to time, with regard to running, management and quality assurance test of these schools, shall be applicable to all licensees;
- 7) After signing of license agreement, PEIMA will start handing over of schools to successful licensees in collaboration with DEAs;
- 8) The licensee shall make the school functional within prescribed timelines.

APPENDIX – A

LIST OF DOCUMENTS TO BE ATTACHED WITH APPLICATION

1. Young Entrepreneur Group

- 1) Original Deposit slip of Rs. 10,000/- as processing fee;
- 2) Attested copies of CNICs of all the applicants;
- 3) Attested copies of academic credentials containing marks detail of all three applicants. (The documents / degrees without marks detail shall not be considered for awarding score);
- 4) Attested copies of post qualification signed and stamped experience certificate along with contact and address details of employers, having proper date and reference number. (Experience length from (DD-MM-YYYY) to (DD-MM-

YYYY) shall categorically be mentioned in experience certificate). Format of experience certificate provided at **Appendix-B**;

- 5) Separate Police Character Certificates of all three applicants (**mere receipt/ application form for issuance of character certificate is not acceptable**);
- 6) All other documents as listed in Evaluation Criteria.

2. Individual

- 1) Original Deposit slip of Rs. 10,000/- as processing fee;
- 2) Attested copy of CNIC of applicant;
- 3) Attested copies of academic credentials containing marks detail of applicant. (The documents / degrees without marks detail shall not be considered for awarding score);
- 4) Attested copies of post qualification signed and stamped experience certificate(s) along with contact and address details of employers, having proper date and reference number. (Experience length from (DD-MM-YYYY) to (DD-MM-YYYY) shall categorically be mentioned in experience certificate). Format of experience certificate provided at **Appendix-B**;
- 5) Police character certificate of the applicant (**mere receipt/ application form for issuance of character certificate is not acceptable**);
- 6) All other documents as listed in Evaluation Criteria.

3. Ed-Tech Firm

- 1) Attested copy of Registration Certificate of Ed-Tech Firm i.e. First and latest valid Registration Certificate. (Length of Ed-Tech Firm work experience shall be determined from submitted certificates);
- 2) Attested copy of CNIC of focal person;
- 3) Complete Profile of Ed-Tech Firm;
- 4) Original Deposit Slip of Rs. 100,000/- as processing fee;
- 5) National Tax Number Certificate of Ed-Tech Firm;
- 6) Audited Reports of last 2 years;
- 7) List of completed and ongoing projects along with detail of clients;
- 8) Documents having details of subscribers / users;
- 9) List of current schools where IT interventions are being introduced;

- 10) Complete details of existing monitoring and evaluation mechanism;
- 11) Mechanism for capacity building (including modules developed and number of trainers);
- 12) Authority letter in favor of Focal Person;
- 13) Original affidavit on stamp paper worth Rs.300/- according to given specimen at **Appendix-C**;
- 14) All other documents as listed in Evaluation Criteria.

4. Educational Chain

- 1) Attested copy of registration certificate of the Educational Chain i.e. First and latest valid Registration Certificate. (Length of Educational Chain work experience shall be determined from submitted certificates);
- 2) Attested copy of CNIC of focal person;
- 3) Educational Chain's Profile;
- 4) Original Deposit Slip of Rs. 100,000/- as processing fee;
- 5) National Tax Number Certificate of Educational Chain;
- 6) Audited Reports of last 03 years;
- 7) List of completed and ongoing projects along with detail of clients;
- 8) List of Running Schools (Containing School Name, Address, Registration Number, Tehsil, District and GIS Coordinates of schools);
- 9) Details about the total number of enrolled students;
- 10) Copy of Registration Certificates of all schools (Number of schools shall be determined from registration certificates only);
- 11) Mechanism for Capacity Building (including Modules developed and number of Trainers);
- 12) Authority Letter in favor of Focal Person;
- 13) Original affidavit on stamp paper worth Rs.300/- according to given specimen at **Appendix-C**;
- 14) All other documents as listed on Evaluation Criteria.

5. NGO/ CSO

- 1) Attested copy of registration certificate of the NGO / CSO i.e. First and latest valid Registration Certificate. (Length of work experience shall be determined from submitted certificates);
- 2) Attested copy of CNIC of Focal Person;
- 3) Original Deposit Slip of Rs. 100,000/- as processing fee;
- 4) Organization's complete profile;
- 5) National Tax Number Certificate of NGO / CSO;
- 6) Audited Reports of last 03 years;
- 7) List of completed and ongoing projects along with detail of clients;
- 8) Attested copies of MOUs/Agreements;
- 9) Detail of regional offices in Punjab along with complete detail of address, coordinates and contact numbers;
- 10) List of current functional schools;
- 11) List of Running Schools (Containing School Name, Address, Registration Number, Tehsil, District and coordinates of schools);
- 12) Copy of Registration Certificates of existing schools (Number of schools shall be determined from School Registration Certificates);
- 13) Mechanism for Capacity Building (including Modules developed and number of Trainers);
- 14) Authority Letter in favor of Focal Person;
- 15) Original affidavit on stamp paper worth Rs.300/- according to given specimen at **(Appendix-C)**;
- 16) All other documents as listed in Evaluation Criteria.

APPENDIX – B

Specimen for Experience Certificate of Applicant

(To be provided on letter head of the institution/ office concerned)

(For Young Entrepreneur Group/ Individual)

No.: _____

Issuance Date: _____

It is certified that Mr./Ms. _____ S/D/W of _____
having CNIC # _____ has been/ is employed in _____
(institution/ office name) _____ from _____ (dd-mm-yyyy) _____ to
_____ (dd-mm-yyyy) _____ in the capacity of _____ (designation in
full).

Name of Issuing Authority: _____

Designation of Issuing Authority: _____

Signatures & Stamp of Issuing Authority: _____

Contact Details of Issuing Authority: _____

Registration Certificate number (In case of a private school): _____

Office Address of employer: _____

Date: _____

APPENDIX – C

Specimen for Affidavit

بیان حلفی

(Ed-Tech Firm / Educational Chain / NGO/ CSO /)

م نام/سمی/مسماة

ولد/زوجہ

سکنہ

قومیشناختی کارڈ نمبر

حلفاً بیان کرتا/کرتی ہونکہ:

(1) مجھے پنجاب ایجوکیشن فاؤنڈیشن/SED/PEIMA سے کسی بھی سرکاری ادارے کے کھیل کسٹنٹین کیا۔

(2) مینا اور میرا ادارہ کسی بھی مجرمانہ غیر قانونی کاروائی میں عدالت کی کسی بھی سرکاری ادارے کی جانب سے سزا نہیں ہے۔

(3) میں حلفاً بیان دیتا ہوں کہ درخوا سمینڈ کے لئے تمام کوائف اور لفتما ملساوا یا تمیرے علم کے مطابق درخوا سمین کچھ بھی مخفی نہیں رکھا گیا ہے۔ کوئی بھی کوائف نہ دستاویز

بات غلط نہیں ہے نہ ہی صورت میں ہی فکا کوئی بھی فیصلہ جیسے منظور ہوگا۔

(4) میں نے PSSP Spell-11 کی تمام شرائط کا تفصیلی مطالعہ کر لیا ہے، میرا ادارہ تمام شرائط کا بندر ہے گا۔

م حلف

نم

قومیشناختی کارڈ نمبر

نمائندگی

ج
اسخطوطہ

پرسن/CEO

تاریخ