

PD-ABM-408

ISA 97919

88

~~Annexure I.~~ Evaluation of A/E firm for Second Year Term.

Balochistan PED Program

1993

From: Additional Director  
Primary Education Development Programme  
Balochistan, Quetta.

To: The Project Director  
Messrs Engineering Consultants  
Consulting Engineers Architects and Planners  
29 Block 7 & 8, Darul Aman Housing Society  
Shahra-e-Faisal, Karachi-75350

Memorandum No. 45/901 144-50 /USAID.

Dated Quetta the 2nd February 1993.

Subject: Primary Education School Construction Programme,  
Balochistan, Quetta A&E Consultancy Services - Contract  
Agreement No. EC/CA/EDP-BAL/01/91 dated December 5, 1991.  
Renewal of Contract Agreement for A&E Consultancy  
Services.

Reference contract agreement No. EC/CA/EDP-BAL/01/91  
dated December 5, 1991, page 1 para 13, we write to inform the  
following:

The above mentioned contract agreement has been renewed  
for another one year with the provision/condition that the below  
mentioned shortcomings be improved:

- i) Drawings and estimates prepared will be properly checked  
and verified before submission to the competent  
authority.
- ii) Supervision work in the field will be improved.
- iii) Proper construction implementation plans will be  
prepared.
- iv) Monitoring/reporting progress of construction contracts  
will correctly reflect the actual site condition. The  
Project Office in Quetta will maintain up-to-date site  
progress bar charts. The same will also be provided to  
the competent authority at regular intervals for their  
review and information.
- v) M/S Engineering Consultants (A&E firm) will in time  
appoint the necessary field and office staff according to  
the needs and requirements of the scope of work to fulfil  
the conditions of the contract.

*file*  
*Bamp*

The performance of your firm will again be evaluated after 6(six) months.



(Malik Ijaz Ahmed)  
Additional Director  
Primary Education (USAID)  
Development Programme  
Balochistan, Quetta.

- cc: Additional Chief Secretary, P&D (Dev.) Deptt. Government of Balochistan, Quetta.  
The Secretary, Government of Balochistan, Education Department, Quetta.  
The Secretary, Government of Balochistan, Finance Department, Quetta.  
Director/Chief Engineer, Directorate of Civil Works, Education Department, Balochistan, Quetta.  
Dr. David Sprague, Chief, HRD - USAID, Islamabad.  
Dr. William Darnell, TA Team Leader, PED, Quetta.  
✓ Project Engineer, PED/USAID, Quetta.

No.11-3/92-E-SO(D)  
GOVERNMENT OF BALOCHISTAN  
EDUCATION DEPARTMENT  
(Dev. Section)

Dated Quetta the 25th January, 1993

To

The Additional Director,  
Primary Education Development  
Programme (USAID) Balochistan, Quetta.

Subject : PRIMARY EDUCATION SCHOOL CONSTRUCTION PROGRAMME,  
BALOCHISTAN, QUETTA A&E CONSULTANCY SERVICES - CONTRACT  
AGREEMENT NO.EC/CA/EDO - RENEWAL OF CONTRACT AGREEMENT  
FOR A&E CONSULTANCY SERVICES.

-----  
The draft letter submitted by you vide Memorandum  
No.45/901/061/USAID, dated the 16th January, 1993 to be issued to  
the M/S Engineering Consultants Karachi for extending their term of  
contract for another period of one year has been reviewed and  
approved by this Department. The same may please be issued to the  
said firm and it should be ensured that conditions prescribed  
therein are fulfilled by them.

*Ali*  
Despatched  
Dated. 26/1/93  
Despatcher.

*SB* *25/1/93*  
(GHULAM SARWAR MENGAL)  
Deputy Secretary (Development)

From : The Additional Director  
Primary Education Development Programme  
Balochistan, Quetta

To : The Project Director  
Messrs Engineering Consultants  
Consulting Engineers Architects and Planners  
29 Block 7 & 8, Darul Aman Housing Society  
Shahra-e-Faisal, Karachi-75350

Memorandum No. 45/901 061 /USAID

Dated : Quetta the 16th January, 1993

Subject: Primary Education School Construction Programme, Balochistan, Quetta  
A&E Consultancy Services - Contract Agreement No. EC/CA/EDP-  
BAL/01/91 dated December, 5 1991.  
Renewal of Contract Agreement for A&E Consultancy Services.

Reference contract agreement No. EC/CA/EDP-BAL/01/91 dated December 5, 1991, page 1 para 13, we write to inform the following :

The above mentioned contract agreement has been renewed for another one year with the provision/condition that the below mentioned shortcomings be improved :

- i) Drawings and estimates prepared will be properly checked and verified before submission to the competent authority.
- ii) Supervision work in the field will be improved.
- iii) Proper construction implementation plans will be prepared
- iv) Monitoring/reporting progress of construction contracts will correctly reflect the actual site condition. The Project Office in Quetta will maintain up-to-date site progress bar charts. The same will also be provided to the competent authority at regular intervals for their review and information.

- v) M/S Engineering Consultants (A&E firm) will in time appoint the necessary field and office staff according to the needs and requirements of the scope of work to fulfil the conditions of the contract.

The performance of your firm will again be evaluated after 6 (six) months.



(Malik Ijaz Ahmed)  
Additional Director  
Primary Education (USAID)  
Development Programme  
Balochistan, Quetta.

c.c. Additional Chief Secretary, P&D (Dev.) Deptt. Government of Balochistan, Quetta.

The Secretary, Government of Balochistan, Education Department, Quetta

The Secretary, Government of Balochistan, Finance Department, Quetta

Director/Chief Engineer, Directorate of Civil Works, Education Department, Balochistan, Quetta.

Dr. David Sprague, Chief of HRD, (USAID), Islamabad.

Dr. William Darnell, TA/Team Leader, PED, Quetta.

Project Engineer, PED, USAID/Quetta

No. 11-3/91-E-SO(D)  
GOVERNMENT OF BALOCHISTAN  
EDUCATION DEPARTMENT  
(Dev. Section)

Dated Quetta the 10th December, 1992.

To

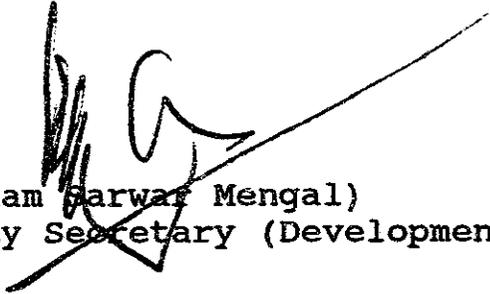
The Additional Chief Secretary (Dev.)  
(Chairman of the Steering Committee)  
Planning and Development Department,  
Government of Balochistan, Quetta.

Subject: Evaluation of A&E Firm Performance.

Reference notification no. P&D.ROE (I) 214/92, dated 14th October, 1992 from the Planning and Development Department on the above mentioned subject the evaluation committee in their final meeting held on December 7, 1992 in the office of Secretary Education (Chairman of the Committee), agreed to recommend the following to the Steering Committee: (Report on evaluation of the A&E firm and minutes of the meeting of December 7, 1992 are enclosed for review and information).

- o M/S Engineering Consultants (A&E firm) contract be renewed for another one year with the condition that the following shortcomings be corrected.
  - i) Drawings and estimates prepared will be properly checked and verified before submission to the competent authority.
  - ii) Supervision work in the field will be improved.
  - iii) Proper construction implementation plans will be prepared.
  - iv) Monitoring/reporting progress of construction contracts will correctly reflect the actual site condition. The Project Office in Quetta will maintain up-to-date site progress bar charts. The same will also be provided to the competent authority at regular intervals for their review and information.
  - v) M/S Engineering Consultants (A&E firm) will in time appoint the necessary field and office staff according to the needs and requirements of the scope of work to fulfil the conditions of the contract.

All members of the committee concurred that the performance of M/S Engineering consultants (A&E firm) will again be evaluated after 6 (six) months.



(Ghulam Sarwar Mengal)  
Deputy Secretary (Development)

1. Dr. David Sprague, Chief, HRD (USAID), Islamabad.
2. Dr. Sarah Tirmazi, Project Officer, HRD, PED Programme.
3. Mr. Qazi Amanullah, Technical Advisor, C & W Department.
4. Mr. Abdur Rauf Kasi, Chief (SDP), P & D Department.
5. Mr. Karam Khan Jomezai, Director/Chief Engineer, DCW Education Department.
6. Mr. Ijaz Ahmed Malik, Additional Director, Primary Education Development Programme, Balochistan.
7. Dr. William Darnell, TA Team Leader, PED, Quetta.
8. Mr. Jhanbux Bamji, Project Engineer, PED/USAID, Quetta.
9. Copy forwarded to PS to the Secretary Education.

B:minutmtg

1

Minutes of the Meeting, Chaired by the Secretary, Government of Balochistan, Education Department, regarding the Evaluation of A&E firm performance for the second year contract.

The meeting was held on December 7, 1992 at 09:30 hours in the office of the Secretary, wherein the following attended:

- 1) Professor Mohammad Anwar Khetran Chairman  
Secretary Education.
- 2) Mr. Qazi Amanullah Member  
Technical Advisor  
C & W Department.
- 3) Mr. Abdur Rauf Kasi Member  
Chief (SDP)  
P & D Department.
- 4) Mr. Karam Khan Jomezai Member  
Director/Chief Engineer  
DCW Education Department.
- 5) Mr. Ijaz Ahmed Malik Member  
Additional Director  
Primary Education Development  
Programme, Balochistan.
- 6) Mr. Jhanbux Bamji Member  
Project Engineer  
PED/USAID, Quetta.

The Chairman welcomed the members.

The prepared draft of the report on evaluation of M/S Engineering Consultants (A&E firm) was read by the Chairman, and approved with some modifications, (the approved report is enclosed).

The chairman then requested for the views and suggestion of the committee. After short deliberation the members of the committee agreed to recommend the following to the Steering Committee:

- o M/S Engineering Consultants (A&E firm) contract be renewed for another one year with the condition that the following shortcomings be corrected.
  - i) Drawings and estimates prepared will be properly checked and verified before submission to the competent authority.
  - ii) Supervision work in the field will be improved.
  - iii) Proper construction implementation plans will be prepared.

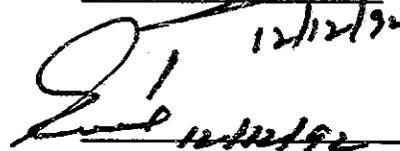
- iv) Monitoring/reporting progress of construction contracts will correctly reflect the actual site condition. The Project Office in Quetta will maintain up-to-date site progress bar charts. The same will also be provided to the competent authority at regular intervals for their review and information.
- v) M/S Engineering Consultants (A&E firm) will in time appoint the necessary field and office staff according to the needs and requirements of the scope of work to fulfil the conditions of the contract.

All members of the committee concurred that the performance of M/S Engineering consultants (A&E firm) will again be evaluated after 6 (six) months.

Approved by:

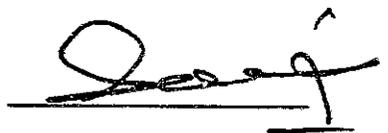
- 1) Professor Mohammad Anwar Khetran  
Secretary Education.  
(Chairman)
- 2) Mr. Qazi Amanullah  
Technical Advisor  
C & W Department.  
(Member)
- 3) Mr. Abdur Rauf Kasi  
Chief (SDP)  
P & D Department.  
(Member)
- 4) Mr. Karam Khan Jomezai  
Director/Chief Engineer  
DCW Education Department.  
(Member)
- 5) Mr. Ijaz Ahmed Malik  
Additional Director  
Primary Education Development  
Programme, Balochistan.  
(Member)
- 6) Mr. Jhanbux Bamji  
Project Engineer  
PED/USAID, Quetta.  
(Member)

  
12/12/02

  
12/12/02

  
12/12/02

  
12/12/02

  
12/12/02

  
12/12/02

## Report on evaluation of M/S Engineering Consultants (A&E firm).

On November 7, 1992 the committee under the chairmanship of Secretary Education, Government of Balochistan finalized the terms of reference for evaluation of A&E firm. In the same meeting it was decided that evaluation will begin with visit to Quetta Project Office of M/S Engineering Consultants (A&E firm). November 14, 1992 was agreed by all for the visit.

The members of the committee reached the project office of M/S Engineering Consultants around 10.00 a.m. (Qazi Amanullah excused himself due to back problem. Jhanbux Bamji joined the meeting later on his arrival from Karachi). All the members of the staff were present except the Project Manager who joined after ten minutes.

### o Reference criteria item no. 1.

It was confirmed that M/S Engineering Consultants have established a project office in Quetta. Field offices have also been established as per the agreement.

The list of key personnel at the project office was provided to the committee members. From the review it was revealed that four sub-engineers were less than the number approved in the contract. Two senior engineers were more than those approved in the contract.

### o Reference criteria item no. 2.

Proforma for physical condition survey was prepared and the sample of the same was shown to the committee members.

Physical condition survey as per the above proforma was executed by the consultants for the schools whose list was submitted to them by the competent authority.

### o Reference criteria item no. 3.

The outline for this had been approved and the criteria for the same has been prepared and submitted to the authorities for approval vide A&E letter no. EC/BPESCP/AD/017/92-368 Dated October 26, 1992.

### o Reference criteria item no. 4.

A&E firm was asked to prepare the drawings for schools of phase III in light of existing ADP design. These drawings were approved by the competent authority before submission to the Divisional Engineer (North & South) for onward transmission to contractors for execution of the works on the sites. During the meeting representative of Directorate of civil works pointed out the defects and short comings in the drawings provided.

### o Reference criteria item no. 5.

The committee members requested for the construction programme. The A&E firm did not have any charts in this regard to indicate the schedule of construction and the present status of works on site.

The book charts shown were not acceptable.

o Reference criteria item no. 6.

A&E firm participated in the tender evaluation and also signed the tenders received, however their advice was not sought by the Directorate of Civil Works Education Department regarding the review and award of the contract. Other members of the committee expressed their view that A&E firm should have in writing put forward their views irrespective of their being accepted or rejected. They were of the view that the record would have shown that A&E firm had complied with their part of the contract.

o Reference criteria item no. 7.

On two occasions A&E firm was informed that their progress reporting was not correct. They were informed that they should report their visits to the schools with dates mentioned on the progress report. As regards quality of construction work in the field it was decided that schools in and around Quetta will be visited at an agreed date later.

o Reference criteria item no. 8.

Representative of Directorate of Civil Works informed the committee that the verification of bills took longer than the required time.

o Reference criteria item no. 9 & 10.

Were not applicable for the time being.

o Reference criteria item no. 11.

The works of A&E firm were as per the agreed and approved schedule.

Reference meeting held on November 14, 1992, the committee decided to visit various school sites in and around Quetta on November 19, 1992, for evaluation of quality of work in the field.

The representative of Directorate of Civil Works (member of the committee) showed various schools under construction with and without supervision of A&E firm. The quality of work at Aghburg Quetta and the workmanship was not at all of desired standard. The quality of work was extremely poor (this was the opinion of the majority of committee members).

To: The Secretary  
Education Department  
Government of Balochistan - Quetta.

Mr. Qazi Amanullah  
Technical Advisor  
C&W Department Balochistan - Quetta.

Mr. Abdur Rauf Kasi  
Chief (SDP), P&D Department  
Balochistan - Quetta.

Mr. Karam Khan Jogezai  
Chief Engineer/Director  
Civil Works Directorate of  
Education Department, Balochistan - Quetta.

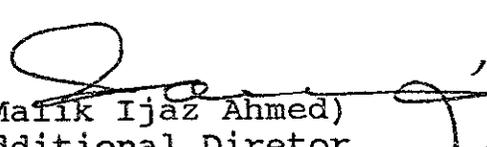
✓ Mr. Jhanbux Bamji  
Project Engineer, PED (USAID) - Quetta.

Memorandum No. 16/90/ 2624-28 USAID

Dated Quetta the 5th November 1992.

Subject: Minutes of the Meeting of the Evaluation Committee.

Enclosed please find a copy of the minutes of the meeting on the above mentioned subject for your information and necessary action.

  
(Malik Ijaz Ahmed)  
Additional Director  
Primary Education Development  
Programme (USAID), Quetta.

Minutes of the Meeting of the Evaluation Committee.

To discuss the terms of reference for Evaluation of M/S Engineers Consultants (A&E firm) for Primary Education Schools Construction Programme (USAID & World Bank) held on November 3, 1992 at 10:00 A.M in the office of the Secretary of Education GOB Quetta.

The following attended the meeting:

- |    |   |          |
|----|---|----------|
| 1. | Professor Mohammad Anwar Kethran<br>Secretary Education.    | Chairman |
| 2. | Mr. Qazi Amanullah<br>Technical Advisor, C&W Dept.          | Member   |
| 3. | Mr. Karam Khan Jogezeai<br>Director and Chief Engineer DCW. | Member   |
| 4. | Mr. Malik Ijaz Ahmad<br>Additional Director, PED.           | Member   |
| 5. | Mr. Jhanbux Bamji<br>Representative USAID.                  | Member   |

The Secretary (Chairman of the Committee) welcomed the participants of the meeting. The Secretary briefly described the purpose of formation of this committee and read the proposed draft terms of reference prepared (also circulated in advance to all the members) by the representative of USAID.

The members were then asked to put forward their own suggestion/recommendation. The Director Chief Engineer DCW suggested that the terms of reference as suggested vide P&D notification number No.PED.ROE(1)214/92/ dated October 10, 1992 should form the basis of Evaluation.

At this point the Chairman sort the clarification to two various notifications. The Additional Secretary (invited to the meeting) and the Additional Director PED clarified the situation and the matter was resolved.

The Director/Chief Engineer DCW then suggested to have the following included in the terms of reference;

- a) To examine the scope of work as per agreement between the Department of Education and Consultant.
- b) Evaluate the quality of Civil Works including facilities of school buildings, and compare the same constructed by DCW without supervision of the Consultants.
- c) To check the detailed drawings and estimates prepared by the

**Best Available Copy**

- 13

Dated Quetta the 2nd November, 1992.

To

1. Mr. Qazi Amanullah,  
Technical Adviser,  
C & W Department,  
Balochistan, Quetta.
2. Mr. Abdur Rauf Kasi,  
Chief (SDP), P&D Department,  
Balochistan, Quetta.
3. Mr. Karam Khan Jomezai,  
Chief Engineer/Director,  
Civil Works Directorate of  
Education Department, Balochistan, Quetta.
4. Mr. Malik Ijaz Ahmed,  
Additional Director,  
Primary Education Development  
Programme (USAID) Balochistan, Quetta.
5. Mr. Jhanbux Bamji,  
Project Engineer, PED (USAID), Quetta.

Subject : EVALUATION OF PERFORMANCE OF THE A/E FIRM ENGAGED IN  
PRIMARY EDUCATION DEVELOPMENT (USAID/WORLD BANK)  
PROGRAMME.

The undersigned is directed to refer to Notification No. P&D.ROE (I) 214/92, dated 14th October, 1992 from the Planning and Development Department on the subject noted above and to say that a meeting of the Evaluation Committee will be convened on 4-11-1992 at 1000 a.m. in the office of the Secretary Education (Chairman of the committee) to formulate the specific terms of reference of the committee for further processing the matter. You are requested to kindly make it convenient to attend the meeting on the above date and time.

( Khudai Rahim )  
Section Officer (Dev.)

Copy forwarded to P.S to the Secretary Education.

-14-

DATED 20/11/10  
et. 10,

NOTIFICATION

The Government of Balochistan is pleased to constitute a Committee comprising of the following :-

1. Qazi Amanullah  
Technical Adviser,  
Communication & Works Deptt:
2. Mr. Abdur Rauf Kasi  
Chief ( SDP )  
P&D Deptt:
3. Mr. Jalal Khan Mandokhail  
Divisional Engineer (South),  
Directorate of Civil Works,  
Education Department.
4. Mr. Muhammad Azam Kasi,  
Chief of Education Section,  
Planning & Development Deptt:
5. Mr. Mobin Shah,  
USAID Primary Edu: Dev: Programme.
6. Representative from USAID

The Committee will review the performance of the Consultants under USAID Primary Education Development Programme and World Bank assisted Primary Education Project-II. The specified terms of reference of the Committee are as under :-

a). To examine the scope of work as per the agreement between the department of Education and Consultants;

b). To evaluate the quality of civil work including facilities of school buildings and compare the same with the buildings constructed by the Directorate of Civil Works without supervision of the Consultants;

c). To check up the detailed drawings and estimates prepared by the Consultant;

d). To examine the report of soil testing carried out by the Consultant;

e). To examine the progress report and verify the bills;

f). Any other issue related with the performance of the Consultants.

5

sd/-  
( ABDUR RAZIQ KHAN )  
ADDITIONAL CHIEF SECRETARY (DEV)

NO.P&D.ROE(1)214/92/

DATED QUETTA THE SEP:26, 1992

Copy to the :-

1. Secretary, Govt: of Balochistan, Education Deptt: ,  
Quetta.
2. Secretary, Govt; of Balochistan, C & W Deptt: Quetta.
3. Director, Civil Works Directorate of Education Deptt;  
Quetta.
4. Qazi Amanullah Technical Adviser, Communication & Works  
Deptt: Quetta.
5. Mr. Abdur Rauf Kasi, Chief (SDF), P&D Deptt:, Quetta.
6. Mr. Jalal Khan Mandokhail Divisional Engineer (South),  
Directorate of Civil Works, Education Department, Quetta.
7. Mr. Mobin Shah, USAID Primary Edu: Dev: Programme,  
Railway Housing Society, Quetta.
8. Additional Director Primary Education Development  
Programme USAID, Railway Housing Society, Quetta.
9. Master File.

  
( MUHAMMAD AZAM KASI )  
Chief Education

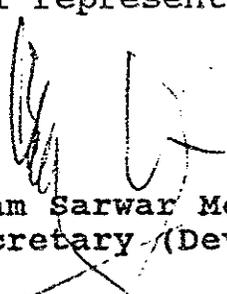
Dated Quetta the 7th October, 1992

To

1. The Additional Chief Secretary (Dev.)  
Government of Balochistan,  
Planning and Development Department,  
Quetta.
2. The Secretary,  
Government of Balochistan,  
Communication & Works Department,  
Quetta

Subject : **EVALUATION OF THE PERFORMANCE ENGINEERING CONSULTANTS  
(A/E FIRM) FOR PRIMARY EDUCATION DEVELOPMENT  
PROGRAMME (USAID) CONSTRUCTION WORKS.**

In the meeting of the Steering Committee of Primary Education Development Programme (USAID) held on 17th June, 1992 it was decided that the performance of private A/E Firm engaged for the supervision of PEDP works will be evaluated by a committee comprising representatives from P&D, C&W, Primary Education Directorate, TA Team and USAID. In order to discuss the issues for preparation of draft terms of reference for evaluation of the performance of said firm for award of the second year term contract, a meeting will be held in the office of the Secretary Education on 10th October, 1992 at 10.00 a.m. You are requested to please depute your representative to attend the said meeting.

  
(Ghulam Sarwar Mengal)  
Deputy Secretary (Development)

Copy forwarded to :

1. The Additional Director, Primary Education Development Programme (USAID) Balochistan, Quetta with reference to his Memorandum No.2423-25, dated the 5th December, 1992.
2. The Team Leader, Primary Education Development Programme (USAID) C/O C-11, Railway Housing Society, Quetta.
3. The Project Engineer, PED (USAID) Programme, Quetta.

They are also requested to please attend the meeting on the above date and time.

DATED QUETTA THE OCTOBER 14, 1992

## NOTIFICATION

In partial modification of this deptt: Notification of even number dated Oct: 10, 1992 the Government of Balochistan is hereby pleased to re-constitute the Committee comprising of the following :-

1. Mr. Muhammad Anwar Kethran  
Secretary Education. Chairman
2. Qazi Amanullah  
Technical Adviser,  
Communication & Works Deptt: Member
3. Mr. Abdur Rauf Kasi  
Chief ( SDP )  
P&D Deptt: Member
4. Mr. Karam Khan Jogezeai  
Chief Eng:/Director  
Directorate of Civil Works  
Education Department Member
5. Malik Ijaz Ahmed  
Additional Director  
Primary Education Development  
Programme ( USAID ) Member
6. Mr. Jhon Bux Bamji  
USAID PEDP Engineer Member

The Committee will review the performance of the Consultants under USAID Primary Education Development Programme and World Bank assisted Primary Education Project-II. The specified terms of reference of the Committee shall be finalized by the Committee.

The Committee shall submit its report by November 15, 1992 to all the Members of the Steering Committee.

sd/-

( MIRZA QAMAR BEG )

ADDITIONAL CHIEF SECRETARY (DEV)

NO.P&amp;D.ROE(I)214/92/ 2064 DATED QUETTA THE OCT:14, 1992

Copy to the :-

1. Secretary, Govt: of Balochistan, Finance Deptt:, Quetta.
2. Secretary, Govt: of Balochistan, Education Deptt:, Quetta.
3. Secretary, Govt; of Balochistan, C & W Deptt: Quetta.
4. Director, Civil Works Directorate of Education Deptt; Quetta.
5. Qazi Amanullah Technical Adviser, Communication & Works Deptt: Quetta.
6. Mr. Jhon Bux, USAID PEDP Engineer, Railway Housing Society, Qta.
7. Mr. Karam Khan Jogozai, Chief Engineer/Director, Directorate of Civil Works, Education Department, Quetta.
8. Dr. William Darnell, Team Leader, USAID Technical Assistance, PEDP Railway Housing Society, Quetta.
9. Malik Ijaz Ahmed, Additional Director Primary Education Development Programme USAID, Railway Housing Society, Quetta.
10. Mr. Abdul Rauf Kasi, Chief (SDP) P&D Deptt: Quetta.
11. Master File.

  
( ~~MUHAMMAD AZAM KASI~~ )  
Chief Education

- 2). The Secretary Finance Department,  
Government of Balochistan, Quetta.
3. The Secretary Communication & Works Department,  
Government of Balochistan, Quetta.
4. The Secretary Education,  
Government of Balochistan,  
Education Department, Quetta.
5. The Director of Education (Schools),  
Shawak Shah Road, Quetta.
6. The Director Bureau of Curriculum,  
and Extension Centre, Quetta.
7. The Project Director,  
Directorate of Civil Works,  
Education Department, Quetta.
8. The Chairman Chief Minister,  
Inspection Team, Quetta.
9. The Chairman,  
Text Books Board, Quetta.
10. The Chief (M&E Section),  
P&D Department, Quetta.
11. Mr. Mohammad Azam Kasi,  
Chief Education Programme & Development,  
Programme, Quetta.
12. The P.S. to Additional Chief Secretary (Development),  
Government of Balochistan, Quetta.
13. Dr. David Sprague,  
Chief Human Resource Development,  
(USAID) Office Islamabad.
14. Dr. Sarah Tirmazi,  
Programme Manager PEDP (USAID).
15. Mr. Nadir Abbasa (USAID).
16. Dr. William Darnell,  
Team Leader C-11 Railway Housing,  
Society, Quetta.

Memorandum No. 16/90/Vol-II/1997-2012/USAID.  
Dated Quetta, the 9/17 August, 1992.  
Subject MINUTES OF THE MEETING.

A copy of the Minutes of the Steering Committee Meeting held on 17-6-1992 is enclosed.

( MALIK IJAZ AHMED )  
Additional Director,  
Primary Education Development,  
(USAID) Programme Balochistan,

1. The Additional Chief Secretary, (Development) Government of Balochistan, Quetta.
2. The Secretary Finance Department, Government of Balochistan, Quetta.
3. The Secretary Communication & Works Department, Government of Balochistan, Quetta.
4. The Secretary Education, Government of Balochistan, Quetta.
5. The Director of Education (Schools), Shawaq Shah Road, Quetta.
6. The Director of Bureau of Curriculum, and Extension Centre, Quetta.
7. The Project Director, Directorate of Civil Works, Education Department, Quetta.
8. The Chairman Chief Minister, Inspection Team, Quetta.
9. The Chairman Text Books Board, Quetta.
10. The Chief ( M&E Section), P&D Department, Quetta.
11. Mr. Mohammad Azam Kasi, Chief Education Programme & Development, Programme Quetta.
12. The P.S.to, Additional Chief Secretary, (Development, Quetta.

USAID.

1. Dr. David Sprague, Chief Human Resource Development, (USAID) Office Islamabad.
2. Dr. Sarah Tirmazi, Programme Manager PEDP (USAID).
3. Mr. Nadir Abbass (USAID).
4. Dr. William Darnell, Team Leader G-11 Railway Housing Society, Quetta.

17TH JUNE, 1992  
UNDER THE CHAIRMANSHIP OF  
ADDITIONAL CHIEF SECRETARY (DEVELOPMENT), BALOCHISTAN

The ACS (Development) welcomed the members for their participation especially those who arrived from Islamabad USAID office. He reviewed the progress and remarked that the pace of achieving the targets be accelerated.

The fourth Annual Work Plan for Balochistan of Primary Education Development (PED) 1992-93 was discussed starting from enrolment benchmarks to be achieved as boys enrolment 349,455 and girls enrolment 95,248. Following discussion the plan was approved in principle and the Additional Director was requested to prepare the plan in final and send to EAD Islamabad to satisfy one condition precedent of the USAID grant. The following benchmarks were discussed.

1. BUDGET SUPPORT

The budgetary documents for 1992-93 indicate an increase of 8% in real terms over the previous year but the Program Manager, Dr. Sarah Tirmazi pointed out the variation of decreased allocation on development in primary education that is Rs. 133.00 Million whereas it was Rs. 151.00 million in the previous year. The recurrent budget of Primary Sector shows the figure of Rs. 750.00 million. Further clarification will be provided by the Department of Finance.

4.0. ADMINISTRATION AND MANAGEMENT

4.1/a It was agreed that separate Directorate of Primary Education would be established. It was discussed that recommendations of committee constituted by ACS were received and response from Finance Department for the financial implications were awaited. It was agreed that a sub-committee comprising Finance Secretary, Education Secretary and Team Leader PED would meet and resolve the financial issues pertaining to staffing the Primary Education Directorate.

4.1/b Another activity discussed pertaining to establish Primary Education Directorate was purchase of land in Jinnah Town Quetta. The committee was informed that chairman (Minister Education) land purchase committee had directed if the land owner agree to sell the land @ Rs. 80/= per square foot, then the said piece of land be purchased or an alternate site be identified. USAID observed that the Steering Committee had ensured the purchase of land before March 1992 and that US\$2.0 million in held funds would not be released to Balochistan until this question is resolved. The ACS suggested that he would personally approach the Minister Education to resolve this problem.

*Minutes were done by the Secy Finance*

*Add. Dir: and approved by him Pl. ci A*

Until the new Directorate of Primary Education office is constructed a building for staff of Directorate of Primary Education and Technical Assistance Team is to be rented out for at least 18 months. PED funds are available for this item of expenditure and the necessary equipment and furniture. The necessary sanction is granted subject to completion of codal formalities. The Additional Director (Director) Primary Education will arrange the building before July 31, 1991

4.2. The item referring to design a training strategy and implementation plan to orient staff of primary education directorate to their new roles and responsibilities was agreed to. This training is considered most important to the success of the new directorate. (also task 4.3)

4.4. Study tours for Primary Education Directorate Personnel

This proposal was agreed to with a suggestion by Secretary Finance that two persons from the Finance Department be included in participants list. All study tours should have equal male and female participation. Preference will be given to persons that have not been on a study tour for at least two years. Persons with less than two years will require special approval by both Team Leader PED and Additional Director Primary Education before submission to Education Secretary.

4.5 These professional development seminars are approved.

4.6 Donor coordination was considered most important. It was agreed that a careful review of the financial resources available from each donor be studied and an integrated plan for primary education be prepared and this planning to take place under the direction of the Deputy Secretary (Development) Education Department.

4.7 The Secretary Education said that Community Organizational Development that supports primary education will be given high priority. The Secretary Finance said that he would ensure proper funding for any female primary school requested as a result of good community planning. These schools must be in non-urban areas and have a teacher that is from the area or approved by the community.

4.8. Female Management Position in Primary Education

The Secretary Finance proposed to defer final approval of the positions until the financial sub-committee finalized the implementation SNE for establishing the Directorate of Primary Education. It was agreed by the Steering Committee that this item and others that depend upon approval by the Chief Minister are accepted in principle but must be finalized with supporting SNE at a later time. This agreement will not delay

submission of the Plan to EAD as required under the conditions precedent of the USAID grant.

Dr. Tirmazi of USAID requested that the minutes of the meeting reflect the proposal of the reorganization committee to consolidate the seniority for male and female cadres at grade 19. She also said that the 12 proposed positions of DEO female were considered most important to the reorganization.

4.9. Assessing the quality of performance of primary teachers and administrators. The proposal was agreed to and Dr. Robb of PED was asked to assist in preparing a plan for implementation.

4.10. A study of the feasibility of a private education foundation

The study should be conducted through Education Department with clear delegation of powers. The proposal is important and TA support is approved. The Secretary of Education requested that the responsible parties in the department complete this task before September 1992. Dr. Sprague offered consulting assistance if the Department desired and indicated that he would favorably consider a request from the Secretary.

Dr. Sprague also noted that the US\$1.0 million in funds reserved for this foundation would not be lost to the Province if the feasibility plan suggested that there was a better use of these funds for improving quality of education by the Primary Education Directorate.

4.11. Strengthening of BEMIS

It was observed that services and general administration department may give suggestions to resolve the issues of recruitment of staff. The Deputy Director BEMIS was encouraged to use every effort to get the positions approved and filled. The continued delay in staffing is damaging to BEMIS. The Additional director was asked to consider hiring more contract personnel to ensure successful operation of the central cell while waiting for staffing to be completed.

4.12. BEMIS data utilization

This activity is agreed to.

4.13. Three additional Computer based systems will be accomplished. The deputy Director BEMIS is asked for a full plan of development to be complete by September 1992. An accounting firm should be hired to assist with the financial management system.

4.14. BEMIS cells to be established in 42 places. A two year schedule for expansion that considers the arrival of USAID computers in Balochistan and the hiring/training of personnel is to be prepared by BEMIS. It was agreed that at least half of the personnel will be directly recruited.

4.15. Plan of operation research cell.

All these activities for Administration and Management mentioned in work plan were agreed to.

## 5.0 CONSTRUCTION

5.1. Second year of contract with private A&E firm

In the first week of November, the performance of private A&E firm will be evaluated by the committee comprising the membership of the following departments:

1. T.A. Team
2. Directorate of Primary Education
3. C & W Department
4. Mr. Rauf, P&D
5. USAID

The second year contract will be awarded on the evaluation report of the committee. This committee must begin work before September 15th. PED Engineering TA is asked to work departments to form this committee and develop plan for the evaluation. This plan will be reviewed by Steering Committee in September.

5.2. 60 primary school buildings approved

5.3. 140 additional primary school classrooms approved

5.4. 15 girls and 15 boys primary school upgraded to middle level approved

5.5. 200 existing primary schools/primary sectors of middle and high schools will be repaired. No work to begin before January, however survey to be completed by EC consultants as soon as list of schools approved.

5.6. Commodity support for these buildings

The scope of work mentioned against each item was agreed to by the committee.

5.7. Architectural design, tender and contract for construction of primary education directorate offices

The activity is discussed at item 4.1. The ACS will write a D.O. letter to the Minister Education of purchase, process the design, tender and contract for construction would be started.

6.0. TEACHER TRAINING AND SUPERVISION

6.1. Accelerated Teacher Training Program

\* A request was made that Honorarium of Master Trainers conducting 12 weeks accelerated teacher training be increased from Rs. 1000/= to Rs. 2000/=. Sanction of increase to Rs. 1500/= per month to Master Trainers was given by committee.

6.2. Development of 5 year training plan for Employees of Bureau of Curriculum.

The proposal was agreed to.

6.3. Mobile Female Teacher Training shall focus on rural areas

Posts for female teachers trained by MFTT outside the urban area will be created and sanction as many as demanded. Teachers from Urban areas cannot be selected for these posts. This was assured by the Finance secretary.

\* 6.4. Media Campaign - Social Marketing

This activity is approved.

6.5. Asian Development Bank Teacher Training Program. Approved and Mr. Anwer asked to report to Steering Committee on progress. Must coordinate with director primary education.

6.6. Two study tours for teacher trainers. Approved with agreement that equal number of male and female participants and all participants must not have had a short term tour in past two years.

6.7. Commodity support for library book of GTTCS and bureau of curriculum.

These activities were approved with the remarks that duplication in implementing the schemes and incurring expenditure be avoided.

## 7.0 INSTRUCTIONAL MATERIAL DEVELOPMENT

- 7.1. Curriculum and instructional material\* development and production will be improved by attaching the staff from school cadre but there will be no additional financial burden on recurrent budget for salaries and allowances of staff attached to Instructional Material development Training cell.
- 7.2. Kachi material approved with request that there be an evaluation of the material before acceptance.
- 7.3. (& 7.4) A plan for skill development of personnel at bureau of curriculum and textbook board
- 7.5. Study tours for personnel of bureau of curriculum. Approved with same note as on other tours.
- 7.6. Commodity support for instructional material development cell.

All these activities or implementation were agreed to.

### APPROVAL OF THE PLAN

The Secretary Finance proposed to defer final approval of some organizational items until the financial sub-committee finalized the implementation SNE for establishing the Directorate of Primary Education. It was agreed by the Steering Committee that these items and others that depend upon approval by the Chief Minister are accepted in principle but must be finalized with supporting SNE at a later time. This agreement will not delay submission of the Plan to EAD as required under the conditions precedent.

It is also noted that the level of construction effort will be determined by the amount of additional dollars available from USAID. This plan assumes \$8.0 million. If it is less, say \$6.0 million, then the number of schools and classrooms constructed and the number of schools repaired will be reduced pro-rata.

The plan was accepted by the Steering Committee with the observations recorded above. The Additional Director Primary Education is asked to prepare the plan for forwarding to the EAD Islamabad as required by the conditions precedent of the USAID Primary Education Development grant.



-----  
 List of participants is enclosed.

A meeting of the Steering Committee in connection with Primary Education Development Programme (PEDP) USAID was held on October 13, 1992 under the chairmanship of the Additional Chief Secretary (Dev:), Planning & Development Department.

The Additional Chief Secretary (Dev:) welcomed the participants of the meeting. The Secretary Finance Department pointed out that the agenda and working paper were circulated on a very short period. He therefore desired that the agenda alongwith working paper should be circulated atleast one week ahead of the meeting so that useful discussion is held and fruitful contribution is made by the participants. Later on, the agenda items were taken for discussion. The decisions taken on each item are as under :-

1) STATUS OF PRIMARY EDUCATION DIRECTORATE.

The Additional Chief Secretary (Dev:) will discuss with the Minister Education and Chief Minister for early approval of the establishment of the Directorate of Education. The Department of Education will indicate re-appropriation out of the re-current budget already released by the Finance Department to meet out the cost of SNEs. Besides, the department of education should prepare the working papers suggesting names/panel of names for various positions so that the same are immediately submitted to the Services & General Administration Department for placing before the Provincial Selection Board.

The Chief Secretary Balochistan will be requested for holding a special meeting of the Provincial Selection Board by the Departments of Education as well as Planning & Development. Department of Education should attend the above on priority basis and establish the Directorate and its staffing by November 15, 1992.

2) STATUS OF PRIMARY EDUCATION DIRECTORATE BUILDING

The department of education will have a close contact with Deputy Commissioner Quetta to transfer the land near Jinnah Town for the construction of the building of Directorate for Primary Education. The funds for purchase of the said land has already

Department of education should invite fresh bidding for engagements of consultants for preparing the design/drawings for the proposed building of the Directorate for Primary Education. The rules of the Engineering Council will be kept in view while calling for bidding of the consultants.

### 3) STATUS OF RELOCATION OF PRIMARY EDUCATION OFFICES

The Additional Director Primary Education informed that a new building has been hired to house the Directorate of Primary Education on Al-Gilani Road. He further informed that presently, the Directorate Office has been shifted partly to the new accommodation. In order to accommodate all the office included the Balochistan Education Management Information System (BEMIS), some additional accommodation is required in the new premises. As the accommodation belongs to private party, he has demanded Rs: 59,000/- per month instead of Rs. 45,000/- due to construction of additional accommodation. The department of education was asked to send the case back to assessment committee of rent for their recommendations. The department of education should finalize the rate of rent by November, 01, 1992.

### 4). REPORT ON PROPOSED WORLD BANK IDA LOAN FOR PRIMARY EDUCATION:

The Additional Director, Primary Education informed that all the activities under the various Primary Education Projects funded by various donor agencies are being coordinated so that the objectives of the Primary Education Programme are achieved.

The department of education should make efforts on priority basis so that the pre conditions precedent to loan negotiation are fulfilled by November 15, 1992. The conditions include approval of sites for construction during 1st year, approval of PC-I by PDWP and CDWP, sanctioning of the Directorate of Primary Education, approval of multi grade school designs, relaxation of entry age for rural female teachers and finalization of terms of reference for technical assistance services and A&E Firm.

Planning & Development Department will place the PC-I for Balochistan Primary Education Programme before the PDWP within a couple of days.

**BEST AVAILABLE COPY**

29

request of Education Department re-constituted the Committee already notified to evaluate the performance of the present Firm engaged for supervision of the civil works etc. under USAID Primary Education Development Programme and World Bank Primary Education Project-II.

1. Mr. Muhammad Anwar Kethran, Chairman  
Secretary Education
2. Qazi Amanullah, Member  
Technical Adviser,  
C&W Department:
3. Mr. Abdur Rauf Kasi, Member  
Chief (SDP), P&D Department:
4. Mr. Karam Khan Jogezei Member  
Director/Chief Engineer,  
DCW, Education Department:.
5. Mr. Ijaz Ahmed Malik, Member  
Additional Director,  
PEDP (USAID)
6. Mr. Jhon Bux Bamji, Member  
USAID PEDP Engineer.

It was decided that the above committee should be notified immediately who should meet within next 4-5 days to decide the terms of reference.

The committee should submit its report by November 15, 1992.

#### 6). STATUS OF CONSTRUCTION PROGRAMME.

The Additional Director, informed that surplus funds were made available by the World Bank for construction of additional 500 class rooms. However, the World Bank stressed upon that the work on additional class rooms should be completed by December 31, 1992 and any left over work beyond December, 1992 will be the responsibility of the Provincial Government. He further stated that the Ex-Additional Chief Secretary (Dev:) had agreed to provide funds for the left over work. The Chief Education, Planning & Development Department clarified that the Additional Chief Secretary (Dev:) stressed upon the department that all works should be completed and only a small liability, if any, will be provided by the Provincial Government.

The Divisional Engineer (North) confirmed the meeting that all works on additional class rooms is at advance stage of

**Best Available Copy**

7). STATUS OF BEMIS STAFFING & EXTENSION

The department of education was asked to vigorously peruse the Services & General Administration Department for approval of the rules for appointment of staff under the Balochistan Education Management Information System (BEMIS).

8) CONTROL OF PRIMARY EDUCATION DEV: VEHICLES.

The point with regard to proper use of vehicles for the programme was noted and department should ensure the proper use of vehicles.

9). DELAYS IN PURCHASE OF FURNITURE & EQUIPMENT

The Committee recommended waiver for purchase of wooden furniture for USAID and World Bank Primary Education Projects in order to enable the department of education to purchase from open market on competitive rates as already required under the USAID/IDA loan conditions. The department of education should take up the case with the concerned authorities,

The date for next Mid-Year Review meeting was fixed for 1st week of December, 1992.

The Additional Chief Secretary (Dev:) emphasized upon the department of education that most of the conditions precedents to loan negotiation have been pending. Since long and the department of education should fulfill at the condition by November 15, 1992.

NO.P&D.ROE(I)214/92/  
DATED OCT: 18, 1992

GOVERNMENT OF BALOCHISTAN  
PLANNING & DEVELOPMENT DEPARTMENT

**Best Available Copy**

  
( MUHAMMAD AZAM RASI )  
Chief Education

D I S T R I B U T I O N

1. The Secretary, Govt: of Balochistan, Finance Department, Quetta.
2. The Secretary, Govt: of Balochistan, Education Department: Quetta.
3. The Secretary, Govt: of Balochistan, C & W Department, Quetta.

6. The Secretary, Balochistan Text Book Board, Quetta.
7. The Director/Chief Engineer:, DCW Arbab Barkat Ali Street, Quetta.
8. Dr. William Darnell, Team Leader, USAID Team Assistance, C-11, Railway Housing Society, Quetta.
9. Master File.

I. GOVERNMENT OF BALOCHISTAN.

1. Mirza Qamar Beg In chair  
Additional Chief Secretary (Dev)
2. Mr. Nehed Pervez  
Secretary Education
3. Mr. Muhammad Tariq Junejo  
Secretary Finance
4. Mr. Ghulam Sarwar Mengal  
Deputy Secretary (Dev:)  
Education Department;
5. Mr. Arshed Saeed  
Superintendent Engineer  
C&W Department:
6. Mr. Tamkeen Ahmed Abbasi  
Director Schools  
Education Department:
7. Mr. Muhammad Anwar  
Director, Bureau of Curriculum  
and Extension, Education Department:
8. Mr. Ijaz Ahmed Malik  
Additional Director  
PEDP (USAID) Balochistan
9. Mr. Rahim Mandokhail  
Divisional Engineer (North)  
DCW of Education Department:
10. Mr. Muhammad Azam Kasi  
Chief (Education)  
P&D Department:

II. U S A I D TEAM

1. Dr. Sprague  
Chief Human Resource Dev:  
USAID Islamabad.
2. Mr. Nadir Abbas  
USAID Engineer.
3. Dr. William Darnell  
Team Leader
4. Mr. <sup>JHAN</sup> Jenn Bux Bamji  
USAID Engineer, PEDP.

Draft Terms of Reference  
Performance Evaluation of Engineer Consultants  
as the long term A&E firm under the  
Primary Education Development (PED) Program

1. Background

Under the USAID funded PED program which began in 1989, a major effort has been launched for improving the access to and quality of primary education in the province particularly in the rural areas and for the female population. The Social Action Plan (SAP) and the World Bank's new Balochistan Primary Education Project (BPEP) have also considerably increased the activities in the primary education sub-sector. All components of the primary education system in the province including administration and management, teacher training and supply, and curriculum and textbooks, are under review. Privatization is a cornerstone of the Federal Government's policies. The PED program also places a great emphasis on increasing the use of the private sector in all spheres of the primary education.

To improve and augment province's management, capacity, and quality of primary education construction, and to increase the use of private sector, the province appointed Engineering (A&E) firm. The contract between Government of Balochistan (GOB) and EC was signed in November 1991. Following a period of Mobilization of one month, EC commenced its performance on January 15, 1992. The contract has earmarked funds for a three year period. However, the contract is to be renewed every year.

II. Constitution of Evaluation Committee

As EC will be completing the first year of its services in December, 1992, the PED Steering Committee in a meeting, chaired by the Additional Chief Secretary (Development), on October 17, 1992, constitute a committee for evaluation of A&E 's firm performance. The committee comprises of the representative from the following departments/agencies:

- |  |          |
|--|----------|
| (1) Professor Mohammad Anwar Kethran,<br>Secretary Education                       | Chairman |
| (2) Mr. Qazi Amanullah,<br>Technical Advisor,<br>C&W Department                    | Member   |
| (3) Mr. Abdur Rauf Kasi,<br>Chief (SDP), P&D Department                            | Member   |
| (4) Mr. Karam Khan Jogezi,<br>Director/Chief Engineer<br>DCW, Education Department | Member   |
| (5) Mr. Ijaz Ahmed Malik,<br>Additional Director,<br>PED (USAID)                   | Member   |
| (6) Mr. Jhanbux Bamji,<br>USAID PED Engineer                                       | Member   |

### III. Evaluation Criteria

The committee will evaluate the performance of M/S Engineering Consultants (A&E firm) with respect to the following items of scope of services in the M/S Engineering Consultant's contract:

	Criteria	Performance <sup>a</sup>	
		Max. Grade	Grade Point
1.	A. Establishment of (i) Project Office Quetta. (ii) Field Offices. B. Appointment of Personnel. (i) Key Technical personnel as per contract agreement. (ii) Administrative staff.	5	
2.	A. Preparation of Pro-forma for Physical Condition Survey. B. Physical Condition Survey.	5	
3.	New/improved Criteria for site selection, design and construction of new schools.	20	
4.	A. Review/Revision of existing drawings. B. New drawings and bid documents for new schools.	20	
5.	Implementation Plans for (i) Construction (ii) Repair & rehabilitations of schools.	5	
6.	Evaluation of tenders and advising on contract awards.	5	
7.	Monitoring/Reporting progress and quality of (i) Construction Contracts. (ii) Maintenance Works.	30	
8.	Reviewing and Certifying the invoice submitted by the contractors for payments.	5	
9.	Reviewing of DCW's organization.	-	
10.	Assisting USAID/PED TA Team in organizing Workshops for GOB Engineers.	-	
11.	Tentastive Schedule of Activities.	5	

IV) Schedule

- |       |  |                    |
|-------|--|--------------------|
| (i)   | Tentative terms of reference for evaluation. | November 3, 1992.  |
| (ii)  | Final evaluation criteria.                   | November 5, 1992.  |
| (iii) | Final evaluation report.                     | November 15, 1992. |

(V) Conclusions/Recommendations

On completion of evaluation, the committee will submit a report for the approval of the PED Steering Committee. The report will include Terms of Reference, Detailed Evaluation Criteria, Salient Findings of the Committee, Conclusions, and Recommendations. Possible recommendations could as given below. However, the committee may decide to modify these recommendations as it deems appropriate:

- EC's contract should be extended.
- EC's contract should be extended with following provisions:
- See Attachment :-:
- EC's contract should be extended provisionally for six months. During this period services of another firm will be procured.