



## Terms of Reference (ToRs) for Competition Support Services

### Background and Context

The Pak Alliance for Maths and Science (PAMS) is a non-profit with a mandate to inform and advocate for a learning environment which keeps the interest of Pakistani students at the heart of policy and practice reform. PAMS has conducted research, piloted innovations, provides technical support to government entities, and advocates for education reform. The organization has head office in Islamabad, with Policy Units based in Karachi, Lahore, Peshawar, and Gilgit.

PAMS is facilitating a STEAM Competition for government schools in Punjab. To support the smooth delivery of this event, PAMS requires professional event support services.

### Scope of Work

The contracted service provider will be responsible for event services support, including but not limited to:

Sr#	Activity	Description	Quantity
1	Content Design	Content design for event related materials including but not limited to banners, flexes, certificates, booth branding, invites, media wall and SMD videos.	Banners - 16 Flexes – 20 Certificates - 1 Booth Branding – 40 Media Wall - 2 SMD Videos – 3
2	Schools' Reports and Submissions Checking	Checking and verification of schools' reports and submissions	300 reports (two Science/Maths experts)
3	Pre-event coordination	Pre event coordination activities like school follow ups and related preparatory tasks. This also includes coordination support from the contactor on the event daylike registration desk duty, ushering, helping students set up their projects and setting up interactive models.	Team members for: Coordination – 02 Registration – 10 Ushers – 10 Project set-up - 12
4	Pre-event coordination logistics	Management of logistical arrangements required before the event with the provision of one-off support on the event day.	05 cars with drivers for 05 days for in-Lahore travel 01 Hiace van with driver for 01 day
5	At-event STEAM installation(s)	Installation of STEAM-themed material and displays	02 installations
6	Competition winners	Distribution of prizes to the winning students at their respective schools (36 districts of Punjab)	50 prizes' distribution to students' schools

**Note:** The service provider must factor in all the above-mentioned costs at the time of proposal submission.



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### Deliverables and Timeline

#### Deliverables

- The contracted service provider shall be responsible for delivering the following:
- Finalized content design materials for event related use, including banners, flexes, certificates, booth branding, invites, media wall visuals, and SMD screen videos
- Completed checking and verification of schools' reports and submissions
- Effective pre-event coordination, including school follow ups and preparatory activities
- On site coordination with the winning students during the event, including registration desk support, ushering, student project setup, and assistance with interactive models
- Management of all logistical arrangements required before the event

#### Review and Management

- PAMS will designate a focal person to coordinate with the service provider
- The service provider shall share progress updates daily during the pre-event phase
- Any issues affecting timelines or quality must be communicated to PAMS in a timely manner
- PAMS reserves the right to request revisions or adjustments to deliverables prior to final acceptance

#### Timeline

- Pre event coordination and preparatory activities shall be completed prior to the event date (~25<sup>th</sup> March)
- Coordination support to PAMS team shall be provided on the event day (26<sup>th</sup> or 27<sup>th</sup> March)
- Content design deliverables shall be finalized as per timelines agreed with PAMS before the event

#### Timeline:

- Date of issue of ToRs: 9<sup>th</sup> March 2026
- Application Deadline: ~~13<sup>th</sup> March 2026~~ 17<sup>th</sup> March 2026
- Contract Start Date: ~~17<sup>th</sup> March 2026~~ 18<sup>th</sup> March 2026
- Completion Deadline: 30<sup>th</sup> March 2026



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### Proposal requirements

Applicants must submit a formal proposal (in PDF format) that clearly includes:

- Full name and contact details
- Proposed fee (inclusive of all applicable taxes)
- Confirmation of availability to deliver the session within the specified timeline
- The firm must provide an 'active taxpayer' certificate from FBR
- Demonstrate relevant past experience
- The service provider must submit a declaration that neither the firm nor the individual has ever been blacklisted or defaulted by any government department, agency, or organization
- The service provider must submit an undertaking that all the information provided in the proposal is true and correct. If any false or misleading information is found at any stage, during evaluation or after contract award, the proposal may be rejected, the contract may be terminated, or the firm may be blacklisted

### Application process

Please adhere to the following guidelines:

- Applications should be sent via email to [info@mathsandscience.pk](mailto:info@mathsandscience.pk) no later than 5 PM (Pakistan Standard Time), 13<sup>th</sup> March 2026. Working days for the purposes of the proposal submission shall be Monday to Saturday.
- Emails should be titled: Competition Support Services
- Any application received after this date/time will not be accepted.
- Applications must adhere to the proposal requirements
- Incomplete or late submissions will not be considered.
- Any request for clarification must be sent to the same email by 11<sup>th</sup> March 2026. PAMS will respond to all queries by 12<sup>th</sup> March 2026.

**NOTE:** All charges quoted will be considered inclusive of all applicable taxes. Proposals must be sent only to the designated email ([info@mathsandscience.pk](mailto:info@mathsandscience.pk)). Please do not copy or directly email applications to PAMS staff. Only short-listed firms will be contacted.