

MINISTRY OF EDUCATION AND HUMAN RESOURCES

Notes of Pre-bid Meeting held on 19 January 2012 at 10 30 am in the Conference Room of the Ministry of Education and Human Resources, 3rd Floor, MITD House, Phoenix, in connection with the enlistment of the services of Project Manager for Pre-vocational Education (PVE) Sector.

Were Present:

Ministry of Education

1. Mr R. Foondun - Director, School Management
2. Mr M. Varaden - Principal Assistant Secretary (Procurement & Supply)
3. Mr C. Singelee - Manager, Financial Operations
4. Mrs S. Bhunjun - Assistant Secretary(School Management)
5. Mrs A. Hosenie - Higher Executive Officer
6. Mrs Madhurai - Officer

Potential Bidder

1. Mr Rajendra Sewparsadsing
2. Miss Madree Muthu
3. Mr Soobass C. Daby
4. Mr Serge Ng Tat. Cheung
5. Mrs Verna Vadamootoo

1. Welcome

- 1.1 The Chairman welcomed all present and stated that the purpose of the pre-bid meeting was to provide clarifications to potential bidders. He then invited Mr. Foondun, Director, School Management for an exposé on Pre Voc.

2. Exposé on Pre-Voc

2.1 Mr. Foondun started by mentioning that the Pre-Voc programme was meant as a second chance for those children who have failed the CPE twice. The programme had started in 1990 in line with the decision to keep children who have failed the CPE twice or who are overaged at school.

2.2 He also highlighted the following weaknesses inherent in the system:

2.2.1 Negative perception about the prevocational stream

2.2.2 High Student drop out rate

2.2.3 Curriculum not aligned with the New Curriculum Framework
(Secondary)

2.2.4 Untrained teachers

2.2.5 Inadequate/insufficient resources

2.2.6 Infrastructure not adapted to activity-based teaching

2.2.7 Absence of formal certification

2.3 The new Prevoc Strategy which has already been approved by Cabinet includes the following pillars:

2.3.1 extending the programme from 3 to 4 years;

2.3.2 Bridging the Gap programme during the first weeks where there will be no teaching as such but rather helping the students start all over again with confidence;

2.3.3 New curriculum introduced in terms of domains, not subject teaching as previously done, with emphasis on vocational skills;

2.3.4 New time-tabling system;

- 2.3.5 A tracking system whereby all students are given a number so that all those who did not report to schools will be identified.
- 2.3.6 A new pedagogy that is more adapted;
- 2.3.7 Training for teachers;
- 2.3.8 New infrastructure such as special rooms for Music and IT;
- 2.3.9 New entry requirements that would encourage even those who have passed CPE but who are interested in vocational skills to join the Pre-voc stream;
- 2.3.10 An assessment system that provides certification for national recognition that is pitched to the appropriate level;
- 2.3.11 Assessment based on port folios and activities; and
- 2.3.12 An implementation programme which has already been worked out.

The duties of the Project Manager would be to include driving this project in all 120 schools both private and state and to run the above programme successfully. He will be assisted by the Head of Department of the sector and Heads of Schools and their Deputies.

A second workshop would soon be organised which it will be mandatory for all Heads of schools to attend and thus get sensitized to the programme. This will render the programme more attractive for all concerned.

3. Questions

The Chairman invited questions from the potential bidders who were present. He also informed that all the questions and answers will be posted on the website of this Ministry. The following questions were raised:

3.1	How binding will be the decisions of the Project Manager be?	Same as for ZEP. The Project Manager will be answerable and report to the School Management Directorate headed by Mr Foondun for technical issues and to PAS (School Management) for administrative issues. There will be autonomy to some degree but major decisions would require approval of Supervising Officer and at times by the Minister. The proposal will be submitted on file to the Director and onwards to the CTO and SO.
3.2	Is there a defined strategy?	Yes. As reflected in the list of duties and responsibilities of the Project Manager in para 2 (iii) on page 4 of the Bidding Documents. However, the Project Manager should also bring in a degree of innovativeness as it is a new strategy that requires new blood. The job of the Project Manager will be to ensure that the project is being implemented and to assist in the

		formulation of policy.
3.3	What kind of training will be provided?	By the MIE. On 25 & 26 January, Director/Zones will be provided with explanations at briefing sessions to expose them to the project. A briefing of educators is scheduled in February 2012.
3.4	How is it proposed to proceed with the integration of pre-voc?	<p>The pre-voc student would have the possibility to join the mainstream. He needs to pass the CPE to be allowed to cross over to main stream.</p> <p>One of the main challenges of the Pre-Voc Manager would be to fight absenteeism. Strategies need to be worked out to encourage children to attend school so that they are not left on the street and involved in anti social activities.</p>
3.5	By equivalence, do we mean that prevoc certificate will be equivalent to CPE like SC and GCE O Level?	<p>The new certificate would be pitched to the appropriate level and would enjoy national recognition. The idea is to make children attend school and also acquire skills at the MITD. It will be:</p> <p style="padding-left: 40px;">1 day per week skills for 1st year</p> <p style="padding-left: 40px;">2 days per week for 2nd year</p> <p style="padding-left: 40px;">3 days per week for 3rd year</p> <p>There is need for the Project Manager to look for new ideas and keep in mind the</p>

		practical side of things.
3.6	How does the tracking system work?	It is a computerized system based on a number given to all students. It will be operated in collaboration with other Ministries such as Social Security, Social Integration, and inter ministerial committee. One number will follow the child from pre school onwards as per the birth certificate of the child.
3.7	What kind of structure will the Project Manager be exercising in? Will there be administrative staff like WPO? Will the structure of prevoc consist of inspectors?	Same as the ZEP, meetings with inspectors based in the zones. Refer to TOR Part (xiv) where it is mentioned that prevoc inspectors will lead the team. All deliverables are catered for in the contract.
3.8	Will the Nomination Criteria consist of experience of Educators or training?	The training will form part of the job of the Project Manager who will also assess the training needs.

3.9	How relevant will be the Deliverable Schedule?	After selection and recruitment, the contract of the Project Manager will be put up and the Deliverable Schedule will be filled in as an appendix to the contract.
3.10	Where will the Project Manager operate from?	Such details have not been thrashed out yet. They may be taken up at the pre-contract negotiations.
3.11	Will the Rs 780,000 remuneration be for one year and/or period of contract?	It will be for a one-year contract, renewable upon satisfactory performance.
3.12	Would Project Manager be entitled to a bonus?	No. There will be an <u>all-inclusive lump sum</u> fee of Rs 780,000 for one year.
3.13	What deliverables will be involved and will the costs be included in the Rs 780,000 of the service provider?	Cost of deliverables will be reimbursed by Ministry subject to prior approval being obtained. See pg 15 Part 4.3 of the Bidding Documents.
3.14	Is in-built research included?	It will be according to proposal (iv) at pg 7 of the Bidding Documents.
3.15	Will there be discussions or any negotiation?	Yes, but not for remuneration which is fixed.

4. The chairman closed the meeting at 11 30 and thanked all those present for their interest in the project.

27 January 2012

Ministry of Education and HR