**Annex 4 – Goods and services specification**

**TERMS OF REFERENCE**

For the supply of **Baseline research consultancy** to the British Council

The terms of reference of services that is to be delivered to the British Council by the service provider shall be as follows:

Purpose of the assignment:

The main purpose of the baseline is to identify the existing knowledge and practice of using digital technology in teaching and learning in the classrooms among government secondary level teachers of Nepal.

The baseline should be able address the current status of teachers through the following questions, but not limited to:

* What does the term “Digital Literacy” mean to the teachers?
* Do they use mobile phones, email or social media? What type of mobile device do they have? How often do they use the email to communicate? How much time do they spend in social media every day?
* What are the current digital skills of teachers? Do they use digital tools in their regular teaching and why?
* Do they have internet facility in their home or in school?
* What educational digital resources are they aware about?
* Do they know how to look for information online?
* Can they distinguish between authentic and unauthentic resources?

The above-mentioned data should be incorporated in the following formats

1. **Full report of the baseline evaluation**

A detailed report of the baseline evaluation which will include both qualitative and quantitative data, analysis and commentary as per the prescribed format set out by the British Council.

1. **Report in Infographics format**

The report will cover the same outcomes as above in short snippets which can be used for sharing with projects key stakeholders.

Deliverables

1. Discuss/interact with Connecting Classrooms project team on the baseline evaluation plan, methodology, tools, timelines.
2. Review all relevant project documents for reference/background information
3. Submission of detailed plan of action (methodology, tools) and budget to the project team and approval
4. Conduct baseline in districts identified by the British Council
5. Submit the draft report to the project team
6. Submit final report as per the prescribed formats above.

Districts and local units and sample size

126 teachers from 42 schools from the below mentioned 14 districts and local units.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| State | Districts | Local unit | No. of schools | Sample size |
| 1 | Illam | Illam Municipality |  | 3 schools, 3 teachers each |
| Sankhuwasabha | Khandbari Municipality |  | 3 schools, 3 teachers each |
| 2 | Mohattari | Bardibas Municipality |  | 3 schools, 3 teachers each |
| Rautahat | Chandrapur Municipality |  | 3 schools, 3 teachers each |
| 3 | Ramechhap | Manthali Municipality |  | 3 schools, 3 teachers each |
| Dhading | Dhunbesi Municipality |  | 3 schools, 3 teachers each |
| Gandaki | Kaski | Pokhara Metropolitan city |  | 3 schools, 3 teachers each |
| Syanjha | Bhirkot Municipality |  | 3 schools, 3 teachers each |
| 5 | Dang | Ghorahi Municipality |  | 3 schools, 3 teachers each |
| Rolpa | Rolpa Municipality |  | 3 schools, 3 teachers each |
| Karnali | Dailekh | Narayan Municipality |  | 3 schools, 3 teachers each |
| Surkhet | Birendranagar Municipality |  | 3 schools, 3 teachers each |
| Sudurpaschim | Kailali | Dhangadhi Sub-Metropolitan city |  | 3 schools, 3 teachers each |
| Doti | Dipayal Silgadi Municipality |  | 3 schools, 3 teachers each |

Time frame

The consultancy will commence from September 2019 and is expected to end by December 2019.

Required document for Request for Proposal

**As mentioned in the Suppliers response.**

*We expect the proposed team to be balanced in terms of male to female ratio.*