

REQUEST FOR PROPOSAL

FOR

Selection of a Consultant for Preparing a Standard Operating Procedures (SOPs) for Chief Minister Model Composite Schools in Uttar Pradesh

1. Background

Education is the most vital and important investment in building the human resource. It attains a greater significance in context of Uttar Pradesh which has a large number of school going children and working age population. The parents and society recognise education as a strong stepping stone for socio-economic upliftment as well. The State government is using almost 11 percent of its annual budget on education.

The Chief Minister Model Composite School Programme has been launched in Uttar Pradesh, in which it is envisaged to create world class physical infrastructure on 5-10 acres of land with investment of Rs. 30 crores in each school. Each school will cater to children from pre-primary to class XIIth. One school will have approximately 1500-2000 students and 125-150 teachers. There will be arrangement for transport of students using electric buses or vans and an independent arrangement for catering of mid-day meal for 2000 students.

The state has started construction of 150 CM Model Composite schools, which are at different stages of construction. The project aims to provide comprehensive, high-quality K-12 public education on a single campus. The key feature and infrastructure of the CM Model Composite Schools are as follows:

- **Class Range:** Offers continuous schooling from pre-primary (*Bal Vatika*) up to Class 12 following the National Education Policy (NEP) 2020 and UP Board curriculum.
- **Modern Facilities:** Campuses feature smart classrooms, advanced science and computer laboratories, robotics and machine learning centres, digital libraries, sports stadiums, and multipurpose halls.
- **Budget & Scale:** Each school is built with an estimated investment of ₹30 crore on expansive 5- to 10-acre plots of land.
- **Residential Provisions:** Designed to include residential facilities for principals, teachers, and staff members on-site.

2. Overall objective of the consultancy

To ensure a high standard of education, discipline, assembly, transport, catering, safety and security on campus and on way, and administrative excellence, the State Transformation Commission (STC), Government of Uttar Pradesh is working for establishing a comprehensive set of Standard Operating Procedures (SOPs) for running of these schools. The objective is to institutionalise operational consistency, risk management, and regulatory compliance across all facets of school operations.

This Request For Proposal aims at procuring the services of a competent firm / individual Consultant who can design, draft, and standardise these operations into an integrated, user-friendly SOP framework. The primary objective is to develop, validate, and deliver a comprehensive Standard Operating Procedures (SOP) Manual that governs all the relevant facets of running a school of excellence including its day-to-day academic, administrative, financial, and safety operations. The manual must align with national educational frameworks, guidelines issued by the bodies like CBSE and State Authorities complying with the local regulatory standards.

3. Scope of Work

The consultant will be responsible for reviewing current best practices in India and global educational institutions, engaging stakeholders, and drafting detailed workflows. The SOPs must cover, but are not limited to, the following five core domains:

Domain	Key SOP Areas to Include
Academic & Student Management	Admission processes, student enrolment, curriculum delivery timelines, assessment/grading systems, student behavior/discipline policies, and record keeping.
School Infrastructure & Safety	Campus security protocols, emergency evacuation, fire safety, medical room/first-aid management, classroom maintenance, cleanliness and O&M of facilities and utilities and school transport tracking/safety.
Human Resources (HR)	Staff deployment, onboarding, daily attendance tracking, performance appraisal workflows, professional development, and code of conduct management.
Financial & Administrative Control	Fee collection systems, procurement protocols, petty cash routing, budgeting cycles, inventory/asset tracking, and vendor management.
IT & Data Governance	Student Information System (SIS) management, data privacy compliance, cybersecurity protocols, online learning continuity, and IT hardware inventory.

Technical Execution Requirements:

- **Framework Design:** Define a clear document hierarchy (Policy → Procedure → Work Instruction).

- **Template Standardisation:** Create a clean, visually unified SOP template featuring ownership logs, revision trackers, and sequential action numbering.
- **Stakeholder Consultations:** Conduct interviews with school leadership, academic heads, and administrative staff to map exact operational realities.

4. Deliverables & Key Milestones

The consultancy will follow a structured timeline with fixed outputs:

1. **Deliverable 1: Inception Report & Work Plan** (Within **10 Days** of signing)
 - Detailing the methodology, direct stakeholder interview schedule, and a proposed SOP structural outline.
2. **Deliverable 2: Initial Draft SOP Manual** (Within **35 Days** of signing)
 - A comprehensive draft covering all workflows across the five designated domains.
3. **Deliverable 3: Validation Workshop & Final SOP Manual** (Within **50 Days** of signing)
 - Presentation of drafts to school leadership, integration of feedback, and handover of the finalised digital and physical manuals.

5. Required Qualifications & Expertise

The prospective candidate or firm must demonstrate the following open-market qualifications:

- **Education:** Master's degree in relevant field like Education Management, Business Administration, Social Science, Public Policy, or a related subject.
- **Experience:** Minimum of 10 Years of proven experience in organizational design, process mapping, or drafting corporate/educational SOPs.
- **Sector Knowledge:** Deep structural familiarity with K-12 school operations, administrative compliance, and educational legal frameworks.
- **Skills:** Expert-level technical writing, workflow visualization (flowcharting), and strong interpersonal consultation capabilities.

6. Payment Terms & Modalities

Payment will be tied strictly to the successful approval of deliverables by the Authorities

- **20%** upon approval of the Inception Report & Work Plan.
- **40%** upon delivery and presentation of the Initial Draft SOP Manual.
- **40%** upon successful delivery and sign-off of the Final Approved SOP Manual