

## Request for Proposal (RFP)

**For: Strengthening Teacher English Proficiency (STEP) evaluation**

**Date:** 11 February 2025

### 1 Overview of the British Council

We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.

We uniquely combine the UK's deep expertise in arts and culture, education and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people and influencers and our creative sparkle.

We work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world.

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2021–22 we reached 650 million people.

### 2 Introduction and Background

#### 2.1 Objective

The tender aims to secure the technical and professional services of an evaluation consultant. The appointed consultant (individual or firm) will lead on the evaluation of **Strengthening Teacher English Proficiency (STEP)** during the course of programme delivery.

The primary objective of this evaluation is to demonstrate the tangible effects of enhanced English Language proficiency and innovative teaching methodologies on the overall quality of teaching and learning in schools.

The successful consultant will be responsible for delivering on this evaluation objective. More specific objectives are to:

- Understand if the process adopted in the re-design and delivery of the STEP course was effective in developing course materials that are beneficial to student teachers.
- Understand if the STEP course is relevant to the selected Colleges of Education across Nigeria
- Determine the impact of STEP Training on teacher behaviour.

- Identify how teachers who participated in the trainings offered by STEP have influenced the learning outcomes of students that attend schools.
- Review the operations of the Community of practice groups to:
  - o explore the drivers that influence group participation/engagement.
  - o identify opportunities to enhance their engagement.
  - o recommend opportunities for partnerships and opportunities to improve on the groups.

There is up to £60,000, including VAT and travel costs (if needed), available for this work, which will start in 24 February 2025 and complete by 31 March 2025.

## **2.2 Introduction to Strengthening Teacher English Proficiency (STEP)**

In Nigeria, British Council developed the Strengthening Teachers' English Proficiency professional development courses for English, Maths and Science teachers. Subsequently, two additional projects Stimulating Teacher Resourcefulness in Digital Education (STRIDE) and Supporting Pedagogical Rigour in Networked Teaching (SPRINT) were developed.

STEP (Strengthening Teacher English Proficiency) aims to improve primary teachers' English language and classroom management skills. STRIDE (Stimulating Teacher Resourcefulness in Digital Education) provides basic digital skills training for primary and secondary teachers and SPRINT (Supporting Pedagogical Rigour in Networked Teaching) develops primary and secondary teachers' online teaching skills, primarily in teaching via WhatsApp. The three courses – STEP, STRIDE and SPRINT – complement each other well, and taken in order, can develop a range of skills for teachers over time.

The STEP curriculum was implemented between 2021 and 2024 with the development of digital literacy training materials, capacity building for teachers and the establishment of WhatsApp-based community of practice groups for STEP self-study and teacher professional development. Over the past two years, the British Council has engaged approximately 16,000 Nigerian teachers through these capacity building programmes. As part of the British Council's continuous professional development model, these teachers are registered in WhatsApp groups to facilitate self-study, coaching, mentoring support, and the promotion of Teach English Africa/English Connects activities. See Annex 4 for STEP Training Summary and List of WhatsApp groups.

## **2.3 Background**

Since the delivery of the first iteration of the project, the British Council received approval for the National Scale up of STEP by the Universal Basic Education Commission (UBEC) and has been working with the National Commission for Colleges of Education (NCCE) to adapt STEP, STRIDE and SPRINT for pre-service Teacher Education in Nigeria.

As a pilot to test the training materials and approach, which have been revised in collaboration with the NCCE, the British Council intends to train 50 Master Trainers/Teacher Educators to pilot these courses in selected Colleges of Education across Nigeria. The training was launched by the Honourable Minister of Education in September 2024. See Annex 5 for List of Colleges of Education (Teacher Training Institutions by Zone)

Following the training, it is expected that the NCCE and the selected colleges of education would promptly integrate these courses into their curricula.

The various milestones gained by the project implementation team in the continuous professional development of teachers enrolled in the programme and the benefits of STEP's community of practice in Nigeria have remained largely unevaluated and unreported. The English programme team is interested in studying the impact of the STEP Training on teacher behaviour and learning outcomes in schools.

The project implementation team is also interested in investigating and enhancing the success of Community of Practice (COP) groups for teachers in Nigeria - to understand the workings of these groups, explore the drivers behind the success of these COP groups, identify opportunities to enhance their engagement, and explore more partnerships and opportunities.

The purpose and scope of this ITT and supporting documents is to explain in further detail the requirements of the British Council and the procurement process for submitting a tender proposal to Lead the delivery of Evaluation Services. It also aims to secure the technical and professional services of a consultant that can (in collaboration with the British Council) lead the design, conduct and reporting of this Evaluation on the impact of the STEP programme.

## **2.6 Specification**

For the evaluation, key activities are to:

- Develop a monitoring and evaluation plan for the project.
- Use existing monitoring tools to determine the improvement in teacher's capacity that has resulted from training delivery.
- Capture behavioural change and improvements in learning outcomes that have resulted from the implementation of the STEP programme.
- Conduct a deep dive on the activities of the COP.
- Assess the efficacy of the pilot project with the NCCE.

The successful consultant would be responsible for co-ordinating the activities highlighted above and for ensuring that the quality standards and evaluation timelines are met. The successful bidder will provide the overall framework for the evaluation, including the tools to be used and in addition, direct, co-ordinate and quality review the work of their field team.

The purpose and scope of this RFP and supporting documents is to explain in further detail the requirements of the British Council for the evaluation and the process for submitting a proposal in response to this RFP ("**Proposal**").

## **3 Proposal Conditions and Contractual Requirements**

This section of the RFP sets out the British Council's contracting requirements, general policy requirements, and the general conditions relating to this procurement process ("**Procurement Process**").

### **3.1 Contracting requirements**

3.1.1 Contracting authority: the British Council which includes any other companies and organisations that control or are controlled by the British Council from time to time (see: <http://www.britishcouncil.org/organisation/structure/status>).

3.1.2 Delivery location for goods and/or services: the British Council offices in **Sub Saharan Africa**.

3.1.3 Duration: From **24 February 2025 to 31 March 2025**.

3.1.4 Contractual terms: As set out at Annex 1 *Terms and Conditions of Contract* (“**Contract**”). By submitting a Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. If you plan to submit a bid as a Sole Trader or Personal Service Company please contact the British Council’s e-Tendering portal hosted at <https://tap.tcsapps.com/sourcing/Supplier/Login> for a copy of the specific terms. Once the Contract is awarded, there will be no changes allowed to the Contract (except in accordance with the provisions of the Contract). Any clarification questions in relation to any aspect of this Procurement Process and the associated documentation should be submitted in accordance with the process set out in paragraph 12 (*Clarification Requests*). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions, reissue Annex 1 to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

## **3.2 General Policy Requirements**

3.2.1 By submitting a Proposal, you confirm that you will, and that you will ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>).

## **3.3 General Proposal conditions (“Proposal Conditions”)**

3.3.1 Application of these Proposal Conditions – In participating in this Procurement Process and/or by submitting a Proposal it will be implied that you accept and will be bound by all the provisions of this RFP and its Annexes. Accordingly, Proposals should be made on the basis of and strictly in accordance with the requirements of this RFP.

3.3.2 Third party verifications – Your Proposal is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided, and the analysis of your Proposal being undertaken by one or more third parties commissioned by the British Council for such purposes.

3.3.3 Information provided to potential suppliers – Information that is supplied as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting

documents and in any related written or oral communication is believed to be correct at the time of issue. No liability (save for fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.

3.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. The clarification process set out in paragraph 12 should be used for any queries in relation to this Procurement Process.

3.3.5 Amendments to the RFP – At any time prior to the Response Deadline, the British Council may amend the RFP and if appropriate, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of Proposal – Any goods and/or services offered should be on the basis of and strictly in accordance with the RFP (including, without limitation, any specification of the British Council's requirements, these Proposal Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

3.3.7 Compliance with the terms of the Contract – The successful supplier must comply with the Contract as set out in Annex 1 without any amendment (save as described in paragraph 3.1.4).

3.3.8 Format of Proposal – Proposals must comprise the relevant documents as detailed by the British Council in Annex 2 (Supplier Proposal) completed in accordance with relevant all instructions. Any documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.

3.3.9 Modifications to Proposals once submitted – You may modify your Proposal prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a completely new Proposal in accordance with Annex 2 (Supplier Proposal) and these Proposal Conditions.

3.3.10 Disqualification – If you breach these Proposal Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this RFP, and/or in any supporting documents, entitling the British Council to reject a Proposal apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process or fix or set the price for goods or services;
- to enter into an arrangement with any other party that such party shall refrain from submitting a Proposal;
- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
- to collude in any other way;
- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- to obtain information from any of the employees, agents or advisors of the British Council concerning this Procurement Process (other than as set out in these Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to paragraph 3.3.14 below, by participating in this Procurement Process you accept that the British Council shall have no liability to a disqualified potential supplier in these circumstances.

3.3.11 Proposal costs – You are responsible for obtaining all information necessary for preparation of your Proposal and for all costs and expenses incurred in preparation of the Proposal. Subject paragraph 3.3.14, you accept by your participation in this Procurement Process, including without limitation the submission of a Proposal, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in submitting a Proposal irrespective of whether or not your Proposal is successful.

3.3.12 Rights to cancel or vary this Procurement Process – Nothing in this Procurement Process will bind the British Council to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFP, but the British Council reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice in writing. Subject to paragraph 3.3.14, the British will have no liability for any losses, costs or expenses you incur as a result of such actions.

3.3.13 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Proposal Conditions and the requirements of this RFP.

3.3.14 Liability – Nothing in these Proposal Conditions is intended to exclude or limit the liability of the British Council in relation to fraud or in other circumstances where the British Council's liability may not be limited under any applicable law.

## **4 Confidentiality and Information Governance**

4.1 All information supplied to you by the British Council, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your Proposal) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a Proposal. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the British Council has given express written consent to the relevant communication.

4.3 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your Proposal, to any employee, third party agent, adviser or other third party involved in the Procurement Process in support of, and/or in collaboration with, the British Council. The British Council further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any

public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the British Council in accordance with such rights reserved by it under this paragraph.

4.4 The Freedom of Information Act 2000 (“FOIA”), EU General Data Protection Regulation (GDPR) 2015, the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).

4.5 You should be aware of the British Council’s obligations and responsibilities under the Disclosure Obligations to disclose information held by the British Council. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the British Council under the Disclosure Obligations, unless the British Council decides that one of the statutory exemptions under the FOIA or the EIR applies.

## **5 Proposal Validity**

5.1 Your Proposal must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A Proposal not valid for this period may be rejected by the British Council.

## **6 Payment and Invoicing**

6.1 The British Council will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the British Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council Purchase Order number is included.
- It is sent electronically via email in PDF format to [alice.wekesa@britishcouncil.or.ke](mailto:alice.wekesa@britishcouncil.or.ke) or by post to:

The British Council, English and School Systems British Council, Upper Hill Road, Nairobi, Kenya

## **7 Specification**

### **7.1 Objectives**

The tender aims to secure the technical and professional services of an evaluation consultant. The appointed consultant (individual or firm) will lead on the evaluation of STEP during the course of programme delivery.

The primary objective of this evaluation is to demonstrate the tangible effects of enhanced English Language proficiency and innovative teaching methodologies on the overall quality of teaching and learning in schools.

The successful consultant will be responsible for delivering on this evaluation objective. More specific objectives are to:

- Understand if the process adopted in the re-design and delivery of the STEP course was effective in developing course materials that are beneficial to student teachers.
- Understand if the STEP course is relevant to the selected Colleges of Education across Nigeria

- Determine the impact of STEP Training on teacher behaviour.
- Identify how teachers who participated in the trainings offered by STEP have influenced the learning outcomes of students that attend schools.
- Review the operations of the Community of practice groups to:
  - explore the drivers that influence group participation/engagement.
  - identify opportunities to enhance their engagement.
  - recommend opportunities for partnerships and opportunities to improve on the groups.

The evaluation questions are:

- *How do improved teacher competencies in maths, science, and English through STEP training correlate with measurable improvements in students' academic performance?*
- *What specific changes in classroom practices, such as instructional methods or student engagement strategies, have teachers attributed to their STEP training?*
- *To what extent do students' learning outcomes in maths, science, and English show improvement after their teachers undergo STEP training?*
- *Has STEP training contributed to increased school enrolment, particularly in primary education? If so, what factors have contributed to this increase?*
- *What role does improve teacher proficiency in English, maths, and science play in reducing dropout rates and improving student retention through primary education?*
- *How has STEP training influenced the preparedness of students transitioning from basic to secondary education in terms of academic skills and confidence?*
- *Are there notable differences in the transition rates of students taught by STEP-trained teachers compared to those taught by non-STEP-trained teachers?*
- *What evidence exists of sustained professional development among teachers who completed STEP training, beyond immediate classroom impact?*
- *How has STEP training influenced teachers' career aspirations and commitment to professional growth in education?*
- *What are the comparative advantages and disadvantages of different STEP delivery formats (self-study, face-to-face, online, offline) in terms of accessibility, engagement, and long-term impact on teacher performance and student outcomes?*
- *Beyond engagement levels, what qualitative benefits have teachers reported from participating in STEP's COPs?*

- *How has participation in COPs influenced teachers' adoption of innovative teaching practices and collaboration within their educational communities?*

## 7.2 Scope

The evaluation will cover the following aspects:

- a. Geographical Scope: The evaluation will focus on Nigeria.
- b. Target Population: participants of the STEP Programme, school and community leaders, NGO/CSO representatives.

To achieve this, the selected supplier will deliver the following:

- Review the theory of change (TOC).
  - The supplier will need to review STEP TOC for Nigeria.
  - Depending on the proposed monitoring and evaluation plan design, the supplier or their local partner might make one or two scoping visits to help plan and develop this work during the inception phase of this contract. Reasonable travel costs (up to £2,000) in alignment with the 2022 Global Evaluation Framework will be paid out of the overall £60,000 budget. Any travel costs would need to be agreed in writing with the British Council team in advance of booking.
- Design an appropriate monitoring and evaluation approach and carry out the resulting evaluation of the STEP
  - The evaluation should include indicative evaluation questions, developed together with the programme team.
  - The proposal should note potential risks and challenges to the evaluation, and detail how these will be managed.
  - The evaluation is also expected to build on previous STEP design and re-design work, and the proposal should take this into account. It is expected that the successful bidder will:
    - Conduct a review of existing project information and data collection tools, internally collected monitoring data including some baseline and end-line surveys, project manager reports, facilitator reports, course content, participant outputs at remote workshops,
    - Propose a methodology for the evaluation. The methodology proposed should comprise of evaluation questions, the methodology to be used and a workplan.
    - Collect additional data as agreed.
    - Analyse the data collected from existing and any newly designed data collection tools.
    - Provide a comprehensive report of the project's implementation COP specific excerpts and most significant change stories or case studies highlighting

insightful findings from the different schools or COPs. The report should propose recommendations for future programme development and implementation and include a Theory of Change (TOC), building on the original TOC for Nigeria to steer the direction of future work.

- Deliver a final evaluation report
  - Results and final report to be presented in a highly accessible way including infographics, diagrams, tables, charts and/or images etc. to convey vital information visually. It must include an executive summary.
- Deliver a final presentation of findings to key stakeholders
  - This presentation should include key research findings and recommendations. This presentation should be made available to British Council staff so that the findings can be presented to other audiences in the future.

### Equality, Diversity and Inclusion

The British Council's work is based on building meaningful, enduring and respectful relationships across different cultures. We cannot do this without a strong commitment to equality, diversity and inclusion. Our organisational policy and strategy on EDI can be found online (<https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion>). We expect our evaluation supplier to mainstream EDI principles into their evaluation approach.

The evaluation should adhere to international best practice ethical standards, building on the learning from the British Council's Ethics Principles for Research and Evaluation.

### 7.3 Theory of Change

STEP objectives include those shown in the STEP Theory of Change in Annex 6.

### 7.4 Methodology

The methodology to be used for the highlighted research activities will employ a mixed evaluation (quantitative and qualitative) approach. The proposed methodology will include:

1. A comprehensive review of project and other relevant literature to develop evaluation questions
2. The development of all tools required for this evaluation.
3. Conduct of quantitative data collection:
  - a. For the conduct of quantitative data collection, it is imperative that the lead consultant is able to set up a team of enumerators that can conduct on the ground data collection which may involve the face-to-face collection of data as teachers have limited access to the internet and online surveys which need to be completed independently will not suffice for this evaluation.
4. Qualitative discussions with identified groups as agreed with the project team. Alternative or complementary approaches such as in-depth interviews could be considered.
  - a. Key qualitative data collection approaches proposed are:
    - i. Classroom observations to understand the translation of knowledge and skills received via the trainings in the classroom.

- ii. Record reviews to understand performance of learners and how the skills of teachers who participated in the trainings have contributed to any changes observed.
- 5. Quantitative and Qualitative data analysis. It is expected that the Evaluation Consultant would be responsible for all data collection and analysis.
  - a. In addition to the quantitative data from any data collection tools developed by the consultant, quantitative data analysis of data from the pre and post tests administered in the process of implementing the project will be expected.
  - b. Thematic data analysis, in line with the project's themes and using an approved MEL framework is proposed and where additional findings, not included in the framework but relevant to answering the evaluation questions are un-earthed through the data mining process, these should be reflected in the data analysed.
- 6. Report finalisation by the triangulation of the data collected through the quantitative and qualitative data gathering, with the pre-and post- test assessments to verify or disclaim findings. It is expected that the evaluation report will propose insightful learnings that will make this body of work relevant to the British Council, the NCCE and the Ministry of education and set a reference for working on teacher development interventions.
- 7. Project Monitoring and Evaluation: Bidders are expected to provide a detailed project management plan with information on the best approach for leading on this evaluation, how data collected during this assignment will be safeguarded and used with respect for the privacy of evaluation participants. In consideration of the possibility of working with children, appropriate safeguarding measures that will be taken while working should also be proposed.

### **Team personal / Expertise**

Bidders should document how they would lead on this assignment, and the skills available to deliver exceptional outputs on this assignment. It is expected that the consultant would have:

1. Knowledge of and contacts working in Nigeria, with a team of enumerators in-county that can support field work and data gathering.
2. Sectorial expertise:
  - a) Demonstrable experience in Teacher Education, Public Policy Development and Analysis or similar sectors
  - b) Demonstrable experience in designing and executing of evaluation projects for Teacher Development or related to Education.
  - c) Extensive capacity to support the quick deployment of resources for efficient data collection.
3. Extensive experience leading on research or evaluations that support international development programmes/organisations.
4. Proven experience with quantitative and qualitative approaches in teacher development or/and public policy roll-out and implementation.
5. A track record of producing high quality research or evaluation products on time evidenced by a report produced by the proposed team and of a research or evaluation for projects related to teacher professional development or public policy implementation.
6. Proven ability to engage and work with a wide range of stakeholders from the education sector in Nigeria with an understanding of the social, religious and cultural influences in the country.
7. Excellent oral and written communication skills
8. Consideration for equality, diversity and inclusion

An outline of how logistical matters will be handled during the period of working with the British Council including issues such as duty of care, safeguarding children etc. is expected in each completed Supplier Response.

For bidders with more than one person in the team, the supplier response should clearly explain how the team will be structured, managed and how oversight will be provided, including a point of contact for the consultancy. This should include details of who will do what, including providing internal quality assurance to the team's work.

## Reporting

The consultant will update the British Council on progress as outlined in the timelines; exact timings are to be agreed between the parties. There will be a quality assurance and feedback process throughout (refer to timeline). The consultant will be briefed at the start of the contract by the British Council's Monitoring and Evaluation Adviser and the project implementation for STEP who will be available for any questions or concerns throughout the consultancy.

## 7.5 Deliverables

Deliverables are to be finalised in Inception, but should include the following:

- A finalised Inception report in MS Word format which includes the following:
  - 1) Evaluation data collection tools, detailed finalised agreements with the STEP team, and an evaluation plan
  - 2) Methodology for data collection and approved timelines for expected outputs. Interim Reports (dates to be agreed).
- Written draft final evaluation report (see details below)
  - This comprehensive report should be written using a pre-agreed structure.
  - It should also include a standalone executive summary. In this key findings and relevant information are presented in a systematised and succinct easy to read way. The template will be provided by the British Council, and it's expected that it includes quotes, statistics and excerpts from the report that could be used for collaterals being produced.
  - It should provide an analysis of
    - **Demonstrating Programme Success:** progress toward achieving programme objectives focusing on the theory of change and intended outcomes of original programme and the redesign.
    - **Informing Future Modifications and Implementation:** recommendations and key learning points, including identifying lessons learned and best practices to

refine our methodologies. Recommendations to include modifications to ensure that subsequent implementations are even more impactful and to help adapt the programme to expand to additional regions and cohorts.

- **Sustainability of Achievements:** the influence of the STEP programme including understanding how well the outcomes of the programme can be maintained in schools in future. Analysis to include findings around the impact of the programme longer term, how this directly informs future adaptations such as improvements in structures and strategies to STEP programming across various schools.
- **Contribution to Knowledge Development:** existing monitoring data and newly collected qualitative and quantitative data. This comprehensive review will provide actionable recommendations that will enhance the programme's design, delivery, monitoring, evaluation, and learning (MEL) components. This will ensure the resulting evaluation is robust and captures the multifaceted nature of the programme's impact.
  - o This report will be subject to a quality review process before formal signoff.
  - o Consultants will incorporate feedback and comments received on the draft report to produce a final evaluation report.
- Slide deck with a summary of the key findings for use by the British Council and infographics.
- Presentations - A mid-term and a final presentation of the findings; the first one will likely be internal with initial findings and to keep track on the direction of travel of the evaluation, while the second may include external stakeholders.

### **The Final report:**

The final report, including executive summary, must provide endnote references for all secondary sources, which should be clearly detailed in the report's annexes. Primary sources must be used wherever possible over secondary sources. For example, the evaluator should seek to reference a statistic in its original report, not where it is cited second-hand by a report or on a website.

The report should be presented in a highly accessible way including infographics, diagrams, tables, charts and/or images etc. to convey vital information visually such as geographical map of projects schools, gender breakdown of participants, outputs from the programmes. .

Additionally, the final report is anticipated to include:

- A set of data and evidence for British Council reporting to our KPIs
- Robust quantitative and qualitative evidence

- An executive summary containing a much condensed version of the most important aspects of the evaluation and key learning.
- representative sampling in the data that is used and collected through this evaluation.
  - the sample size of respondents relative to the total audience of participants and/or stakeholders should be representative.
  - a reflection on alternative data sources or strengths/weaknesses of the analysis which has been undertaken as part of this work should be included.
- A discussion of the findings of the evaluation, with complete statistical and case study analysis. Do the reported findings address the evaluation criteria (such as efficiency, effectiveness, sustainability, impact and relevance) and questions defined in the evaluation scope?
- The presentation and discussion of gaps and limitations in the data and/or unanticipated findings. Overall findings are presented with clarity, logic, and coherence.
- A discussion of the evaluation's conclusions and recommendations. It is expected that conclusions are well substantiated by the evidence and data presented and are logically connected to evaluation findings.
- Lessons Learned and value for money.
- Appendix including: Evaluation design and methodology, sampling and data collection methodology, list of persons consulted, list of documents consulted, and the disclosure of any conflict of interests.
- Results and final report should be presented in a highly accessible way including infographics, diagrams, tables, charts and/or images etc. to convey vital information visually

Note that any and all final deliverables and all raw data associated with the evaluation will be the intellectual property of the British Council and may be publicly published by the British Council. There is an expectation that British Council evaluation reports are publicly published online. By submitting a tender for this work, suppliers agree to public publication of any final deliverables at the British Council's discretion.

## **7.6 Timeframe**

The Contract is expected to start on 24 February 2025 and end on 31 March 2025.

## **7.7 Budget**

Available budget is maximum of GBP £60,000 inclusive of VAT.

## **7.8 Coordination**

The supplier will formally report to a main focal point to be determined in Inception. Similarly day-to-day support, facilitation and coordination will be provided by a British Council regional team to be determined at inception, who will provide support in terms of providing existing monitoring data, documentation, contact details and, where required, informing relevant stakeholders of the evaluation. Evaluation

quality assurance would be provided by the Regional lead evaluation adviser. Regular update/progress meetings will be agreed in Inception.

## 8 Mandatory Requirements / Constraints

8.1 As part of your Proposal, you must meet any mandatory requirements / constraints, if any, as set out in the British Council’s specification and Supplier Response forming part of this RFP. Failure to comply with any mandatory requirements or constraints shall entitle the British Council to reject a Proposal.

## 9 Key background documents

9.1 Further relevant background documents / information may be provided to potential suppliers as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Please view list of Annexes at the end of this document.

## 10 Timescales

10.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Proposal Conditions, the intended timescales applicable to this Procurement Process are:

Activity	Date / time
RFP issued to bidding suppliers	11 February 2025
Deadline for clarification questions ( <b>Clarification deadline</b> )	12 Noon UK time, 13 February 2025
British Council to respond to clarification questions	14 February 2025
Deadline for submission of Proposals by potential suppliers ( <b>Response deadline</b> )	12 noon UK time 21 February 2025
Final decision	24 February 2025
Contract concluded with winning supplier	24 February 2025
Contract start date	24 February 2025

## 11 Instructions for responding

11.1 The documents that must be submitted to form your Proposal are listed at Part 2 (Submission Checklist) of Annex 2 (Supplier Response) to this RFP. All documents required as part of your Proposal should be submitted to the British Council’s e-Tendering portal hosted at <https://tap.tcsapps.com/sourcing/Supplier/Login> by the Response Deadline, as set out in the Timescales section of this RFP.

11.2 The following requirements should be complied with when submitting your Proposal in response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late Proposals may be rejected by the British Council.

- Do not submit any additional supporting documentation with your Proposal except where specifically requested to do so. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the British Council).
- All attachments/supporting documentation should be provided separately to your main Proposal document, clearly labelled and cross-referenced to the Proposal as relevant.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your Proposal.
- Unless otherwise stated as part of this RFP or its Annexes, all Proposals should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as 'or equivalent' you must demonstrate such equivalence as part of your Proposal.
- Any deliberate alteration of a British Council requirement as part of your Proposal will invalidate your Proposal to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your Proposal to the RFP requirements and pricing will be incorporated into the Contract, as appropriate.

## **12 Clarification requests**

12.1 All clarification requests should be submitted to the British Council's e-Tendering portal hosted at <https://tap.tcsapps.com/sourcing/Supplier/Login> by the clarification deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests and will respond if the question is appropriate and received before the Clarification Deadline.

12.2 Any clarification requests should clearly reference the appropriate paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.

12.3 The British Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the British Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

12.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their Proposal or other information they may have provided. Should you not provide supplementary information or clarifications to the British Council by any deadline notified to you, your Proposal may be rejected in full and you may be disqualified from this Procurement Process.

## **13 Evaluation criteria**

13.1 You will have your Proposal evaluated as set out below:

**Stage 1:** Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. Responses correctly completed with all relevant information being provided will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.

**Stage 2:** If a bidder succeeds in passing Stages 1 of the evaluation, then it will have its Proposal evaluated in accordance with the evaluation methodology set out below.

13.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantages proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Social Value	10%
Quality	15%
Methodology and Approach	35%
Commercial	40%

13.3 Scoring Model – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than Commercial using the following scoring model:

Points	Interpretation
10	<b>Excellent</b> – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	<b>Good</b> – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested.
5	<b>Adequate</b> – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.

<b>3</b>	<b>Poor</b> – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
<b>0</b>	<b>Unacceptable</b> – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

13.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex 3 (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may reject the full Proposal at this point. The British Council may also reject any Proposal where the Overall Price for the goods and/or services is considered by the British Council to be abnormally low following the relevant processes set out under the procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest “Overall Price”. Other Proposals will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

13.5 Moderation and application of weightings – The evaluation panel appointed for this Procurement Process will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall Proposal score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

13.6 The Winning Proposal(s) – The winning Proposal shall be the Proposal scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information)] obtained by the Authority relating to any self-certification or other requirements referred to at any time in this Procurement Process.

**List of Annexes forming part of this RFP (issued as separate documents):**

**Annex 1 – Terms and conditions of contract**

**Annex 2 – Supplier response**

**Annex 3 – Pricing approach**

**Annex 4 –STEP Training Summary and List of WhatsApp Groups**

**Annex 5 – List of Colleges of Education (Teacher Training Institutions by Zone)**

**Annex 6 – Theory of Change**