

Terms of Reference Monitoring and Evaluation

1. Background

English for Teaching: Teaching for English plus (ETTE +) is a British Council's teacher training project to support the development of communicative English language teaching in Primary schools in Nepal.

In 2013-14, the British Council, in association with partners including the Nepal English Language Teachers Association (NELTA), Global Action Nepal (GAN), and the National Centre for Educational Development (NCED), implemented ETTE+ in Lamjung and Chitwan. The program reached out to around 295 teachers from 60 schools.

The British Council is planning a follow up on the ETTE + in **Chitwan and Lamjung**, with an additional component of "Digital Intervention". The follow up activities will begin in August 2014 and will run until Feb 2015.

We are looking to develop monitoring and evaluation tools, the goals of which are to explore the engagement and learning outcomes of the teachers following the intervention.

We would like to request for proposals from experienced organizations to conduct an intensive Baseline Survey and End line survey in the districts mentioned above.

2. Purpose of Consultancy

To work closely with the British Council team to provide two outputs: (a) a baseline survey report of the Digital Intervention component of ETTE+; (b) a qualitative research report of the Digital Intervention at the end of the Project period.

3. Consultancy Deliverables

a) Baseline Survey Report: 5 to 10 page summary report addressing the following requirements:

- Needs analysis done among the teachers to find out
 - The level of awareness among teachers about different ICT tools
 - What ICT tools do teachers currently use, if any, and for what purposes
 - Attitude of teachers towards using ICT tools for teaching purposes
 - Attitude of teachers towards self-access learning

b) A qualitative research report of the Digital Intervention at the end of the Project period:
The consultant is required to collect data using participatory tools and produce a qualitative research report that addresses the following -

- Engagement - Changes in the attitude of beneficiaries regarding self-access learning tools.
- Learning - Direct/Indirect changes in teaching methodologies of beneficiaries and pupils due to this intervention.
- Action - Example lesson plans showing the incorporation of the prescribed ICT resources
- Legacy - Improvements in learning capacities of the learners/pupils

4. Interested institutes need to submit -

- Organization profile
- Proposal for the approach of work
- CV's or brief background of team members
- Implementation schedule indicating timing and breakdown of activities/sub activities
- A clear and concise budget plan
- Government registration and tax clearance certificate

5. Time frames for application, completion and duration of consultancy

Application deadline: 4th September 2014 (Shortlisting and interviews by 10 September)

- The consultant is expected to provide the first deliverables within 30 days of signing the contract. The consultant is expected to provide the second deliverables by 28th February 2015.

6. Reporting

For the duration of the consultancy, the consultant will report progress and obstacles to the British Council. Wherever possible and feasible, the consultant should be pro-active in reporting, pointing to possible problems and suggesting pro-active solutions to addressing these problems.

7. Location of Work

Schools from the following resource centres –

Chitwan: Parbatipur, Dibyanagar, Madi, Lanku, Muglin, Kabilas, Gitanagar, Bhandara, Khairahani, Jhuwani, Pithuwa, Shaktikhor

Lamjung: Bhoteodar, Bharte and Chitti

8. Partial quotations: Not permitted

9. Payment terms: On instalment basis as per British Council policy

10. Criteria for contract award: Highest combined score based on 70% technical offer and 30% price weight distribution

11. Criteria for assessment:

Technical proposals (70%)

Methodology, its appropriateness to the condition and timeliness of the implementation plan 50%
Expertise of the organization 20%

Financial Proposal (30%)

To be assessed as a ratio of the Proposal's offer to the lowest price among proposals received

12. Once selected: The selected consultant will be given a half-day orientation session on the programme requirements and objectives.

13. Copyright: All the materials produced during this consultancy will be the copyright of British Council

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