



# **RFP 1088.34 Education Sector Analysis Consultant**

10 December 2025

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# Issue and Revision Record

Revision	Date	Originator	Checker	Approver	Description
1	10/12/25	Rodney Williams	Khadijatu Gheirawani	Laura McInerney	V1

**Document reference:**

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# 1 Overview of the Requirement and Procurement Process

The purpose of this Request for Proposal (RFP) is to engage two subconsultants to conduct a comprehensive Education Sector Analysis (ESA).

## 1.1 The Company

Mott MacDonald is a large employee-owned management, engineering and development consultancy serving the public and private sectors around the world. We employ around 17,000 staff and work across more than 200 offices globally, undertaking projects in 140 countries. Our expertise and resources help deliver projects covering:

● Buildings	● Environment
● Education	● Communications
● Health	● Industry
● Oil and Gas	● Power
● Transport	● Water
● Mining	● Urban Development
● International Development	

Additional general information about Mott MacDonald can be found at [www.mottmac.com](http://www.mottmac.com).

## 1.2 Background and Current Situation

Mott MacDonald Limited trading as Cambridge Education has been appointed by UK Foreign, Commonwealth and Development Office (FCDO) to use UK aid to deliver the Sierra Leone Secondary Education Improvement Programme 2 (SSEIP 2). This programme supports the Ministry of Basic and Senior Secondary Education to improve primary and secondary schooling, make schools safer for girls, and target support to students with disabilities.

To support delivery of this programme, the Company is looking to engage two subconsultants to conduct a comprehensive Education Sector Analysis (ESA).

## 1.3 Timescales

Set out below is the proposed procurement timetable. This is intended as a guide and whilst the Company does not intend to depart from the timetable it reserves the right to do so at any stage.

**Table 1: Proposed timetable**

Date	Action
10.12.2025	RFP to be published.
10.12.2025	Clarification period for RFP opens
16.12.2025	Clarification period closes
16.12.2025 1730 (Sierra Leone time)	Closing date and time for receipt by the Company of Suppliers' RFP Responses (bids).
17.12.2025 0930 (Sierra Leone time)	Opening of bids, in the presence of bidders and/or their representatives who choose to attend.
18.12.2025	Evaluation of bids and selection of supplier.
19.12.2025	Notification of outcome to selected supplier.

## 1.4 Company's Contact Details

Unless stated otherwise in this RFP or in writing from the Company, all correspondence and communications from Suppliers during the period of this procurement exercise must be directed to the Company's designated contact:

**Name: Rodney William**

**Email: MMSL.Procurement@mottmac.com**

All email communications should bear the subject line "**RFP 1088.34 Education Sector Analysis Consultant**". Please ensure that the name, contact details and position of the person making the enquiry are clearly identified in any written communication.

## 1.5 Response Required

Prospective Suppliers are asked to submit responses in the manner set out in Sections 3 and 4 of this RFP documents. In addition to returning a compliant RFP Response, the Company would also consider any alternative proposals Suppliers might wish to suggest which could in their opinion fulfil our requirements.

## 1.6 Glossary

Unless the context otherwise requires, the following words and expressions used within this RFP document shall have the following meanings:

**Table 2: Definitions of terms used in this document.**

Term	Meaning
"Agreement" or "Contract"	The agreement to be entered into by the Company and the Supplier following any award under the procurement exercise to supply the goods and/or services.
"Charges" or "Prices"	The costs, prices and related expenses proposed by the Supplier in relation to the supply of the goods and/or services.
"Company" or "Mott MacDonald"	Mott MacDonald Group Limited and its subsidiary companies.
"Deadline"	The closing date for RFP Responses, as shown in Section 1.4 – Timescales.
"Due Diligence Information"	The background and supporting documents and information provided by the Company for the purpose of better informing Suppliers' responses to this RFP.
"Instructions to Suppliers"	The terms and conditions set out in this RFP relating to the submission of a Response.
"Request for Proposal" or "RFP"	This Request for Proposal document and all related documents published by the Company and made available to Suppliers (including any Due Diligence Information).

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"RFP Response" or "Response" or "Tender" or "Bid".	A Supplier's formal offer in response to this Request for Proposal.
"Supplier" or "Suppliers" or "Tenderer" or "Tenderers"	The party/parties responding to or contemplating a response to this RFP.

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## 2 Instructions to Tenderers

### 2.1 Introduction

- This RFP is in four sections:
  - Section 1 states the outline of the requirement.
  - Section 2 contains the Instructions to Tenderers and the conditions of this RFP.
  - Section 3 contains the detailed specifications/scope of the requirement.
  - Section 4 specifies the format or manner in which Tenderers are requested to respond.
- Potential consultants are free to express and propose in their response the solution(s) that they believe meet best the Company's requirement.
- Suppliers shall under no circumstances be entitled to recover from the Company any costs, charges, expenses, or claims associated with the preparation and submission of a response to this RFP, including in the event of this RFP or subsequent Tender being withdrawn.
- Whilst it is the Company's intention to purchase the goods/services described herein from the Supplier(s) appointed, this does not confer any exclusivity on any appointed Supplier. The Company reserves the right to purchase any goods/services (including those similar to the goods/services covered by this procurement exercise) from any supplier.

### 2.2 General

- These instructions are designed to ensure that all Suppliers are given fair and equal access and consideration. It is important therefore that Tenderers provide all the information asked for in the format and manner specified.
- Suppliers should read these instructions carefully before submitting a Tender. Failure to comply with these requirements for completion and submission of the RFP Response may result in the rejection of the Tender. Suppliers are advised therefore to acquaint themselves fully with the extent and nature of the goods/services and contractual obligations. These instructions constitute the Conditions of Tender. Participation in the tender process automatically signals that the Supplier accepts these Conditions.
- All material issued in connection with this RFP shall remain the property of the Company and shall be used only for the purpose of this procurement exercise. All Due Diligence Information shall be either returned to the Company or securely destroyed by the Supplier (at the Company's option) at the conclusion of the procurement exercise.
- The Supplier shall ensure that each and every supplier, sub-contractor, consortium member and adviser that they chose to work with in responding to this RFP abides by the terms of these instructions.
- The Supplier shall not contact any employee, agent or consultant of the Company that is in any way connected with this procurement exercise during the period of this procurement exercise, save for the Company's designated contact, unless instructed otherwise by the Company in writing.
- The Company shall not be committed to any course of action as a result of: issuing this RFP or any invitation to participate in this procurement exercise; an invitation to submit any Response in respect of this procurement exercise; communicating with a Supplier or a Supplier's representatives or agents in respect of this procurement exercise; or any other communication between the Company (whether directly or by its agents or representatives) and any other party.

- Suppliers shall accept and acknowledge that by issuing this RFP the Company shall not be bound to accept any subsequent Tender and reserves the right not to conclude an Agreement, where applicable, for some or all of the goods and/or services for which Tenders are invited.
- The Company reserves the right to amend, add to or withdraw all or any part of this RFP at any time during the procurement exercise.

## 2.3 Confidentiality

- Subject to the exceptions stated below, the contents of this RFP are made available by the Company with the following conditions:
  - Suppliers shall always treat the contents of the RFP and any related documents (together called the 'Information') as confidential, save in so far as they are already in the public domain.
  - Suppliers shall not disclose, copy, reproduce, distribute, or pass any of the Information to any other person at any time or permit any of these things to happen.
  - Suppliers shall not use any of the Information for any purpose other than for the purpose of submitting (or deciding whether to submit) a response to the RFP.
  - Suppliers shall not undertake any publicity activity within any section of the media, including but not limited to social networking and online blogs, in relation to this RFP.
- Suppliers may disclose, distribute, or pass any of the Information to its advisers, subcontractors or to another person provided that at least one of the following conditions applies:
  - This is done for the sole purpose of enabling a Response to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Supplier.
  - The Supplier obtains the prior written consent of the Company in relation to such disclosure, distribution or passing of Information.
  - The Supplier is legally required to make such a disclosure.
- The Company may disclose detailed information and responses relating to this RFP and any subsequent Tenders to its officers, employees, agents, or advisers.
- Where a Supplier has requested information or clarification then the Company reserves the right to disseminate information that is materially relevant to the procurement to all Suppliers involved, even if the information has only been requested by one Supplier, subject to the duty to protect each Supplier's commercial confidentiality in relation to its Response.
- In this section, the definition of 'person' includes but is not limited to any person, firm, corporate body, or unincorporated association.

## 2.4 Clarification

It is anticipated that sufficient information has been provided herein to allow Suppliers to prepare their response. However, should additional information be deemed necessary, please submit a request by email to the Company's designated contact. The Company will endeavour to answer all questions as quickly as possible. If, in our opinion, the question and answer are deemed to be of interest to all potential Suppliers, then we reserve the right to respond with the question and answer to all potential Suppliers. Care will be taken to ensure that the identity of the party asking the question will remain anonymous.

## 2.5 Preparation of Responses

- Suppliers must obtain for themselves at their own responsibility and expense all information necessary for the preparation of the Response. Suppliers are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their Response and all other stages of the selection and evaluation process. Under no circumstances will the Company, or any of its officers, employees, agents, or advisers, be liable for any costs or expenses borne by Suppliers or their sub-contractors, suppliers, or advisers in this process.
- The Company relies on Suppliers' own analysis and review of information provided. Consequently, Suppliers are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Responses and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement process.
- Suppliers must form their own opinions, making such investigations, and taking such advice (including professional advice) as is appropriate, regarding the scope of supply and any subsequent Response, without reliance upon any opinion or other information provided by the Company or its advisers or representatives. Suppliers must notify the Company promptly of any perceived ambiguity, inconsistency, or omission in this RFP, any of its associated documents and/or any other information issued to them during the procurement process.

## 2.6 Submission of Responses

- Responses are to be received by the Company no later than the closing date and time stated in Section 1.4.
- The Company may at its own absolute discretion extend the closing date and the time for receipt of Responses. Any extension granted will apply to all Suppliers.
- Suppliers must submit Responses according to the instructions set out Section 4
- It is anticipated that all Responses can be processed from the submitted documents but if Suppliers would like to ask any question; they may do so by emailing the Company's designated contact. The Company will endeavour to answer all questions as quickly as possible but cannot guarantee a minimum response time.
- Suppliers' Response and any documents accompanying it must be in the English language.
- Suppliers may include in the Response a small amount of related and relevant information which has not been specifically requested in the RFP.

## 2.7 Canvassing

Any Supplier who directly or indirectly canvasses any officer, member, employee, or agent of the Company concerning this procurement or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee, or agent or concerning any other Supplier, Tender or proposed Tender may be disqualified.

## 2.8 Disclaimers

- Whilst the information in this RFP has been prepared in good faith, it does not purport to be comprehensive, nor has it been independently verified.
- Suppliers should note that the details, volumes, and any potential service dates set out in this document are estimates only. They are not intended to provide any commitment as to the value of goods/services that the Company may purchase using this or any other procurement.

- Any Agreement(s) awarded will be non-exclusive. The Company gives no undertaking that it will purchase the whole or any of the requirements for goods/services through such arrangement.
- Neither the Company nor its advisers, directors, officers, members, partners, employees, other staff, or agents:
  - Makes any representation or warranty (express or implied) as to the accuracy, reasonableness, or completeness of the RFP.
  - Accepts any responsibility for the information contained in the RFP or for the fairness, accuracy, or completeness of that information, nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- Any persons considering planning to enter contractual relationships with the Company following receipt of the RFP should make their own investigations and their own independent assessment of the Company and its requirements for the goods/services and should seek their own professional advice.
- Any Agreement concluded because of this RFP shall be governed by the Laws of England and Wales, or by the laws of the country in which the Supplier is based, or by alternative laws and jurisdiction, at the Company's discretion.

## 2.9 No Inducement or Incentive

The RFP is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Supplier to submit a Response or enter into any subsequent Agreement or any other contractual arrangement.

## 2.10 Acceptance and Admission to the Agreement

The Company shall be under no obligation to contract with or conclude any Agreement with the Supplier following receipt of its Response to this RFP or any subsequent tender documentation, irrespective of whether it has tendered the lowest price.

## 2.11 Amendments to RFP Documents

At any time prior to the deadline for the receipt of RFP Responses, the Company may modify the RFP by amendment. Any such amendments will be numbered and dated and issued to all prospective Suppliers prior to the Deadline for the submission of Responses. To give prospective Suppliers reasonable time in which to take the amendment into account in preparing their Responses, the Company may, at its discretion, extend the Deadline for receipt of Responses.

## 2.12 Late Responses

Any Response received at the designated point after the Deadline for receipt of Responses may be rejected unless the Supplier can provide irrefutable evidence that the Response was capable of being received by the due date and time.

## 2.13 Modification and Withdrawal

Suppliers may modify or withdraw their Response prior to the Deadline by giving notice to the Company in writing or via electronic submission to the Company's designated contact.

- Suppliers may withdraw their Response at any time prior to accepting the offer of an Agreement following the final stage of the tender process. The notice to withdraw the Response must be in writing and sent to the Company by recorded delivery or equivalent service and delivered to the Company's designated contact.

## 2.14 Right to Reject/Disqualify

The Company reserves the right to reject or disqualify a Supplier where one or more of the following apply:

- The Supplier fails to comply fully with the requirements of this RFP.
- The Supplier is guilty of serious misrepresentation in relation to its Tender and/or the Tender process or in supplying any information required in this document.
- There is a change in identity, control, financial standing, or other factor impacting on the selection and/or evaluation process affecting the Supplier.
- There is evidence that the Supplier has acted in collusion with another party.

## 2.15 Right to Cancel, Clarify or Vary the Process

The Company reserves the right to:

- Amend the terms and conditions of the Tender process.
- Cancel the evaluation process at any stage.
- Require the Supplier to clarify its Response in writing and/or provide additional information. Failure to respond adequately may result in the Supplier not being selected.

## 2.16 Customer References

The Company may wish to contact and/or visit one or more customer references submitted by the Supplier, as part of the evaluation stage of this RFP or subsequently if the Supplier is selected as preferred supplier.

## 2.17 Evaluation Process

The evaluation process for this RFP will feature the following steps:

- Step 1: Compliance checks, verifying that all information requested has been submitted in compliance with the Tender instructions.
- Step 2: Evaluation and scoring of Responses:
  - Technical (goods/services offered)
  - Commercial (price and terms)
- Step 3: Evaluation report and recommendation.
- Step 4: Confirmation of outcome and authorisation to proceed.
- Step 5: Notification of outcome to the successful Tenderer.

## 2.18 Notification

The Company will inform the successful Tenderer(s) of its intention to award contract(s) based on the evaluation process as outlined above.

- Upon request, all unsuccessful Tenderers will be afforded the opportunity of feedback on the Company's reasons for the unsuccessful outcome.

## 2.19 Agreement

In the event that the Company wishes to enter into an Agreement with any Consultant/Supplier, that Agreement will be augmented with appropriate information submitted in the Tender's Responses including any Specifications, Technical Requirements and Charges. In drafting their responses Tenderers must be mindful of this and should ensure that their Responses are drafted in clear and concise terms which will provide a basis for translation into firm contractual commitments.

## 3 Scope of Supply

### 3.1 Introduction

Mott MacDonald Limited (MM) trading as Cambridge Education has been appointed by the UK **Foreign, Commonwealth and Development Office (FCDO)** to deliver the Sierra Leone Secondary Education Improvement Programme 2 (SSEIP 2). This programme supports the Ministry of Basic and Senior Secondary Education to improve primary and secondary schooling, make schools safer for girls, and target support to students with disabilities. SSEIP's systems strengthening approach is anchored in the recognition that people drive system change. To ensure adolescent girls and children with disabilities stay in secondary school or alternative safe spaces, we need to develop effective interventions that ensure that sustainable behaviour and attitudinal change happens.

### 3.2 Background and Context

Sierra Leone's Education Sector is undergoing a transformative phase, anchored on the government commitment to Free Quality School Education and framed by national priorities and global initiatives such as the Sustainable Development Goal (SDG4), the Transforming Education Summit, World Education Forum social contract and the Medium-Term National Development Plan (2024-2030). These strategic frameworks reflect the country's ambitions to provide an inclusive, equitable, and quality education for all.

The government has made significant moves towards improved access to quality education, as enshrined in the current and previous Education Sector Plan (ESP) 2022-2026 and Agenda 2030 for Sustainable Development. In a bid to promote equity, the government developed and is implementing the Radical Inclusion Policy and the Gender Equality and Women's Empowerment Act 2022 (GEWE).

Despite impressive enrolment gains across the sector, learning outcomes remain below global benchmarks. Early grade literacy and numeracy assessments reveal that a significant number of children are not meeting minimum proficiency levels. As global education standards rise, driven by sustainable Development Goal 4 and regional commitments under the Continental Education Strategy for Africa (CESA 16-25), critical challenges of equitable allocation of resources to the various sub-sectors of education remain. Furthermore, the education system continues to face challenges of inefficient spending, leakage and weak accountability mechanisms which hinder effective service delivery. Strengthening governance and transparency including the management of teachers' payroll, procurement and school grants is essential to building public trust and ensuring resources reach the intended beneficiaries.

As the current Education Sector Plan (ESP) 2022-2026 implementation nears completion, conducting a comprehensive Education Sector Analysis (ESA) in 2025 is imperative to inform the development of the next ESP 2027-2031. The ESA is a technically robust, system-wide diagnostic exercise that evaluates sector performance across access, equity, learning, governance, and financing. It provides an empirical basis for strategic decision-making, priority setting, and formulation of a credible and costed sector plan.

More than a technical assessment, the ESA is a participatory capacity-building process that engages stakeholders at the national and local council or district levels, including district

education officers, local councils, traditional leaders, female groups, people with disabilities and other marginalized groups, civil society, and all development and donor partners. The ESA underpins the next ESP development.

Against this backdrop, the Ministry of Basic and Senior Secondary Education (MBSSE), Ministry of Technical and higher Education (MTHE), the Teaching Service Commission (TSC), Tertiary Education Commission (TEC) and development partners seek to engage two **consultants** to conduct a comprehensive Education Sector Analysis (ESA). The consultants will be engaged directly and not through another organization. The ESA will provide an evidence-based understanding of the current status, achievements, challenges, and opportunities within the education sector. It will support decision-making, priority setting, and strategy formulation for the next Education Sector Plan (post 2026) and guide national and donor investment towards inclusive, high quality and corruption-resistant education system strengthening and service delivery.

### 3.3 Objectives of the ESA

The overall objective is to conduct a comprehensive, forward looking Education Sector Analysis that provides a clear picture of Sierra Leone's education system performance and identifies actionable priorities for reform.

Specific objectives for the ESA are as follows:

- Gather data (including identifying data gaps) to assess the overall performance of the education sector against the targets set in the ESP 2022–2026 in terms of Access, Equity, Quality and Efficiency.
- Analyse learning outcomes with emphasis on foundational literacy and numeracy relative to global proficiency benchmarks.
- Examine the crossovers between MBSSE and MTHE work – for example on Teacher Training Institutions – to understand alignment across the sector.
- Examine the status of innovation and digital transformation in improving teaching, learning and management.
- Review education financing, including domestic revenue resource mobilization, cost efficiency and impact of dwindling aid flows, paying particular attention to how financial support is provided to educational institutions.
- Assess the capacity of the sectorial actors to deliver the ESP, including with a SWOT and PESTEL analysis.
- Provide recommendations for policy priorities, strategic interventions and review and lessons learnt for the upcoming ESP, 2027-2031.
- Ensure alignment with national development frameworks (e.g., 'Big Five Game Changers', Human Capital Development Agenda), and global commitments (e.g., SDG 4, Continental Education Strategy for Africa - CESA 16–25).

### 3.4 Consultant Scope of Work

The ESA will encompass a system-wide analysis of all levels of the education system and types throughout the country from Early Childhood Education, Primary, Secondary, Technical and Higher Education, Non-formal and Adult Education. It will examine the trends and disparities in access, participation, learning outcomes, resource allocation and use, and system governance.

Cross-cutting issues such as gender, inclusion, resilience, and climate issues will be holistically assessed.

The consultant will work alongside a second consultant to conduct the ESA. Both consultants will work with other stakeholders as directed by the ESA TWG – including but not limited to (1) LIFT fellows to align with and leverage the ecosystem diagnostic and agree on evidence synthesis priorities; and (2) teams carrying out specific chapters of the ESA such as UNESCO IIEP who will complete the disability inclusion chapter.

Analytical Domains:

- Context Analysis: Socio-economic, Demographic, and Policy context.
- Access, Participation, and Equity
- Internal and External Efficiency
- Quality of Education and Learning Outcomes
- Education Financing and Budget Analysis
- Governance, Management, and Institutional Capacity
- System Resilience and Emergency Preparedness

### 3.5 Methodology

The ESA will use a mixed method approach combining quantitative analysis (EMIS, ASC, WAEC, allocation and Expenditure data on education and qualitative inquiry (policy review, stakeholders' interviews, focus group).

The methodology will include,

- Desk Review of national and international existing reports, studies, EMIS data, and policy documents.
- Secondary Data Analysis of national surveys (e.g., SLIHS, DHS, MICS, Learning Assessments).
- Disability and inclusion mapping using MICS and school data
- Innovation and governance case studies
- Stakeholder Consultations and Key Informant Interviews (KIIs)
- Focus Group Discussions (FGDs)
- Education Financing Analysis
- Equity and Gender Analysis
- Mapping of Development Partners Interventions

The consultant may propose other or additional data collection methods.

### 3.6 Illustrative Deliverables and LoE

The consultant is expected to work closely with a second ESA consultant to achieve the deliverables listed in the table below. Deliverables may be adjusted if necessary, with agreement from the MBSSE, MTHE and both consultants.

No	Deliverable	Means of verification	Estimated LoE
1.	Inception meeting conducted with the ESA TWG and Steering Committee for the ESA	<ul style="list-style-type: none"> <li>• Agenda and materials for the meeting</li> <li>• Meeting attendance register</li> <li>• Meeting minutes</li> </ul>	2 days
2.	Inception Report	<p>A written document that includes</p> <ul style="list-style-type: none"> <li>• the detailed methodology for conducting the ESA</li> <li>• the detailed work plan</li> <li>• data mapping activities</li> <li>• stakeholder consultation plan (based on IIEP guidance)</li> <li>• Description of the ESA validation process</li> </ul>	10 days
3.	Data collection tools	Data collection tools as per the approved methodology	2 days
4.	Compilation of quantitative and qualitative data collected for the ESA	Compilation of quantitative and qualitative data collected for the ESA and as required in the agreed methodology.	16 days
5.	Outline of the final ESA report	Written outline for the ESA agreed and approved by the ESA Steering Committee	3 days
6.	Inputs to the draft ESA	One round of written feedback on the ESA report drafted by the second consultant	10 days
7.	Validation workshop conducted with the MBSSE, MTHE and their partners	<ul style="list-style-type: none"> <li>• Meeting agenda and materials (including a presentation to the setting out key findings/data)</li> <li>• Attendance records</li> <li>• Meeting minutes</li> </ul>	2 days
8.	Final ESA report	Written inputs to finalise the report based on feedback from the validation workshop	5 days

Timelines for completing each deliverable will be agreed with the successful applicant.

### 3.7 Level of Effort and Duration of the Consultancy

The consultancy will begin in January 2026 and be completed by 31st May 2026.

All deliverables must be completed and signed off by the MBSSE Chief Education Officer and MTHE Chief Technical and Higher Education Officer or their designates by end May 2026. The Level of Effort (LoE) for this consultancy is up to 50 days.

### 3.8 Location

The consultancy will take place in Freetown, Sierra Leone, with travel to schools and District Education Officers in two districts to conduct interviews.

All travel (vehicles and accommodation) will be agreed in advance by the MBSSE/MTHE members of the Technical Working Group. The consultant will be reimbursed for in-country travel based on established Mott MacDonald rates.

Note that no international travel costs will be reimbursed under this consultancy.

### 3.9 Required qualifications and experience

- Advanced degree in Education, Economics, Public Policy or related field
- At least 7 years' experience in education policy analysis or sector planning in a Sub-Saharan Africa context, preferably including in Sierra Leone.
- Proven expertise in learning outcomes analysis, inclusive education/disability, and education financing
- Experience assessing governance and integrity systems in education
- Familiarity with domestic financing mechanisms and aid transition planning
- Experience with innovation, digital education tools, and data systems
- Experience working with GPE, UNESCO-IIEP or World Bank frameworks
- Excellent analytical, writing and facilitation skills including English language fluency (C2 level).

A deep understanding of the education system and context for education in Sierra Leone is desirable.

### 3.10 Reporting and Supervision

The subconsultant will be contracted by Mott MacDonald on behalf of the MBSSE and MTHE.

The consultant will report to the Chief Education Officer and Chief Technical and Higher Education Officer or their designates and work in close collaboration with the Technical Working Group (TWG) under the overall guidance of the **Country Steering Committee (CSC) for the Education Sector Diagnostic 2026/2027.**

### 3.11 Daily rate

- Final daily rate agreed with the successful applicant will be based on their salary/daily fee rate history
- Daily rates must be inclusive of 15% GST shall be quoted in **SIERRA LEONE NEW LEONES**.
- Rates are fixed for the duration of this contract and are deemed to cover all employment expenses including, but not limited to, salary, allowances, social security contributions, taxes, insurances, etc.
- Deliverables are to be sent to the Mott MacDonald for checking and onward transmission for quality assurance. No deliverables are to be sent directly from the Sub-consultant to an external party. Payments will be made on achievement of agreed deliverables and submission of means of verification (MoVs) and will be subject to approval by Mott MacDonald and MBSSE and MTHE.

### 3.12 Delivery

Handing over of documentation is expected to take place at the Company's offices in Freetown, Sierra Leone, by the 31<sup>st</sup> May, 2026.

## 4 Response

Interested candidates should submit the following documents as part of their application:

1. Covering letter explaining why they are a suitable candidate for this assignment and their proposed daily rate
2. List of relevant assignments completed
3. Curriculum vitae
4. Interested applicants should submit their applications to [MMSL.Procurement@mottmac.com](mailto:MMSL.Procurement@mottmac.com) using the subject line "ESA Consultancy Application"

## 5 Submission

Tenderers must submit bid in Portable Document Format (PDF) to **MMSL.Procurement@mottmac.com**

Bid submission emails must bear the subject line “**RFP 1088.34 Education Sector Analysis Consultant**”. Bids submitted by email will remain unopened and unread until after the deadline.

Tenderers’ RFP responses must contain the following, set out clearly and unambiguously:

- Required qualifications and experience
- Documents listed in Section 4 Response
- Daily rate
- The currency in which the Tender price is specified
- Any relevant additional information

Bids will be opened at **09:30 hrs** (Sierra Leone time) on **17<sup>th</sup> December 2025**, at the **Ministry of Technical and Higher Education (MTHE) New England Ville, Freetown** in the presence of any bidders and/or their representatives who wish to attend the bid opening.

Late bids will be rejected and returned unopened to bidders, or deleted/destroyed by the Company, at the Company’s discretion.

