

Terms of Reference for Subject wise Exam Reform

1. Introduction

National Examinations Board, Nepal is the apex body for school level evaluation system under the Ministry of Education, Science and Technology. It was established in 2016 One of the objectives of the Board is exam reform through research and innovation. The purpose of this TOR is to conduct detailed study for subject wise exam reform of the two subjects viz. Compulsory English and Physics of Grade XII.

2. Rationale for Exam Reform

Exam reform is the immediate need of National Examinations Board, Nepal. It is going to standardize its examinations in the years to come. To standardize the examinations, the researches related to exams should be carried out. On the basis of the researches, the actions should be taken to reform the examination system.

3. Objectives of the Assignment

To prepare detailed study of exam reform of Compulsory English and Physics of Grade XII.

The specific objectives are:

- To suggest the reform areas of theoretical and practical exams.
- To prepare the guidelines required to conduct examinations of the subjects studied.

4. Inputs from NEB

There will be following inputs for completing the assignment:

- a. Input from relevant NEB officers as required.
- b. Decision of the Central Research Committee.
- c. Recommendation letter is given for permission to visit schools and academic institutions if required.
- d. NEB will monitor and supervise the research programme during research work (data collection, report writing, drafting and concluding)

5. Qualifications of the Consulting Firm

The consulting firm should have done the study related to education and assessment areas. The consultant firm should be able to gather, analyze and process the feedback received from the stakeholders.

6. Format, Weightage, Sample & Time

- Research proposal should be in the standard research format.
- The weightage of academic proposal and financial proposal will be allocated 80% & 20% respectively. The financial proposals will be submitted only after the approval of academic proposal (academic proposal should cross the 60 marks.)
- The duration of this task shall be three months from the date of signing the contract agreement with NEB.
- The research sample should cover the city and village areas of Himalaya, Hill and Terai regions and related stakeholders.
- Research work should be completed before 2076 Asar 15.

7. Outputs of the assignment

The followings will be suggested outputs of the assignment:

- Inception report is needed after the signing the contract paper.
- Draft report-3 copies in hard and soft copy-within three months after signing of the contract.
- Presentation at NEB- within three months after signing of the contract.
- Draft Final report -3 copies in hard and soft copy-within three months after signing of the contract.
- Final report-3 copies in hard and soft copy – within three and half months from the date of signing of the contract.
- Reporting/briefing of research work to NEB is essential in the all phases of research work (Initial mid and final).
- Research should include the actual open dialogue and interview in the index/indices.
- Research team/institution should organize at least two central level academic interactions among experts and stakeholders.

8. Terms of Payment to the firm

This contract shall be a fixed price contract. The payments shall be done on the installment basis as upon signing contract and submission of the respective reports as shown below. Final amount will be paid after the incorporating comments raised by the Central Research Committee, NEB.

| Amount in percentage | Payment |
|-----------------------------|---|
| i) 30% | immediately after signing the contract. |
| ii) 40% | after submission of draft final report |
| iii) 30% | after submission of final report |

9. Duties and Taxes

The consultant shall pay all tariffs, duties, other taxes or charges levied by the GON at any stage during the execution of the work.

10. Acceptance of Proposal

All rights are reserved with NEB either to approve or disapprove any proposal without giving any reasons whatsoever. If needed, the consultant will be asked for modifications and presentations of the proposal before approval.

Terms of Reference for Examination System for Differently Able Students

1. Introduction

National Examinations Board, Nepal is the apex body for school level evaluation system under the Ministry of Education, Science and Technology. It was established in 2016. One of the objectives of the Board is exam reform through research and innovation. The purpose of this TOR is to conduct detailed study for the examination system for differently able students.

2. Rationale for Exam Reform

Exam reform is the immediate need of National Examinations Board, Nepal. It is going to standardize its examinations in the years to come. To standardize the examinations, the researches related to exams should be carried out. On the basis of the researches, the actions should be taken to reform the examination system for the differently able students.

3. Objectives of the Assignment

To prepare detailed study of exam reform for the differently able students.

The specific objectives are:

- To suggest the reform areas of theoretical and practical exams.
- To prepare the guidelines required to conduct examinations for the differently able students.

4. Inputs from NEB

There will be following inputs for completing the assignment:

- a. Input from relevant NEB officers as required.
- b. Decision of the Central Research Committee.
- c. Recommendation letter is given for permission to visit schools and academic institutions if required.
- d. NEB will monitor and supervise the research programme during research work (data collection, report writing, drafting and concluding)

5. Qualifications of the Consulting Firm

The consulting firm should have done the study related to education and assessment areas. The consultant firm should be able to gather, analyze and process the feedback received from the stakeholders.

6. Format, Weightage, Sample & Time

- Research proposal should be in the standard research format.
- The weightage of academic proposal and financial proposal will be allocated 80% & 20% respectively. The financial proposals will be submitted only after the approval of academic proposal (academic proposal should cross the 60 marks.)
- The duration of this task shall be three months from the date of signing the contract agreement with NEB.
- The research sample should cover the city and village areas of Himalaya, Hill and Terai region and related stakeholders.
- Research work should be completed before 2076 Asar 15.

7. Outputs of the assignment

The followings will be suggested outputs of the assignment:

- Research proposal should be in the standard research format.
- Draft report-3 copies in hard and soft copy-within three months after signing of the contract.
- Presentation at NEB- within three months after signing of the contract.
- Draft Final report -3 copies in hard and soft copy-within three months after signing of the contract.
- Final report-3 copies in hard and soft copy – within three and half months from the date of signing of the contract.
- Reporting/briefing of research work to NEB is essential in the all phases of research work (Initial mid and final).
- Research should include the actual open dialogue and interview in the index/indices.
- Research team/institution should organize at least two central level academic interactions among experts and stakeholders.

8. Terms of Payment to the firm

This contract shall be a fixed price contract. The payments shall be done on the installment basis as upon signing contract and submission of the respective reports as shown below. Final amount will be paid after the incorporating comments raised by the Central Research Committee, NEB.

| Amount in percentage | Payment |
|-----------------------------|---|
| i) 30% | immediately after Signing the contract. |
| ii) 40% | after submission of draft final report |
| iii) 30% | after submission of final report |

9. Duties and Taxes

The consultant shall pay all tariffs, duties, other taxes or charges levied by the GON at any stage during the execution of the work.

10. Acceptance of Proposal

All rights are reserved with NEB either to approve or disapprove any proposal without giving any reasons whatsoever. If needed, the consultant will be asked for modifications and presentations of the proposal before approval.

Terms of Reference

For

Assessment System of Technical Stream of Secondary Level Education

1. Introduction

National Examinations Board, Nepal is the apex body for school level evaluation system under the Ministry of Education, Science and Technology. It was established in 2016. One of the objectives of the Board is exam reform through research and innovation. The purpose of this TOR is to conduct detailed study for the assessment system of technical system of secondary level education.

2. Rationale for Exam Reform

Exam reform is the immediate need of National Examinations Board, Nepal. It is going to standardize its examinations in the years to come. To standardize the examinations, the researches related to exams should be carried out. On the basis of the researches, the actions should be taken to reform the assessment stream of secondary level education.

3. Objectives of the Assignment

To prepare detailed study of exam reform of technical stream of secondary level education.

The specific objectives are:

- To suggest the reform areas of theoretical and practical exams.
- To prepare the guidelines required to conduct examinations of the technical stream students of secondary level.

4. Inputs from NEB

There will be following inputs for completing the assignment:

- a. Input from relevant NEB officers as required.
- b. Decision of the Central Research Committee.
- c. Recommendation letter is given for permission to visit schools and academic institutions if required.
- d. NEB will monitor and supervise the research programme during research work (data collection, report writing, drafting and concluding)

5. Qualifications of the Consulting Firm

The consulting firm should have done the study related to education and assessment areas. The consultant firm should be able to gather, analyze and process the feedback received from the stakeholders.

6. Format, Weightage, Sample & Time

- Research proposal should be in the standard research format.
- The weightage of academic proposal and financial proposal will be allocated 80% & 20% respectively. The financial proposals will be submitted only after the approval of academic proposal (academic proposal should cross the 60 marks.)
- The duration of this task shall be three months from the date of signing the contract agreement with NEB.
- The research sample should cover the city and village areas of Himalaya, Hill and Terai region and related stakeholders.
- Research work should be completed before 2076 Asar 15.

7. Outputs of the assignment

The followings will be suggested outputs of the assignment:

- Research proposal should be in the standard research format.
- Draft report-3 copies in hard and soft copy-within three months after signing of the contract.
- Presentation at NEB- within three months after signing of the contract.
- Draft Final report -3 copies in hard and soft copy-within three months after signing of the contract.
- Final report-3 copies in hard and soft copy – within three and half months from the date of signing of the contract.
- Reporting/briefing of research work to NEB is essential in the all phases of research work (Initial mid and final).
- Research should include the actual open dialogue and interview in the index/indices.
- Research team/institution should organize at least two Central level academic interactions among experts and stakeholders.

8. Terms of Payment to the firm

This contract shall be a fixed price contract. The payments shall be done on the installment basis as upon signing contract and submission of the respective reports as shown below. Final amount will be paid after the incorporating comments raised by the Central Research Committee, NEB.

| Amount in percentage | Payment |
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| i) 30% | immediately after Signing the contract. |
| ii) 40% | after submission of draft final report |
| iii) 30% | after submission of final report |

9. Duties and Taxes

The consultant shall pay all tariffs, duties, other taxes or charges levied by the GON at any stage during the execution of the work.

10. Acceptance of Proposal

All rights are reserved with NEB either to approve or disapprove any proposal without giving any reasons whatsoever. If needed, the consultant will be asked for modifications and presentations of the proposal before approval.

**Government of Nepal
National Examination Board
Sanothimi, Bhaktapur**

Criteria for Evaluating Research Proposal

| S.No. | Evaluation components | Points | Total points |
|-------|--|--------|--------------|
| 1 | Objectives and experiences of the consultancy in educational field | | 20 |
| | a. Objectives of the consultancy <ul style="list-style-type: none"> 1 point for each objective of the consultancy/firm related to educational research, evaluative/assessment studies and educational training | 2.5 | |
| | b. Qualification and years of experiences of the executive committee members of the consultancy <ul style="list-style-type: none"> 1 point for each member with M. Phil. qualification and 2 years of research experience 1 point for each member with Ph.D. qualification 1.5 points for each member with Ph.D. qualification and 2 years of research experience 2 points for each member with Ph.D. qualification and from above 2 to 4 years research experience 2.5 points for each member with Ph.D. qualification and from above 4 to 8years of research experience 3 points for each member with Ph.D. qualification and above 8 years of research experience <i>(duration of each research work will be totaled)</i> (Research work older than 10 years will not be considered.) | 7.5 | |
| | c. Experience of the consultancy <ul style="list-style-type: none"> 2 points for each research project/work | 10 | |
| 2 | Detail proposal | | 50 |
| | a. Rational of the study <ul style="list-style-type: none"> 1 points for justification of each objective of the study | 3 | |
| | b. Significant of the study <ul style="list-style-type: none"> 1 point for identification of stakeholders who will be benefited from the proposed study 1 point for explanation of ways on how the stakeholders will be benefited | 2 | |
| | c. Summary of the tasks to be completed under the study <ul style="list-style-type: none"> 0.5 point for each task to be carried by the consultancy | 2.5 | |

| | | | |
|---|--|------|-----------|
| | <p>d. Method and procedures for the study</p> <p>Research design ----- 5 points</p> <ul style="list-style-type: none"> • 2 points for appropriateness • 1 point for adequacy • 1 point for explanation • 1 point for understandable <p>Sampling technique/s and sample size ----- 10 points</p> <ul style="list-style-type: none"> • 3 points for appropriateness of techniques with justification, • 4 points for explanation • 3 points for sample size in terms of time and resource <p>Research tool/s ----- 10 points</p> <ul style="list-style-type: none"> • 2 points for appropriate ways of finalizing • 2 points for adequacy of the tools for all the stakeholders and the types of data required for the study • 3 points for explanation of each tool • 3 points for content of the tools based on objectives <p>Data collection procedures ----- 2.5 points</p> <ul style="list-style-type: none"> • 1 point for orientation for field researchers • 1.5 points for clarity in collecting the data at different level <p>Data analysis procedures ----- 5 points</p> <ul style="list-style-type: none"> • 1 point for ways on how the collected data will be analyzed • 1 point for appropriateness • 2 points for organization and explanation • 1 point for understandable <p>Work Plan for the Tasks ----- 10 points</p> <ul style="list-style-type: none"> • 2 points for mentioning all necessary steps • 4 points for appropriate time • 4 points for appropriate duration | 42.5 | |
| 3 | <p>Experts to be employed</p> <p>a. Qualification</p> <p>Team Leader ----- 5 points</p> <ul style="list-style-type: none"> • 1 point for master degree. • 2 points for M. Phil. • 3 points for Ph.D. from any other faculty other than from Education Faculty • 5 points for Ph.D. from Education Faculty, (Testing and evaluation) <p>Researcher/s ----- 5 points</p> <ul style="list-style-type: none"> • 2 points for master degree. • 3 points for M. Phil. or Ph.D. from any other faculty other than from Education Faculty • 5 points for M. Phil. or Ph. D. from Education Faculty (Testing and evaluation) <p><i>(If there are two or more than two researchers, average points should be calculated)</i></p> <p>b. Experience</p> <p>Team Leader ----- 5points</p> | 10 | 20 |

| | | | |
|---|---|----|----|
| | <p>a. 1 point for the research experience up to 3 years b. 2 points for the researcher experience from above 3 to 6 years c. 3 points for the researcher experience from above 6 to 9 years d. 4 points for the researcher experience from above 9 to 12 years e. 5 points for the researcher experience above 12 years <i>(duration of each research work will be totaled)</i></p> <p>Researcher/s ----- 5 points</p> <p>a. 1 point for the research experience up to 2 years b. 2 points for the researcher experience from above 2 to 4 years c. 3 points for the researcher experience from above 4 to 6 years d. 4 points for the researcher experience from above 6 to 8 years e. 5 points for the researcher experience above 8 years <i>(duration of each research work will be totaled. If there are two or more than two researchers, average points will be calculated)</i></p> | 10 | |
| 4 | <p>Transfer of knowledge and skills</p> <ul style="list-style-type: none"> • 2 points for mentioning what knowledge and skills will be transferred • 2 points for mentioning how these knowledge and skills will be transferred • 2 points for mentioning where these knowledge and skills will be transferred • 2 points for mentioning when these knowledge and skills will be transferred • 2 points for clarity of explanation | | 10 |

National Examination Board
Ministry of Education, Science and Technology
Sanothimi, Bhaktapur

Format of Technical Proposal

A. General description of the consultancy and its experiences in educational field

a. General description of the consultancy

1. Name of the consultancy:
2. Address:
3. Registration number and year:
4. Phone no:
5. Contact person:
6. VAT/Pan number:
7. Brief introduction and objectives of the consultancy/firm
 - 7.1 Brief introduction of the consultancy/firm (about half page):

7.2 Objectives of the consultancy/firm (needs to attach the latest consultancy/firm's brochure):

7.3 Organizational structure of the consultancy/firm (including name, qualification, and field and years of experiences of the executive committee members in table form):

7.4 Physical facilities and equipment:

- b. Experiences of the consultancy**(mention only the researches, and evaluative/assessment studies in Educational field, maximum of 5 from the last five years):

| Year | Title of the research/studies | Duration | Objectives of the task | Contracted by | Contract amount |
|------|-------------------------------|----------|------------------------|---------------|-----------------|
| | | | | | |
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B. Detail proposal

1. Background of the study (including review)
2. Rational of the study (It needs to lead the objectives. There should be justification of each objective of the study).
 2. Significant of the study (Needs to mention who will be the beneficiaries and how they will be benefitted from the proposed study)
 3. Summary of the tasks of study (Varioustasks which are intended to be covered by the proposed study, need to be mentioned in point-wise)
 4. Objectives of the study (to be stated in specific way and give them in point-wise)
 5. Methods and procedures
 - a. Research design (needs to be mentioned whether the study will be qualitative or quantitative or both qualitative and quantitative, and types of research design)
 - b. Sampling technique/s and sample size
 - c. Research tool/s (mention types of tools, ways of finalizing them, and types of data to be collected from each tool, which serve forthe accomplishment of objectives)
 - d. Data collection procedures (Ways of collecting the data at different level)
 - e. Data analysis procedures (Qualitative or quantitative or both qualitative and quantitative. If quantitative, mention the statistical tool)

6. Work Plan for the Task

| Activities | Weeks | | | | | | | | | | | | | |
|------------|-------|---|---|---|---|---|---|---|---|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
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C. Experts and staff to be employed (CV of each expert to be attached)

| S.N. | Name of the expert and staff | Task assigned | Total duration of work | Remark |
|------|------------------------------|---------------|------------------------|--------|
| | | | | |
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D. Transfer of knowledge and skills (What, how, where, when)

| Knowledge and skills (What) | How | Where | When |
|-----------------------------|-----|-------|------|
| | | | |
| | | | |

Name and signature of authorized person:

Office seal:

Date:

National Examinations Board
Sanothimi, Bhaktapur
Support Grants for Thesis of Master, M. Phil and Ph. D. Scholars

1. Background

National Examinations Board (NEB), Nepal is providing support grants for Master, M. Phil and Ph D enrolled students in Universities of Nepal. The grants focus on supporting students who are interested in researches on topics related to the improvement and upgrading the school level examination system in Nepal.

2 Specific Area

The study must be concerned with the topics related to the improvement and upgrading the school level examination system in Nepal.

3 Eligibility Criteria

- The researchers must be a Nepali citizen.
- They must have completed following semester in their specific program.
 - 3rd semester for master degree.
 - 2nd semester for M. Phil
 - enrolled and registered for Ph. D.

- Their age must be:
Masters : below 30,
M Phil : below 40,
Ph. D : below 50

4 Funding Criteria (only for Ph D scholars)

The students should not have received grant/funds from any other organization.

Grants will be provided as:

- Acceptance of proposal - 30%
- Submission of draft report - 40%
- Final submission of report - 30%

5. Application Format

- Proposal must be submitted to the NEB with the digital and scanned copies of their certificates. If the previous degree has been completed from a foreign university, equivalence certificate must be submitted.
- A cover letter.
- Proposal (according to the NEB format).
- Thesis proposal beforehand should be finalized by their respective supervisors.
- A letter from corresponding department stating that the student has not received any other grants for this research.
- Progress report should be from the previous year (for Ph. D. Scholars).

6. Reporting Requirements

The selected candidates need to submit their progress reports every 6 months during the course of their grants for Ph.D. scholars.

FPF-1: Financial Proposal Submission Form

Date:

To:

The Chairperson

National Examinations Board

Sanothimi, Bhaktapur

Dear sir,

We, the undersigned, offer to provide the consulting services for *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert date]* and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[Amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[Amount(s) in words and figures]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of *[insert validity period]* of the Proposal.

We confirm that we have read, understood and accept the contents of the Instructions to Service Providers/ Consulting Firms (ITC), Terms of Reference (TOR), the Draft Contract, the provisions relating to the eligibility of Service Providers/ Consulting Firms, any and all bulletins issued and other attachments and inclusions included in the RFP sent to us.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

FPF – 2: Summary of Costs

| Costs | Currency | Amount(s) |
|--|-----------------|------------------|
| I – Remuneration Cost (see FPF- 3 for breakdown) | | |
| II - Reimbursable Cost (see FPF – 4 for breakdown) | | |
| Total Amount of Financial Proposal ¹ | | |

¹ Indicate total costs, net of local taxes. Such total costs must coincide with the sum of the relevant.

Authorized Signature:

Name and Title of Signatory:

FPF-3: Breakdown of Costs by Activity

| | | |
|---|--|--------|
| Group of Activities (Phase): ² <hr/> – <hr/> – | Description: ³ <hr/> <hr/> | |
| Cost Component | Costs | |
| | Currency | Amount |
| Remuneration ⁴ | | |
| Reimbursable Expenses ⁴ | | |
| Subtotals | | |

¹ Form FPF3 shall be filed at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g. the assignment is phased, and each phase has a different payment schedule), the Service Provider/ Consulting Firm shall fill a separate Form FPF-3 for each Group of activities.

² Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TPF-8.

³ Short description of the activities whose cost breakdown is provided in this Form.

⁴ For each currency, Remuneration and Reimbursable Expenses must coincide with relevant Total Costs indicated in FPF-4 and FPF-5.

Authorized Signature:

Name and Title of Signatory:

FPF-4: Breakdown of Remuneration per Activity

[Information provided in this Form should only be used to establish payments to the Service Provider/
Consulting Firm.

| Name of Staff | Position | Staff-month Rate |
|----------------------|-----------------|-------------------------|
| Professional Staff | | |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| Support Staff | | |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

¹ Names of activities (phase) should be same as, or corresponds to the ones indicated in
Form TPF-8.

² Short description of the activities whose cost breakdown is provided in this Form.

Authorized Signature:

Name and Title of Signatory:

FPF-5: Breakdown of Reimbursable Expenses

[Information provided in this Form should only be used to establish payments to the Service Provider/
Consulting Firm.

| Description¹ | Unit | Unit Cost² |
|--|-------------|------------------------------|
| 1. Subsistence Allowance | | |
| 2. Transportation Cost | | |
| 3. Communication Costs | | |
| 4. Printing of Documents, Reports, etc | | |
| 5. Equipment, instruments, materials, supplies, etc | | |
| 6. Office rent, clerical assistance | | |
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¹ Delete items that are not applicable or add other items according to Paragraph 7.2 of Section II-Instruction to Service Providers/ Consulting Firms

² Indicate unit cost and currency.

Authorized Signature:

Name and Title of Signatory: