



SCHOOL INSPECTION SERVICE REQUEST FOR PROPOSALS (RFP)

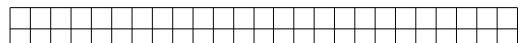
ABOUT DEPARTMENT OF EDUCATION & KNOWLEDGE (ADEK):

The Abu Dhabi Department of Education and Knowledge (ADEK) is the Education Sector regulator across the Emirate. It oversees and provides services throughout a learner's journey from early education to university and beyond. It also champions inclusivity for People of Determination in the mainstream schooling system and by providing specialized schools. Across Early Childhood and K-12, ADEK licenses and regulates nurseries and private schools in Abu Dhabi while also legislating, mandating, and managing its own Charter Schools and 2 schools for People of Determination. ADEK also annually provides distinguished Abu Dhabi students with full scholarships and support to study at the best universities around the world. In addition, the Department audits and enhances the delivery of Higher Education in Abu Dhabi, attracting Higher Education Institutions to open the required programs or schools that serve Abu Dhabi's needs while championing a student and faculty-friendly ecosystem in the Emirate.

With a vision to **Empower Education. Empower Minds. Empower the Future**, ADEK recognizes that every learner is different, and a diversity of teaching methods are essential for students to succeed. To that effect, ADEK partners with stakeholders to enable a great education system to flourish in Abu Dhabi and nurture future-ready graduates who have the 21st-century skills required to sustain and carry forward Abu Dhabi's vision.

HISTORY OF REQUEST

The department of education and knowledge (ADEK) has spared no effort in investing in education to ensure providing the best education services in the emirates of Abu Dhabi and offer its students high quality education opportunities. ADEK carries out a comprehensive inspection and monitoring program across all private and public schools in the emirates of Abu Dhabi in accordance with the highest international standards to measure the quality of education and ensure continuous performance improvement.





In the Emirate of Abu Dhabi, there are 158 Public schools. ADEK assumed responsibility for the oversight of schools' inspection to ensure that a highly qualified and certified inspection team carried out the inspection of all schools.

SCOPE OF WORK:

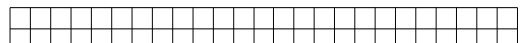
Purpose of request

The purpose of this project is to continuously search for and recruit temporary school inspectors with relevant inspection experience, skills, competences, and qualifications necessary to work as school inspectors for ADEK for a limited short-term duration (renewable) in accordance with the needs of ADEK. The inspectors shall report to ADEK on the specific roles or works related to their skills and experience as team or lead inspectors. The payment rate for the assigned inspectors shall be set and determined by ADEK. According to inspector's role.

Inspection Timeframe across the year

- Inspections shall be conducted during the weeks indicated below:
- Term one: September/2022 to November/2022
- Term two: January to March 2023
- Term three: April to June 2023
- Number of schools to be inspected :220
- The below is the number of inspection man days.
- Event considerations:

Number of students in the school	Number of Team Members (including the team and lead inspectors)	Number of Inspection Days	Pre-inspection visit	Total number of inspection man-days
0 – 1000	4	3	1	16
1000+	4	4	1	20
KG	2	3	1	8





Composition of the inspection team

The service provider is expected to recruit and deploy highly qualified international and locally based inspectors, whom will be able to complete school inspection as per the Scope of Work.

Contracting:

The service provider contracts the inspectors based on the daily rate agreed with ADEK and all ADEK requirements, contract to include:

- Signed Code of Conduct
- Terms of reference
- Description of tasks for each role (lead inspector, team inspector, co-lead)
- Insurance requirements
- Covid related details and consequences

Visa Arrangement

The service provider shall obtain the visas for the inspectors

Flight arrangements

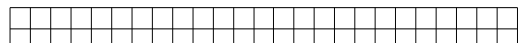
The service provider to book flights within the average set by ADEK

Hotel arrangements

The service provider to book hotels for inspectors based on area of deployment (Abu Dhabi, Al Ain and AlDhafra). The hotels should not be less than four stars. Prices depends on the area and should be preapproved by ADEK.

Transport arrangements

Regional Transport and schools transport to be arranged based on schedule and start and end time of schools.





PROPSAL SUBMISSION REQUIREMENTS

Technical Submission

Your technical proposal submission must include:

4.A The company Experience and profile

Bidder should submit a company profile contain information about:

- Provide company background information and experience (particularly in the field of inspectors' recruitment) including company address, number of years in business, organizational structure, number of employees and their experience, countries you have business in, etc.
- Present credentials of previous jobs describing main projects scope.

Describe the partnerships you currently have in order to ensure providing quality services.

4.B Recruitment of qualified inspectors

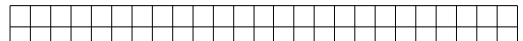
Bidder should submit documents shows:

- Describe the process of hiring the best inspectors who are qualified to conduct schools' inspection visits.
- (Note: ADEK shall approve selected recruitment candidates.
- Propose staffing organization structure and detail the key roles, responsibilities, job description of each personnel throughout the project and their experience and qualifications.
- Provide CVs/Profiles for potential qualified inspectors for this project. Profile should align with ADEK criteria.

Note: inspection team must be approved by ADEK.

4.C Contingency plan

Propose a contingency plan to ensure the quick replacement of inspectors when needed.





4.D Operational Plan

Bidder should submit sample on the same requirements to ADEK-HQ

- Propose your operational plan identifying clear processes, tasks, and responsibilities in line with the objectives of this project.
- Propose a plan with timeframe for recruiting the inspectors.
- Propose interview questions.

In addition, any other documentation that will demonstrate well recruitment review processes.

4.E Completeness of the proposal based on the required information of the scope of work

FINANCIAL SUBMISSION

Your financial submission must be in a separate document. It is not part of your TECHNICAL SUBMISSION. Companies who submit their financial and technical proposals in the same document are disqualified from the tender.

ADEK will be paying the Service Provider a fee based on the proposed manpower expenses (cost base) in addition to a management fee.

5.1 Manpower cost: this will include inspectors' daily rate and other related expenses (transportation, airfare and accommodation).

The Service Provider to specify in detail the proposed fee that will be charged to ADEK for the duration of the Contract.

5.2 Management fee includes the fee ADEK shall pay to the Service Provider for managing the inspecting program

Service Provider to propose a management fee percentage (%) of the total manpower cost.

