



Proposal to build a new TCF School

Abstract: The Citizens Foundation would like to request xxx for an amount of USD 195,000 to build a Primary/Secondary school unit for the 20xx-xx build cycle. We would also like to request xxx to provide the operational expenses of this school for a minimum of five (5) years once the school starts operations. **The school will be built in Orangi Town, Karachi, when the land is ready. The donor will contribute based on the construction cost when the land becomes available.**

Arsalaan Ibrahim, Head of Donor Services

The Citizens Foundation | Plot No. 20, Sector No. 14, Korangi Industrial Zone, Karachi. Email: arsalaan.ibrahim@tcf.org.pk; Info@tcf.org.pk, Website: <http://www.tcf.org.pk>
T: +92-21 111-823-823

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1 Executive Summary

This proposal is being submitted to request Dr. Tabassum for an amount of **USD 195,000** to build a Primary/Secondary school unit in Xxxx of the school for the 20xx-xx build cycle. We will need your generous support for the operational expenses of the school for a minimum of five (5) years once the school starts operations from April 20xx (details of build and operational cost given on page 6). The picture of the school in this document is only indicative of TCF School structure. These structures may differ based on the available material in respective regions, applicable design on available size of land and earthquake zone in case applicable.

Organization Overview:

TCF was founded in 1996 with a vision to create agents of positive change by providing low-cost formal education to the underserved. Currently, TCF is a network of 1,921 school units spread over 64 districts of the country, educating 286,000 students. Details of TCF programmes and operations are provided in Appendix A.

Proposed Build School Summary:

Location	Xxxx. (View school location)
Community Category	Socio-economically stressed settlement which represents households with limited educational attainment education. Basic amenities of life is available to most of the residents
School Compound Details	Add existing school compound detail if any
Community Needs	This location has been selected by TCF based on a detailed assessment of the area to determine community needs for low-cost, quality education as well as TCF's operational priorities.
Capacity of Proposed Building Unit	180 students
Extension/New Building Unit	Horizontal/Vertical Extension

Project Construction Timeline

Project planning begins after TCF receives confirmation of a build commitment and the mobilization advance from the donor. A standard TCF School is estimated to take 13 - 15 months to be completed. [\(View construction timelines\)](#). Project updates will be provided via quarterly Construction Progress Reports and annual School Progress Reports once school is functional.

Future Expansion Plans

Please note, in the future additional school units can be built on this compound, based on the educational needs of the community. The proposed expansion can either be a vertical extension where a floor will be added to an existing school unit, or it can be a horizontal extension where a school unit will be built adjacent to the existing unit.

2 Proposal

2.1 Site location

The proposed site is located at Xxxx. The total population of the district (District name) is (population of the district) according to the last census taken. The town area where the school is located has mostly a lower-class settlement. However, education - specifically girls' education - remains a challenge in this community due to the regional mindset.

The nearest TCF School to proposed site is **(School Name)** found at approx. xx kms distance, and the **TCF Area Office** is situated at xx kms from the proposed site.

Google map link of site is: Google Coordinates for the school

2.1 Community Needs

This location has been selected by TCF based on a strategic assessment of the area to determine community needs for low-cost, quality education as well as TCF's operational priorities. The region survey assessment considers existing number of schools, number of children of school going age, poverty level, site suitability and land assessment.

2.2 School compound

School compound details. Each school unit caters for 180 students.

2.3 School Design Information.

You can view the school layout on the next page. More school units can be built on this compound, based on the educational needs of the community in the future.

The proposed Primary/Secondary school unit will be a horizontal/vertical expansion. TCF Primary School Unit consists of Six classrooms from KG to V (30 students/classroom) or TCF Secondary School Unit consists of five classrooms from VI to X (36 students/classroom). Please refer to the layout of the school as well as to the pictorial example of such a unit on page 4.

As per standard policy, at the beginning of every new academic session in April, admissions will be provided in KG & I, II if primary or VI & VII if Secondary school. As the classes graduate to the next levels, full capacity will be attained after its 4th year of operations.

2.4 Land

The land on which this school is built will be donated to TCF. TCF attempts to utilize all resources effectively and therefore establishes additional units on the land as per the requirement of the area with the help of its supporters.

2.5 Engineering layout of school

TCF follows all relevant building codes, and the school units are designed to be structurally safe and architecturally designed to provide appropriate light and ventilation in circumstances where electricity supply may be unpredictable.

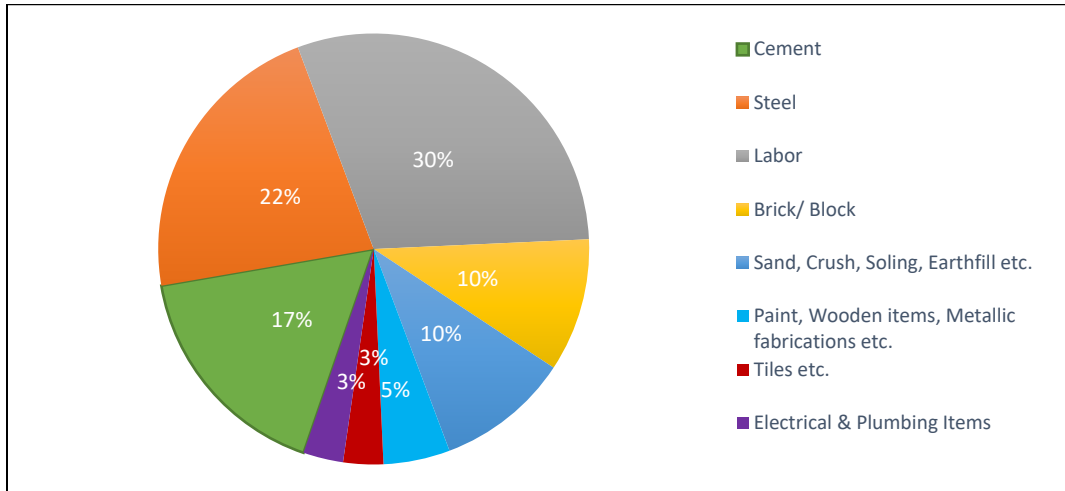
The layout will be shared after confirmation of the land.

3 Project costing

3.1 Build cost

The average cost for constructing and fully equipping a **single unit TCF Primary/Secondary School** for **20xx-2x** build cycle is **USD 195,000**.

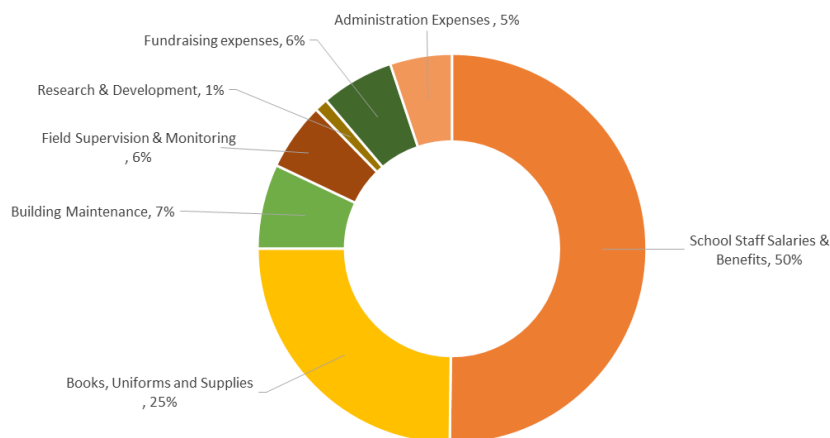
The cost breakdown to construct a school unit is as follows.



3.2 Operational cost

Operational cost for a TCF school for the academic year 2024-25 is **PKR 6,500,000**. The donor can give the cost of five years at the start of Academic year in one payment mode of **Rs 32,500,000** else yearly installments can be paid to support operational cost. The annual fund request will be equal to the prevailing school support cost.

The cost-breakdown of operational expenses is as follows.



3.3 Payment plan

Payment Plan for the Build Cost:

Payment Plan for Establishment Cost	Due	Cost in USD
First Installment	On Project Go-Ahead	\$ 48,750
Second Installment	Midway Project	\$ 97,500
Third Installment	On Completion	\$ 48,750
Total Establishment Cost		\$195,000

Payment Plan for the Operational Cost:

Option 1:

One-time cost for five years support

Payment Plans for Operational Cost	Due	Cost in PKR
One Time Payment for Operational Cost of Five Years (AY 20xx-20xx)	Apr-xx	32,500,000

Option 2:

Yearly installments can be paid to support operational cost. The annual fund request will be equal to the prevailing school support cost.

4 Project Construction Timeline

Project planning begins after TCF receives confirmation of a build commitment and the mobilization advance from the donor. A standard TCF School is estimated to take 13-15 months to be completed, with quarterly updates provided to the donor during construction of the school, and ongoing annual reports outlining school operations once the school is constructed.

	Duration (in Months)	20xx					20xx										
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Architect design	3	█	█	█													
Award of Contract	1				█												
Mobilization of Contractor	1					█											
Construction of school	11				█	█	█	█	█	█	█	█	█	█	█	█	█
Supply of Furniture & supplies	5											█	█	█	█	█	
Staff hiring & Training	5											█	█	█	█	█	
Supply of School Van	1																█
Supply of Uniforms and Books	3														█	█	█
Commencement of Classes	1																█

* Timelines may be revised based on receipt of Build Mobilization Advance.

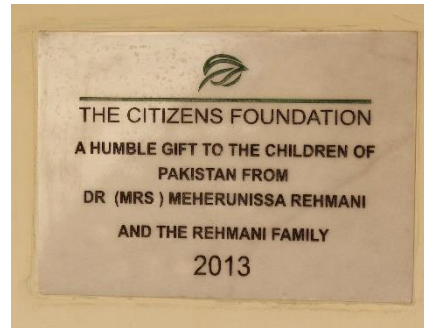
5 Donor Recognition

Donor's sponsorship of the TCF School will be recognized in following ways:

1. The campus will be given a name of donor's choice to be placed outside the building as shown in picture.
2. A 12" x 18" memorial plaque inside the building inscribed by a message to be defined by the Donor.
3. To acknowledge contribution towards annual operational expenditure, a supporter strip board with the Donor is placed prominently in the principal's room.



Sample School name signage



Sample Memorial Plaque



Supporter Strip Board

Note: Text for campus name and marble plaque to be provided by Donor along with the acceptance of proposal

6 Sample TCF School Pictures



7 APPENDIX: Organizational Profile

Overview

TCF was founded in 1996 with the vision to create agents of positive change by providing low-cost formal education to the underserved, without any discrimination, with a special focus on girls' education. Today, TCF is one of the largest privately owned networks of low-cost formal schools in the world with 1,921 school units spread over 64 districts of the country, educating 286,000 students with over 19,000 employees including an all-female faculty of 14,000 teachers and principals. TCF's strategy to employ an all-female faculty of 14,000 teachers and principals encourages families to send daughters to school. As a result, the average girls' enrolment ratio in TCF schools is almost 50% compared to the 15-20% average in these communities.

To supply easy access to marginalized, low income and often conflict prone neighborhoods of the country, TCF schools are embedded in the heart of the communities they serve. Utilizing the school buildings as community centers, TCF supplies community services in adult literacy, clean drinking water and vocational training initiatives.

Before any school is constructed, a site survey is conducted to assess the socioeconomic status of the community and to verify if existing schools have adequate ability and are affordable for the children of the community. TCF heavily subsidizes the cost of education through need-based scholarships, with some parents paying as little as 20 rupees and getting free books and uniforms as well.

Management

TCF schools are part of a comprehensive support system consisting of the Head Office, Regional Offices headed by Regional Managers, Area Managers and Education Managers for each sub-region, and finally Principals at the school level. The Head Office and Regional Offices supply clear guidelines for operating schools, teacher recruitment, teacher training, and monitoring and support. The Regional Office keeps a close link with the school through frequent monitoring visits. Principals supply support through continuous classroom observation and feedback.

TCF's strong management control systems help avoid some of the administrative problems common in the public sector (such as absenteeism and corruption) as well as ensuring quality of educational outcomes in our schools. The quality of outcomes is closely checked by TCF's Education Department and the Quality Assurance Unit. TCF follows the provincial curriculum, augmented with its own textbooks and learning materials, and ensures quality of teaching through over 100 hours of training per annum.

TCF has been recognized locally and internationally for its innovative approach and contributions to the field of education:

- TCF was awarded the 'Best Presented Annual Report' by the eight nation **South Asian Federation of Accountants (SAFA)** for the year 2017.
- **Confucius Prize for Literacy** at the UNESCO Headquarters in Paris for the year 2017.
- The **Schwab Foundation's 2015 Social Entrepreneur of the Year Award**, which recognizes the organization's innovative approach towards solving social issues.
- **The Ramon Magsaysay, 2014 Award** for its social vision and its success in proving that quality education can be provided to everyone irrespective of social status, religion, or gender.
- The **Skoll Foundation, 2013 Award for Social Entrepreneurs**.

8 APPENDIX: The TCF School Programme

Academic Activities

The following activities are typically planned for each year of school operations:

- Faculty recruitment – October to December
- Faculty training – January to March
- School operations – April to March
- Student enrolment process – April to September
- Field monitoring and evaluation visits – ongoing monthly to quarterly



Admissions

Children, both boys and girls from families of low monthly household income, living within walking distance of the schools are eligible for admission. Admissions for the first year of school are for entry level classes – KG, Class I and Class II for primary and classes VI & VII for secondary. Teachers, Principal, and the regional staff counsel the area regularly to target 50% female enrollment within the school.

Scholarship and Assistance

A financial aid system is in place within the TCF School network to help ensure that quality education at TCF is affordable for every student. Aid is evaluated on overall household income and therefore TCF has a flexible fee structure that starts from as low as PKR 20 (AED 0.4 - USD 0.10) and goes up to PKR 750 (AED 13.7 - USD 3.8) for primary and secondary schools, respectively.

Curriculum

All TCF schools follow a relevant and comprehensive curriculum, which is in line with the officially prescribed syllabus by the Educational Board of the respective region. Additionally, TCF has a highly qualified in-house Education Department that has augmented the syllabus with extra textbooks to meet the demands of contemporary education.

Extra-Curricular Activities

TCF believes in the holistic development of the child and therefore extra-curricular activities form an integral part of the curriculum along with reading, learning to use computers, making art and going on educational field trips. Activities such as debates, essays, art, and sports competitions form an integral part of the academic calendar at TCF. Other activities include Rahbar Mentoring, Career Counseling, Summer Camp and Sports Week activities.



Faculty and Non-Faculty Staff

To encourage female enrollment, TCF employs female only faculty and provides them with pick and drop facility as a benefit. Each faculty staff member goes through extensive pre-service training and annual developmental training to update their knowledge and equip them with the latest teaching skills. Members of the local community are also given employment in non-faculty positions such as accounts assistant, van driver, guard and maid.

School Operations to Ensure Quality Education

The TCF Education Department plays a significant role in achieving student learning outcomes. The education programme is based on a rigorous schedule for (a) Academic development of curriculum, exams, teacher training modules and hiring of teachers, (b) a strong Training Programme for improvement of teaching practices through regular training for new and experienced teachers and (c) a Quality Assurance Department for central examination systems. The aim is to ensure that student outputs match the quality standards set by Academics and disseminated by Training.

- a) **Academic Programme:** The TCF curriculum blends concepts found in international as well as national curricula and includes activities for child personal development (e.g., painting, speeches and debates, tableau, games). Our Academics Team has proved realistic yet challenging benchmarks for all classes, which decides the course of learning for children. TCF uses a mix of textbooks to achieve these Class level benchmarks; using learning materials by leading publishers in addition to books prescribed by the provincial boards of education. TCF has also collaborated with education specialists to develop student handbooks and detailed teacher guides. The development of such manuals has enabled standardization of quality across subjects and provinces each of which has a different board of education.
- b) **Training Programme:** Teachers are generally hired from within the school neighbourhood. TCF then extensively trains these new teachers. Training modules are developed through both needs analysis and educational research. Four types of training modules are conducted: (i) Pre Service Training (PRESET) training for all newly hired TCF faculty members to introduce the TCF education model; (ii) In Service Training (INSET) where 13,000 teachers and 500 trainers nationwide participate regardless of their Academic or teaching qualifications or experience; (iii) Staff Development Days (SDD) is a needs based training held monthly in which the school faculty discusses its teaching concerns; and (iv) Educational Leadership & Management Training of School Heads (ELMTSH) focuses on capacity building for School Heads: leadership, team building, communication skills, and motivation.
- c) **Quality Assurance process:** TCF sets learning outcome targets for each subject, customized to the local needs and past performance of the school. Principals and teachers are then trained and coached to be able to meet the learning outcomes.
- d) Assessments are combined twice a year in December and in March and shared with parents through a parent-teacher meeting. In line with child centred learning using Bloom's taxonomy, TCF has a remarks-based assessment system for Early Childhood Education [ECE] level in pre-primary classes of KG, 1 and 2.

School Operations: Monitoring and Evaluation

Once the school is operational, it becomes part of the TCF system of monitoring and evaluation which is supported through multiple teams in the Area Office, Regional Office and eventually the central Head Office. TCF's organization system and structures are geared toward managing learning outcomes effectively and efficiently. To check progress on Key Performance Indicators (KPIs), a team of evaluators from the Regional Department as well as the Education Department regularly visit schools.

Classroom observations are conducted to ensure the quality of education being provided meets the required standards. Students and teachers are also encouraged to supply feedback about the programme. With regular interface and observation, areas of improvement are found and incorporated in teacher training or curriculum development or both.

