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**IMPLEMENTATION OF FORMAL AND NON-FORMAL PRIMARY  
EDUCATION COMPONENT FOR CHILD AND BONDED LABOUR**

**TERMS OF REFERENCES (TORs)**

**FOR**

**REGISTRATION OF IMPLEMENTING PARTNERS OF THE PROJECT  
(PUBLIC PRIVATE PARTNERSHIP BASIS)**

**INTEGRATED PROJECT: ELIMINATION OF CHILD & BONDED LABOUR**  
Labour & Human Resource Department, Govt. of the Punjab  
Project Management Unit (PMU), 10-A, Faisal Town, Lahore



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## **I. THE PROJECT BACKGROUND**

Labour and Human Resource Department launched an Integrated Project for Elimination of Child and Bonded Labour, Punjab in 2014 in all over the Punjab province which will continue till June, 2023. Punjab Government has promulgated laws for elimination of child and bonded labour namely: i) “Punjab Restriction on Employment of Children Act, 2016” and “Punjab Prohibition of Child Labour at Brick Kilns Act, 2016”. According to law, the target of the Project interventions is the children in age of 5 years to below 15 years who have been engaged in labour or they are children of the families engaged in bonded labour especially at brick kilns. For implementation of these laws on child and bonded labour and under Article 25-A of the Constitution of Pakistan, the Project has launched its component of formal and non-formal basic education and skill training for child labour by outsourcing this component to private sector on public private partnership basis.

## **2. REGISTRATION OF IMPLEMENTING PARTNERS FOR ESTABLISHING MULTIGRADE TRANSITION SCHOOLS (MTS) AND SOCIAL MOBILIZATION**

The Project is procuring the services of the implementing partners according to the TORs/Procedures of Punjab Education Foundation (PEF) New School Program and Education Voucher Scheme (EVS) after customization according to the needs of the Project and approved by the Project Technical Committee. Accordingly, these TORs have been customized and approved for Registration of the Private Implementing Partners for implementing the formal and non-formal basic education component of the Project for child and bonded labour.

### **2.1 Components of the Project for Outsourcing to the Implementing Partners from Private Sector**

Following are the components of the Project activities for outsourcing to the Implementing Partners selected from the private sector:

- i. Establishment of multi-grade class system based Multi-Grade Transition Schools (MTS) for imparting primary level non-formal education to the child labour;
- ii. Enrollment of child labour and children of brick kiln workers in private schools of the registered implementing partners;
- iii. Provision of books, school bags, stationery and uniform with shoes to the child labour enrolled in schools of the Private Implementing Partners and Multi-Grade Transition Schools as prescribed in the TORs.
- iv. Social mobilization for enrollment, retention and mainstreaming of child labour in public schools and private schools/vocational training institutes of Implementing Partners and the Multi-Grade Transition Schools;
- v. Social mobilization for processing and preparation of birth certificates of child labour enrolled in schools/vocational training institutes and CNICs and Khidmat Cards of their family heads.

Only those components of the Project activities as mentioned above will be outsourced to the Private Implementing Partners which will be specifically advertised for the purpose of outsourcing for registration of the private implementing partners as prescribed in the TORs. The applicants may apply for any one or more than one components of the project activities as mentioned above.

## **2.2 Categories of Potential Private Implementing Partners of the Project**

The following categories of the potential individuals and organizations may apply for registration as Implementing Partners of the Project:

- i. Individual entrepreneur
- ii. Owner of registered Private Schools
- iii. Owner of PEF Partner Schools
- iv. Owner of registered vocational/technical training institutes
- v. Registered CBOs/NGOs/CSOs/Welfare Trusts

## **2.3 Eligibility Criteria for Registration of Applicants as Implementing Partners**

- i. A potential applicant may apply for registration as Implementing Partner of the Project at tehsil level in a district among all 36 districts of province, Punjab.
- ii. More than one Individual Entrepreneurs/CBOs/NGOs/CSOs/Welfare Trusts can apply in a tehsil of a district. An individual entrepreneur/owner of private school/PEF Partner school/vocational training institute can apply for maximum three Multi-Grade Transition Schools.
- iii. The private schools/vocational training institutes registered with the relevant government regulatory agency. In case of non-registration, they may get registered with the relevant government agencies within six months after registration as Implementing Partner of the Project.
- iv. CBOs/NGOs/CSOs/Welfare Trusts must be registered with the relevant regulatory government agencies with minimum 02-year experience in social development sector
- v. Individual entrepreneur who may fulfill the prescribed pre-requisites for establishing Multi-Grade Transition School.
- vi. The applicants must not be defaulter of and blacklisted by any of the government agencies.

## **2.4 Period of Performance of Implementing Partners**

The total period of performance will be of 42 months comprising of 05 academic cycles of 08 months each for completion of primary level non-formal education in multi-grade education system in Multi-Grade Transition Schools established under the Project. The last two months will be for mainstreaming of the child labour in public schools for sustainability purpose and completing the process of phasing out the Project activities according to the contract agreement. The duration of the agreement with the registered Implementing Partners of the Project will be initially for one year that will be extendable on yearly basis

subject to satisfactory performance based on periodical Monitoring and Evaluation as prescribed by the Project from time to time. The Project may increase or decrease period of performance of the Implementing Partners on the basis of varying target of the identified child labour, needs and scope of the outsourced activities of the Project as and when required on its own discretion.

## **2.5 Place and Mode of Performance of Implementing Partners**

The scope of the Integrated Project activities geographically covers all of the 36 districts of the Punjab Province but the place of performance of the Registered Implementing Partners (RIPs) of the Project is a tehsil in a district for the purpose of establishing Multi-Grade Transition Schools for child labour and social mobilization of the child labour and their families for their enrollment in schools/vocational training institutes and processing of CNICs and Khidmat Cards of their family heads. The Project will identify sites and form clusters of children depending upon the identified child labour in any locality through the officers of the District Implementing Units (DIUs) of the Project/officers of District Labour Welfare offices of Labour and Human Resource Department for establishing Multi-Grade Transition Schools and performing other project activities outsourced to the registered implementing partners. The registered private implementing partners may also identify sites/clusters of localities where they identified the eligible child labour subject to prior verification/certification of the site and the identified child labour from officers of DIUs of the Project/officers of the respective District Labour Welfare Offices before establishing Multi-Grade School and enrollment of the identified child labour in MT School or even enrollment/mainstreaming in public schools including to perform other project activities outsourced to them as per these TORs.

## **3. PURPOSE AND OBJECTIVES**

The Project aims to eliminate child labour by promoting their enrollment in schools and imparting primary level free education and skill training all over Punjab. Formal and Non-Formal Basic Education is one of the major components of the Project. It aims at identifying and disengaging children from child and bonded labour and impart free primary level education and functional literacy cum skill training to them. For this purpose, the Project has followed customized models of Punjab Education Foundation-New School Program (NSP), and Education Voucher Scheme (EVS) for establishing Multi-Grade Transition Schools (MTS) on Public Private Partnership (PPP) basis and enrollment of child labour in schools/vocational training institutes of Private Implementing Partners. The school established under the Project on public private partnership basis will be called Multi-Grade Transition School (MTS). The MTS Schools will be non-commercial, non-profit schools with an aim to provide free and quality education to child labour under the Project. For this purpose, the main objectives are as under:

- i. Establishment of multi-grade class system based Multi-Grade Transition Schools (MTS) for imparting primary level education to the child labour.
- ii. Mainstreaming of child labour in public schools and schools of the private implementing partners of the Project.

- iii. Social mobilization of child labour, their families and other stakeholders for enrollment, retention and mainstreaming of child labour in public and private schools/vocational training institutes and the Multi-Grade Transition Schools established by the Implementing Partners under the Project.
- iv. Social mobilization for processing and preparation of birth registration of child labour enrolled in schools/vocational training institutes and CNICs and Khidmat Cards of their family heads.

#### **4. TARGET POPULATION**

The target population of the Project is children (age 5 to below 15 years) who have been engaged in child labour at workplaces/establishments as defined in the “Punjab Restriction on Employment of Children Act, 2016”. Accordingly, definition of ‘Establishment’ is as under:

"Establishment" means any industrial, commercial or agricultural establishment, factory, mine, workshop, business, trade, undertaking, and place where any economic activity including molding and manufacturing process is carried on; and, includes charitable and welfare organizations, whether run for profit or otherwise and any other establishment, class of establishments or workplace notified by the Government in the official Gazette.” For guidance, list of the workplaces/establishments according to the Punjab Bureau of Statistics baseline survey on child labour for Integrated Project has been annexed at **Annexure-I**.

The Project may also specify the priority sectors of child labour from time to time for implementing the Project activities according to the needs and scope of the Project activities. The Project has right to fix and make decision to achieve its targets.

#### **5. SCOPE OF WORK OF THE PROJECT COMPONENTS FOR OUTSOURCING TO THE IMPLEMENTING PARTNERS**

##### **5.1 Establishment of Multi-Grade Transition Schools (MTS)**

Implementing Partners shall establish Multi-Grade Transition Schools preferably in their existing and functional schools/vocational training institutes for imparting non-formal primary level education on multi-grade class teaching system to the child labour in age 10 to below 15 years. The registered implementing partners may also enroll dropped out child labour in age of below 15 years in their formal education schools in the class from which they were dropped out for continuation of their education. In general, following important areas may be adhered to with respect to establishing and running Multi-Grade Transition Schools for the Project:

- i. Site Selection for Establishing Multi-Grade Transition Schools
- ii. Establishment of Multi-Grade Transition Schools (MTS) under the Project
- iii. Physical infrastructure and allied facilities for establishing MT School
- iv. Recruitment of teachers, staff and social mobilizers
- v. Trainings of teachers, staff, social mobilizers and other stakeholders
- vi. Teaching pedagogy and curriculum
- vii. Timings and holidays



- viii. Examinations and learning outcomes assessment
- ix. Monitoring and evaluation of schools
- x. Co-curricular activities and awareness campaigns on child labour issues

### ***Site Selection for Establishing Multi-Grade Transition Schools***

The officers and social mobilizers of the District Implementing Units of the Project and the Labour Officers/Labour Inspectors (Labour Welfare), Labour & Human Resource Department will identify the sites/localities for establishing Multi-Grade Transition Schools in the schools/vocational training institutes of the Registered Implementing Partners situated within the vicinity of the homes/residences of the identified child labour. The Registered Implementing Partners may also identify clusters of localities for identifying child labour and schools/vocational training institutes for enrollment of the identified child labour residing within the vicinity of their schools/vocational training institutes subject to verification from the staff of the District Implementing Units of the Project/officers of the District Offices of Labour Welfare, Labour and HR Department. In the identified sites where no already functional school of Private Partners will be available, the Partners may also be registered for establishing new Multi-Grade Transition Schools for the Project.

### ***Establishment of Multi-Grade Transition Schools (MTS) under the Project***

Multi-Grade Transition Schools (MTS) will preferably be established in the premises of the existing and functional schools/vocational training institutes of the Registered Implementing Partners of the Project. The Implementing Partners will be responsible for fulfilling all the requirements/features for establishing Multi-Grade Transition School.

### ***Physical Infrastructure and Allied Facilities for Establishing MT School***

- i. Provide building, physical infrastructure, and all allied requirements for establishing MT School
- ii. Providing one-room with a teacher for minimum 10 to maximum 25 children having necessary furniture/fixture, light, drinking water, toilets, white/black board, and other allied facilities for providing conducive and healthy learning environment for children.
- iii. In addition, the Implementing Partner shall ensure improvements in infrastructure, faculty, academic and co-curricular activities as required by the Project for value addition in the MT Schools.

### ***Recruitment of Teachers, Staff and Social Mobilizers***

- i. Management of school and recruitment of staff and teachers will be the sole responsibility of the Implementing Partner.
- ii. Recruiting teachers and other staff for MT Schools and social mobilizers on their own according to the prescribed education qualification of the NFBESs teachers and other staff.
- iii. Provide all necessary and needed information about the teachers and other staff of the Implementing Partners to PMU-IP through their respective DIUs or otherwise as required from time to time.

### ***Trainings of Teachers, Staff, Social Mobilizers and Other Stakeholders***

- i. The Project will arrange trainings for the teachers, and management of MTS schools, and social mobilizers including other stakeholders for implementing the Project activities outsourced to the registered Implementing Partners as per these TORs.
- ii. The trainings may include teachers' training on multi-grade system, lesson plans, imparting education and life skills to child labour, record keeping, information management and reporting of the Project activities, social mobilization of child labour and their parents and other stakeholders for enrolment and retention of child labour in schools/vocational training institutes and need based trainings to implement other project activities.
- iii. IT will be mandatory for the Implementing Partners and its staff performing the Project activities to participate in the relevant trainings and facilitate to the Project and the training executing agencies on behalf of the Project for organizing and conducting these trainings.
- iv. The Project will finance and arrange trainings from its own resources by hiring the services of the relevant agencies/organizations and/or through other national and international agencies by entering into MoUs with them.

### ***Teaching Pedagogy and Curriculum***

- i. Teaching will be on the pattern of multi-grade teaching system of Non-Formal Basic Education with a medium of instructions as of Government primary schools.
- ii. Punjab Curriculum and Text Book Board's books as recommended for curricula of Non-Formal Basic Education up to primary level will be followed.
- iii. Over and above, for value addition purpose, any of the appropriate IT based audio-visual and other pedagogical tools/methods for encouraging engagement of children in learning process and improving their learning outcomes may also be adopted as recommended and provided by the Project through PMU-IP.
- iv. One cycle duration for one class will be of 08 months. Total 5 cycles will be of 40 months duration for completing the primary level non-formal primary education.
- v. Ensuring strict adherence to government policy of "No Corporal Punishment" in school.

### ***Timings and Holidays***

- i. The timings of the school may be in morning/evening on need basis for 04 hours a day.
- ii. Holidays/vacations of the Schools shall be as prescribed for Non-Formal Basic Education system by the Government of Punjab or otherwise specifically notified by the PMU-IP.
- iii. Observing gazette holidays as notified by the Government of the Punjab.

### ***Examinations and Learning Outcomes Assessment***

- i. School will conduct internal/home examinations/evaluations for promoting the children to next class after completing a cycle of every 08 months.
- ii. Children enrolled in schools may also appear in annual PEC examinations after completing fifth cycle of primary education.

### ***Monitoring and Evaluation of Schools***

- i. Performance of School shall be evaluated periodically on the basis of enrolment-attendance gap, retention of students, promotion to next classes, and improvements in students' learning outcomes or otherwise as prescribed by the PMU-IP.
- ii. The Project Staff of PMU-IP and District Implementing Units/Labour Inspectors and Labour Officers of District Offices of Labour Welfare, Labour and Human Resource Department will conduct the monitoring and evaluation of the Project Activities outsourced to the Implementing Partners as per these TORs.
- iii. The Monitoring Tools and other means of verification and schedule of the monitoring and evaluation will be as developed and prescribed by the PMU-IP according to the needs of the Project.
- iv. Collection, recording, compiling, updating, and maintaining all information and databases related to the identified and enrolled child labour in schools/vocational training institutes and other Project activities outsourced to the Implementing Partners under these TORs and timely submission of the periodical progress reports on all activities through the prescribed online IT based MIS applications including other means as needed and prescribed by the PMU-IP.
- v. On the basis of unsatisfactory Monitoring and Evaluation Reports and violation of the contract agreement and these TORs, the PMU-IP may impose any penalty such as termination of financial assistance, termination of registration as Implementing Partner of the Project, and reallocation of the Multi-Grade Transition School to any other registered Implementing Partner of the Project.

### ***Co-curricular Activities and Awareness Campaigns on Child Labour Issues***

- i. The Implementing Partners will arrange and organize events to celebrate national and international days, walks, sports and cultural activities for creating awareness and behavior change about issues and laws related to child & bonded labour, child rights and education as well as the Project activities with the prior approval of the PMU-IP.
- ii. Participation of the child labour, their parents, and other stakeholders will be ensured with wide publicity of the event in print, electronic media including social media through the website of the Integrated Project (PMU-IP)/Labour and Human Resource Department.
- iii. Promoting collaboration with the local management and staff of both the public and private schools for organizing the co-curricular, sports and cultural activities which will help to integrate child labour with mainstream education system.
- iv. The Project will finance the co-curricular activities and other awareness campaign activities on child labour from its own resources or through other national and international sponsoring agencies/organizations subject to prior approval for organizing these activities.

## **5.2 Social Mobilization for Identification and Enrollment of Child Labour in Schools/Vocational Training Institutes**

Social mobilization includes the activities as follows but not limited to:

- i. Mapping and clustering of localities and their adjoining schools/vocational training institutes for identification and enrollment of child labour;
- ii. Preparing information database and profiling of child labour and all other stakeholder;
- iii. Networking and coordination with parents of child labour and other stakeholders;
- iv. Enrollment of child labour in schools/vocational training institutes; and
- v. Organizing events for creating awareness on issues of child labour and their enrollment in schools/vocational training institutes.

### ***Mapping and clustering of localities and their adjoining schools/vocational training institutes for identification and enrollment of child labour***

- i. Mapping for making clusters of the pockets of workplaces and their adjoining low-income household localities and public/private schools and vocational training institutes situated in the identified clusters of the target population.
- ii. Locating the residence of the identified child labour (age 5 to below 15 year), establish contacts and coordinate with their parents/family heads for pursuing them through counselling for enrolling their children in schools/vocational training institutes.

### ***Preparing information database and profiling of child labour and all other stakeholder***

- i. Prepare the profile of the identified child labour and other stakeholders on the prescribed Form and upload the same in the database of the Project through MIS applications of the Project or any other means as needed/prescribed by the Project.
- ii. Identification and disengagement of child labour (age 5 to below 15 years) from workplaces and their enrollment in schools and vocational training institutes after verification from the officials of the DIUs of the Project and Labour Offices/Inspectors of the District Offices of the Labour and HR Department.
- iii. Collection, recording, compiling, updating, and maintaining all information and databases related to the identified and enrolled child labour in schools/vocational training institutes and other Project activities outsourced to the Implementing Partners under these TORs and timely submission of the periodical progress reports on all activities through the prescribed online IT based MIS applications including other means as needed and prescribed by the PMU-IP.

### ***Networking and coordination with parents of child labour and other stakeholders;***

- i. Establish contacts and coordinate with the head teachers/owners of the schools/vocational training institutes for enrollment of identified child and bonded labour in schools/vocational training institutes located nearest to their residence.
- ii. Coordination and networking with all the stakeholders and forums of the Project at local and district level for implementing the Project activities.

- iii. Introduce communities with project interventions and create awareness for promoting enrollment of child and bonded labour in public schools or the vocational training institutes as the case may be.
- iv. Establishing contact with the community in the identified clusters and mobilizing parents, community elders, elected representatives and other stakeholders for enrolment of the identified child labour in public schools, Multi-Grade Transition Schools established under the Project, or the vocational training institutes as the case may be.
- v. Coordination and networking with all the functionaries of the government departments concerned and other stakeholders at local and district level for implementing the Project activities.
- vi. Coordination with and facilitation to DIUs/PMU-IP for holding consultative meetings with stakeholders, functionaries of government departments, parents of child & bonded labour, proprietors of workplaces, employers, traders' associations, representatives of civil society, chamber and commerce industry, etc. for sensitizing on the issues of child and bonded labour and seeking support for identification and disengagement of child and bonded labour from workplaces as well as promoting their enrolment in schools and vocational and skill training institutes under of the Project initiatives.

***Enrollment of child labour in schools/vocational training institutes***

- i. Mobilize and bring the identified child labour in schools/skill training institutes for enrollment.
- ii. Enroll/mainstream the identified child labour (age 5 to 9 year) in public schools of School Education Department, Punjab Education Foundation, and Literacy & Non-Formal Basic Education Department located nearest to their residence.
- iii. Enrollment/mainstreaming of child labour (age 10 to below 15 year) in MTS schools/vocational training institutes of the implementing partners of the project;
- iv. Enrollment of child labour (age 13 to below 15 year) in vocational and technical education institutes of TEVTA, PVTC, PSDF/NEVTEC or any other skill training program of government run or funded agency for imparting functional literacy cum skill training;
- v. In case of non-availability of public school within one-kilometer radius of their residence, the child labour (age 5 to 9 year) may also be enrolled in the schools of the Implementing Partners of the Project and the Multi-Grade Transition Schools.
- vi. Follow up and tracking of the enrolled child labour for their retention in schools/vocational training institutes/Multi-Grade Transition Schools.
- vii. Mainstreaming child labour in public schools/skill training institutes during or on completion of primary level schooling from MTS schools or attaining age of 15 year or otherwise the age of child labour defined by law.
- viii. Mobilizing for certification of vocational/technical skills of child labour (age 14 to below 15 year) under the Recognition of Prior Learning (RPL) programs of TEVTA/PVTC or any other authorized agency through referral system.

**Organizing events for creating awareness on issues of child labour and their enrollment in schools/vocational training institutes**

- i. Arranging and organizing social/cultural events, national and international days for creating awareness and behavior change about issues and laws related to child & bonded labour, child rights and education, including the Project activities as sponsored/funded by the Project PMU-IP on need basis.
- ii. Arranging free health screening and medical check-ups of the child labour enrolled in schools/vocational training institutes through government hospitals and Punjab Employees Social Security Institution (PESSI) in coordination with DIUs.

**5.3 Social mobilization for processing of CNICs and Khidmat Cards of family heads of child labour enrolled in schools/vocational training institutes**

Processing and preparation of birth registration of child labour enrolled in schools/vocational training institutes and CNICs and Khidmat Cards of their family heads. The activities include the following but not limited to:

- i. Obtain the lists of the family heads of the child labour enrolled in schools/vocational training institutes for processing of their CNICs, Khidmat Cards and birth registration of the child labour enrolled in schools if needed.
- ii. Establish contacts and coordinate with the heads of the schools/vocational training institutes, and mobilize the family heads of child labour and bonded labour for processing of CNICs of family heads of child labour and their birth registration in coordination with the Project and NADRA and other stakeholders.
- iii. Establish contacts and coordinate with the heads of the schools/vocational training institutes, and mobilize the family heads of child labour for processing of Khidmat Cards of family heads of child labour enrolled in schools/vocational training institutes in coordination with all the stakeholders.
- iv. Coordination and networking with all the functionaries of the government departments concerned and other stakeholders at local and district level for implementing these Project activities.
- v. Coordination with and facilitation to DIUs/PMU-IP for holding consultative meetings with stakeholders, functionaries of government departments, parents of child & bonded labour, proprietors of workplaces, employers, traders' associations, representatives of civil society, chamber and commerce industry, etc. for sensitizing on the issues of child and bonded labour and seeking support for identification and disengagement of child labour from workplaces as well as promoting their enrolment in schools and vocational and skill training institutes under of the Project initiatives.
- vi. Collection, recording, compiling, updating, and maintaining all information and databases related to the identified and enrolled child labour in schools/vocational training institutes and other Project activities outsourced to the Implementing Partners under these TORs and timely submission of the periodical progress reports on all activities through the prescribed online IT based MIS applications including other means as needed and prescribed by the PMU-IP.

## 6. FINANCIAL ASSISTANCE AND PAYMENT MECHANISM

### 6.1 Rate of Financial Assistance Package

The Implementing Partners of the Project will be paid fixed amount of financial assistance for implementing the Project activities. The amount/rate of financial assistance of these Project activities may be reviewed and revised from time to time with the approval of the competent authority. The detail of the fixed amount of financial assistance of the Project activities for the registered private implementing partners is provided in below Table No. 1.

**Table 1. Financial Assistance for Implementing Partners**

S. No.	Project Activity	Cost Per Unit PKR
<b>Package</b>		
1	Tuition fee/financial assistance for imparting education to child labour enrolled in private schools/MT Schools of the Implementing Partners of the Project	550 per child per month
	Financial Assistance for child labour identification/verification survey by the staff of the Labour & HR Department and the implementing partners	150 per child one time
2	Supply of school bag, books and stationery items to child labour enrolled in private schools/MT Schools of the implementing partners of the Project	800 per child per academic year / cycle
3	Supply of a school uniform with shoes to child labour enrolled in private schools of Implementing Partners	1200 per child per academic year/cycle
5	Supply of school uniform, shoes, books and stationery items to child labour enrolled in public schools of SED /PEF /L&NFBED	To be provided by SED/PEF/L&NFBED as per CM's Initiative on child Labour
6	Social mobilization for enrollment/mainstreaming of child labour (age 5 to below 15 years) in public schools of SED/PEF/L&NFBED/private partner schools and MTS schools including follow up for their tracking and retention in schools	1400 per child (Lump sum)
7	Social mobilization for enrollment of child labour (13 to <15) in vocational training institutes and conducting RPL and follow up for their tracking and retention in vocational training institutes	1400 per child (Lump sum)
8	Social mobilization of family heads of child labour for processing and preparation of CNICs & birth registration of their children enrolled in schools/vocational training institutes	1400 per family head (Lump sum)
9	Social mobilization of family heads of child labour for processing and preparation of Khidmat Cards enrolled in schools/vocational training institutes	1400 per family head (Lump sum)

## **6.2 Mode of Payments to Implementing Partners**

Payments of financial assistance on implementing the Project activities shall be made on work done basis after providing necessary means of verification (MOVs) as prescribed in the agreement and these TORS as well as required by the PMU-IP from time to time. The payment shall be transferred to bank accounts of the schools /Institutes /NGOs /CSOs/Welfare Trusts etc., as Implementing Partners. Bank accounts in individual's name will not be allowed for the purpose of financial transactions of the Project activities.

- i. The cost of the Project activities outsourced to the Private Implementing Partners will be reimbursed on performing the Project activities and providing all the MOVs and reports of the periodical / special Monitoring and Evaluation / Quality Assessment Test (QAT) reports by the designated staff of the PMU-IP / DIUs /officers of District Labour Welfare Offices.
- ii. Cost for social mobilization will be paid in two installments. First installment of the cost of social mobilization will be paid on completing 04 months of enrollment of child labour in schools/vocational training institutes as prescribed and second/last instalment will be paid on passing out of the child through internal or external examination or other examination including PEC after completing fifth cycle/year of primary education or mainstreaming in other public schools before completing the primary level education or attaining the age of 15 years. In case of social mobilization of child labour for skill training courses /RPL, the cost will be paid in two installments. First installment on enrollment /registration and second/last installment will be paid on completion of courses/certification of child labour or in case of attaining the age of 15 years as per law defining the age of child labour.
- iii. No mobilization advance will be paid to the Implementing Partners of the Project in any case.
- iv. In case of dropped out children due to migration to unknown places or otherwise unwillingness of parents or children to continue education the remaining cost of social mobilization will not be paid.
- v. After completing at least one academic cycle/year in MTS or private school of the Implementing Partner on mainstreaming of the child labour in public schools, one-half of the remaining balance of payment on account of social mobilization of the child will be paid to the Implementing Partner.
- vi. On re-enrollment of the same child in school who was already enrolled by the Implementing Partner, no social mobilization cost will be claimable for payment from the Project.
- vii. The cost for social mobilization of the family heads of the child labour for processing of their CNICs, birth registration of their children and processing for preparation of Khidmat Cards for them will be paid on providing proof of preparation/delivery of the CNICs and Khidmat Cards and birth registration



certificates of the child labour enrolled in public schools, private schools of implementing partners and MTS schools of the Project or the vocational training institutes as the case may be.

- viii. Implementing Partners will be bound to provide all information to the PMU-IP and their respective DIUs related to all payments made to them on account of services rendered to the Project on such forms as required by the Project for maintenance of record of accounts and for the purpose of fulfillment of the requirements of audit of the Project activities.
- ix. Upon compliance of the above-mentioned conditions, the school will receive the duly verified payment on monthly basis subject to fulfillment of all the requirements as per prescribed procedures and means of verification/reports etc.
- x. The Project will reimburse payments of the prescribed fixed cost of supplies that include uniform, shoes, books, school bag and stationery items for the child labour to the Implementing Partners on enrollment of child labour in schools and providing necessary means of verification and certification of the Staff of DIUs/District labour Welfare offices, Labour and HR Department.
- xi. The Project/PMU-IP may also procure/provide supplies of uniforms with shoes, books, school bag, and stationery items for the child labour enrolled in private partner schools and MT Schools established by the Implementing Partners of the Project on need basis if the prescribed financial assistance for this purpose could not be made in cash payment to the Implementing Partners due to any reason or otherwise on such terms and conditions laid down in the contract agreement with the Implementing partners.
- xii. The Implementing Partners, and the national and international donor agencies may also sponsor supplies such as uniforms, shoes, school bags, books and stationery for the child labour enrolled in the public schools and the schools of the Implementing Partners and Multi-Grade Transition Schools.
- xiii. Tuition fee/financial assistance will be paid on monthly basis on providing the monthly random monitoring reports on attendance of child labour enrolled in schools submitted by the Social Mobilizers/ District Managers of the respective DIUs-IP and the officials/officers of the District Labour Welfare Offices of Labour Welfare, Labour and Human Resource Department.
- xiv. The cost of child labour identification will be paid on submitting lists of the identified child labour on the prescribed forms and accordingly uploading all needed information according to MIS applications and database of the Project after verification from the Social Mobilizers/ District Managers of the respective DIUs-IP and/or the officers of the District Labour Welfare Offices of Labour Welfare, Labour and Human Resource Department.

## **7. GENERAL TERMS AND CONDITIONS**

- i. Applicants who are defaulters or have been blacklisted by PEF or any other government agency are not eligible to apply.
- ii. It shall be mandatory for registered Implementing Partners of the Project to ensure participation of teachers and other staff of MTS schools as well as the staff/human resource to be engaged in implementing the Project activities to attend trainings conducted by the Project.
- iii. Applicants never have been convicted of any criminal charges/illegal activity by any competent Court of Law or Public Department will be eligible to become Implementing Partner of the Project.
- iv. Misrepresentation of any kind of information or declaration shall automatically disqualify the applicant even after agreement signing.
- v. If submitted information of successful applicant is found fake /false at any stage, agreement and registration as Implementing Partner of the Project will be cancelled.
- vi. Cancellation of registration with the Project as Implementing Partner will automatically terminate the Contract Agreement of the Project with the Implementing Partner.
- vii. The Implementing Partner whose registration is cancelled will be bound to hand over all the child labour enrolled in School, all the relevant record/software, information/database to the Project DIUs/PMU-IP or any of the authorized Registered Implementing Partner of the Project for sustainability and continuity of the ongoing Project activities. The merger/relocation of the MTS School will be permissible subject to cogent reasons and with prior approval of the PMU-IP.
- viii. The Implementing Partners may also implement the Project activities outsourced to them in partnership with other NGOs/CBOs/Owners of Private Schools/Individual Entrepreneurs/registered firms on their mutually agreed terms and conditions including clearly defined roles laid down in their mutual Contract Agreement. The Registered Implementing Partners will be responsible to deal with the PMU-IP and fulfill all the terms and conditions laid down in these TORs and contract agreement with PMU-IP but their other Partners will have no claim of any type directly to the Project/PMU-IP in any case.
- ix. The Registered Implementing Partner shall abide by all the policies, rules, directives of PMU-IP, and terms and conditions of these TORs as well as amended from time to time for implementing the Project activities assigned under these TORs and their contract agreement with PMU-IP will automatically stand amended accordingly.
- x. The Registered Implementing Partners will ensure submission of periodical progress reports/special reports on the Project activities as and when required by the PMU-IP in all such forms and through all such means as prescribed by the PMU-IP from time to time including IT based MIS applications.

- xi. The Registered Implementing Partners will provide all such means of verification (MOVs) of all the implementing Project activities as required from time to time on all such forms and through all such means including IT based MIS applications as prescribed by the PMU-IP.
- xii. The Project will conduct training of the MTS school Partners, its teachers on its own cost or through technical/financial assistance of the national and international agencies by entering into MoUs with the Project.
- xiii. TORs may be amended at any time subject to approval of the competent authority and the registered implementing partners will submit Affidavit to abide by the TORs accordingly, otherwise their registration may be cancelled/terminated forthwith. In such cases, the Implementing Partners will be responsible for fulfilling the agreed responsibilities and liabilities as per the already signed Contract Agreement between the PMU-IP and the Implementing Partner of the Project.

## **8. APPLICATION PROCEDURE AND EVALUATION PROCESS**

### **8.1 How to Apply**

Application may be submitted on the prescribed Application Form which is available on official website of Labour and Human Resource Department. The website address is <http://www.punjablabour.gov.pk> . Application Form may be downloaded from the official website of Labour and Human Resource Department. Application may also be submitted/uploaded online as and when required subject to availability of this option on the website of the Project. Submission of hard copy of the duly signed Application on the prescribed Application Form and complete with all respects along with all the required documents is must. Application must be received in the Project Management Unit of the Integrated Project (PMU-IP) before the closing office hours on the deadline (date and time) mentioned in the Advertisement published in the Newspapers/Official Website of the Labour and Human Resource Department/the Integrated Project or otherwise as mentioned in the Advertisement.

### **8.2 Evaluation Process for Registration**

The Process of the Evaluation of the Applicants for registration as Implementing Partner of the Project for Formal and Non-Formal Basic Education Component will be as per the prescribed evaluation criteria. Project Management Unit-Integrated Project (PMU-IP) shall adopt following multi stage scrutiny/evaluation of the applications:

#### **Stage. I**

- i. At this stage PMU-IP will check whether applicant submitted signed hard copy of the Application along with required documents;
- ii. Applications submitted within the given timelines will only be considered for onward processing;
- iii. A list of the applications received along with required documents within the prescribed deadline (date and time) will be prepared in the PMU-IP and will be submitted to the Application Scrutiny Committee.

## Stage.2

- i. Application Scrutiny Committee, constituted by the PD-IP will assign scores to the applications according to the prescribed criteria for further processing.
- ii. Applications Scrutiny Committee will check the supporting documents of top scoring applicants.
- iii. The Applications Scrutiny Committee will prepare a draft list of the short-listed applicants along with allocated Schools/project activities to be outsourced as per advertisement for submitting to the Sub-Committee of the Project Technical Committee (PTC) for consideration and approval for registration as Implementing Partner.
- iv. The Sub-Committee of the Technical Committee will select and approve the final list of the selected applicants for their registration as Registered Implementing Partners (RIPs) of the Integrated Project.
- v. PMU-IP will communicate to the selected applicants as Registered Implementing Partners of the Project and the Project Director (IP) will sign Contract Agreement with the Registered Implementing Partners for award of the Project activities for which they had been registered as Implementing Partners.
- vi. The List of the Registered Implementing Partners approved by the Sub-committee of the Project Technical Committee will be maintained and presented to the Project Technical Committee in its next meeting for information.

### 8.3 Weighted Evaluation Criteria for Registration of Applicants

PMU-IP will evaluate the Applicants for registration as Implementing Partner of the Project on the basis of the following weighted criteria of evaluation of the Applications:

#### A. Evaluation Criteria for Registration of Applicants

Sr. No.	Evaluation Criteria for Registration of Applicants	Scores
1	Building of the applicant private/PEF Partner school: number of rooms for classes, toilets, drinking water, light, fans, furniture, total open & covered area/Profile of the applicant Organizations	15
2	Total children currently enrolled/Projects completed by the applicant Organizations	5
3	Duration of functioning of school at the identified site/Duration of working of Organizations in the Education/Community Mobilization Projects	5
	Total	25

#### **8.4 Preference Criteria for Allocation of Project Activities**

From amongst the Registered Implementing Partners, preference may be given to those who will fulfill the following conditions for allocating and implementing the Project activities:

- i Has a school/branch of school situated in the identified cluster/locality of the identified child labour by the staff of the District Implementing Units of the Project/District Offices of the Labour Welfare or otherwise site/locality from where a cluster of identified child labour has been formed by the Registered Implementing Partner and verified by the staff of the District Implementing Units of the Project/District Offices of the Labour Welfare, Labour and HR Department of the respective districts.
- ii The implementing partner have bank account with minimum all time balance of Rs. 50000/- during the period of Registration as Implementing Partner of the Project.
- iii Applicant having more already enrolled strength of students in schools, number of rooms, quality of building and physical infrastructure, number of teachers, qualification of teachers, allied facilities such as sports and co-curricular activities etc.
- iv Has executed more community participation related development activities/projects.
- v The Applicants have been registered and have physical presence in the district/tehsil where the Project activities will be implemented.
- vi Number of projects executed and duration of experience in education, technical and vocational training and community development sectors in the district/tehsil/area applied for.
- vii Has physical presence /already executing any Project in the tehsil of the district for which applied to become Implementing Partner of the Project.
- viii Local NGOs/CBOs/CSOs/Welfare Trusts of the tehsil/district for which applied for registration as Implementing Partner of the Project.
- ix In case no registered Implementing Partner is available in the site/locality where a cluster of the identified child labour has been formed, the Project Director (IP) may allocate the Project activities/establishment of MT School to any of the already Registered Implementing Partners of the Project for implementation subject to its willingness/consent/request in writing and undertaking to implementing the Project activities according to the prescribed terms and conditions in these TORS and the contract agreement signed with the Project/PMU-IP.

#### **8.5 Rejection of Applications**

- i. If the applicant does not fulfill eligibility criteria as per policy and as prescribed in TORs and published in the advertisement, application shall be rejected.
- ii. Incomplete, unsigned, pruned (have cuttings) or application having incorrect/incomplete/ false information shall be rejected.
- iii. Applications not received in the PMU-IP on the closing date and time as published in the advertisement shall be rejected.

## 9. Registration as Implementing Partners of the Project

Final tehsil-wise list of the selected applicants for registration as Implementing Partners of the Project will be notified after approval of the Sub-Committee of the Project Technical Committee. The selected Applicants will be notified as Registered Implementing Partners of the Project for the components of the Project advertised and for which they applied for. The Registered Implementing Partners of the Project may sign an agreement with Project Director (IP) within 30 days of notification of their registration with the Project for implementing the Project activities for which they have been registered and allocated to them.

## 10. LIST OF DOCUMENTS TO BE ATTACHED WITH APPLICATION

S. No.	Particulars/Documents	Attached (Yes/No)
1	Detailed CV of the Applicant/Executive Head of School/Organization	
2	General Profile of the Applicant Organization	
3	Attested copy of CNIC of the Applicant	
4	Audit copies of accounts for last 02 years (NGOs/CBOs/CSOs) if applicable	
5	Registration Certificate of Private/PEF School/Vocational Training Institute/NGOs/CBOs/CSOs with relevant government agencies	
6	List of schools/NFBESs established and run in past, if applicable	
7	List of 03 References with their contacts and email addresses	
8	Complete Permanent Address, contact numbers and e-mail	
9	Proof of ownership of building/rent deed dully attested for MT School, if applicable	
10	Photographic evidence about the school building front showing the name and address of the school of the Applicant.	

### Note:

- Before applying, applicant must read Terms of Reference (TORs)
- Applicant must meet **Eligibility** criteria as given in advertisement and TORs for Registration as Implementation Partner of the Project and read instructions regarding registration of partners in advertisement.
- Applicant must provide the **List of Documents** to be attached with dully singed Application Form.