

English and Digital for Girls Education (EDGE) Pilot - Terms of reference (ToR) for delivery partner

Purpose of the ToR

The British Council is seeking a delivery partner to assist with the delivery / implementation of a 4 month pilot of the programme: **English and Digital for Girls Education (EDGE)** in Sri Lanka.

EDGE aims to develop adolescent girls' English and digital skills, helping to address the digital gender divide in the South Asia region. For more information on EDGE see <https://www.britishcouncil.org/society/womens-and-girls-empowerment/our-work/edge>

The consultancy will allow the British Council team in Sri Lanka to partner with an organisation to implement the pilot.

Background

About the project

Started in 2016, the EDGE project currently runs across South Asia, with projects in Bangladesh, India, Pakistan, Nepal and soon to start in Afghanistan. Working with partners, EDGE focuses on improving life prospects and building English, digital literacy and social skills among adolescent girls between 13 – 19. Through EDGE, we specifically work with girls who are either currently out-of-school or living in socio-economically marginalised communities to support adolescent girls to make more informed and independent life choices in order to contribute more fully to the family, the economy and society.

Using bespoke materials, EDGE trains peer group leaders to facilitate after-school clubs for girls within their communities. In these clubs, girls are able to discuss social issues, enhance their English proficiency and learn digital and other skills such as critical thinking and problem solving. In contexts where learners speak only when called on to do so, peer-led clubs ensure voluntary participation and freedom of expression while enabling members to undertake learning at their own pace in an autonomous environment. A peer-led approach means that participants are able to share and learn from each other while also building the leadership skills of a cadre of peer leaders. There is also engagement at community level with parents, community leaders and members and religious leaders. ICT fairs give EDGE girls the opportunity to demonstrate their learning, often to crowds of more than 1,000 people.

Programme reach

- Over 14,000 girls have benefitted through EDGE and an impact study shows girls are able to use their personal agency to impact their lives, with examples of girls being able to return to school, delay an early marriage or seek paid employment whilst staying in school as a result of the new skills they have gained.
- 1,200 peer leaders trained in three countries have delivered 531 clubs within their communities to 12,990 marginalised girls around Bangladesh, India and Nepal.

- 17,000 parents, community leaders and employers have attended ICT fairs in the communities in Bangladesh and Nepal.
- 330 hours of materials have been developed which provide access to English and digital skills as well as raising awareness of social issues as well as a radio series and online course.

Over the past year, the British Council has undertaken a scoping study in Sri Lanka, giving key insights into the suitability and adaptation requirements of EDGE in this currently challenging context.

The **EDGE ToC** is expressed as follows:

- IF adolescent girls are enabled to improve their language and ICT skills and their awareness of their choices and rights,
- THEN they can use their knowledge, language and ICT skills to access information and opportunities
- WHICH WILL ENABLE THEM TO make more informed and independent life choices, as is their right, in order to contribute more fully to the family, the economy and society
- WHICH IS LIKELY, AS THEIR CONTRIBUTIONS BECOME MORE VISIBLE AND ACKNOWLEDGED WITHIN THEIR COMMUNITIES OVER TIME, to enhance girls' status within those communities and eventually contribute to the development of more equitable social/gender structures within project contexts.

Overall Objective of the Assignment

The overall objective is to partner with the British council to implement the EDGE Project Pilot in two areas with up to ten clubs, twenty peer group leaders and up to 120 participants over a period of 4 months.

Specific objectives of the assignment

1. To work with the British Council before the project commences to ensure appropriate selection of areas, clubs, peer group leaders and participants
2. To ensure that all parts of the project (pre-during-post) adhere to safeguarding policies of the British Council
3. To implement the pilot project in up to 10 centres with up to 20 peer group leaders and up to 120 participants
4. To assist with the monitoring and evaluating of the project throughout

Service requirements:

The below details the expected roles and activities of the British Council and the partner in the project implementation

	British Council	Partner
	Pre Project Delivery	
	Negotiate and sign agreement Set up partner as vendor	Negotiate and sign agreement
Compliance checks	Complete Due Diligence check on partner	Assist British Council to complete due diligence check
	Write risk mitigation plan;	Assist British Council to ensure that all the risk mitigation plan are in place in terms of

	BC Safeguarding lead to meet with partner and do safeguarding risk assessment – checklist. Make sure all up to standard; if not, then help	wider safeguarding, health and safety, data protection and other contractual obligations. This will include collecting parental consents and signed privacy notice for girls.
Venues	The club location and selection will be agreed with partner	Identify the location of clubs in two districts. The project aims to cover 10 clubs, 20 peer group leaders and 120 club members. Those clubs will be after school clubs in nature, each club comprising of 11-12 members meeting once or twice a week for a total of 3 hours a week for 10 weeks.
	Visit venues, check suitability and test equipment works in situ. Check if lockable cupboards are needed (if so purchase) or if centre coordinator can take responsibility for them Deliver equipment and resources to clubs	Receive and protect project materials (e.g. manuals, laptops, modems).
Source PGLs and CPs	Provide British Council teachers to test English language level and motivation, half day to test English speaking skills and test IT skills. This also acts as baseline. Based on this testing, select peer group leaders to participate in the initial PGL training using agreed peer leader selection tools designed by the British Council. The tools are to identify quality of English skill, Digital skill, and Leadership quality among the PGLs.	Identify the community to select the participants and the PGLs; advertise the clubs, find people who will attend and from them identify potential PGLs; identify 150 members and from them identify 50 potential PGLs. Organise testing in 2 locations to choose 30 PGLs.
Comms	Launch the pilot - organise and deliver an orientation day for all stakeholders in Colombo. British Council to fund transport, refreshments and venue	Attend the orientation day
	Share the list and details of staff who will work directly with the project. There should be a senior member in the organogram, s/he would be included in all the project communications and meetings	Share the list and details of staff who will work directly with the project. There should be a senior member in the organogram, s/he would be included in all the project communications and meetings
During Project Delivery		

<p>M and E</p>	<p>Evaluate and interpret results of the following:- Self-efficacy questionnaire – beg and end English speaking test (as part of PGL selection for baseline) – beg and end Digital test (as part of PGL selection for baseline) – beg and end Interviews (with 2or 3); FGD – end Monthly visit to sample of centres in each area/ PGL observations and support</p>	<p>Administration of questionnaire - beg and end Ensures PGLs and participants are available to do tests, interviews, FGD at correct time/place, facilitate British Council visits for observations.</p>
<p>PGL training</p>	<p>Provide trainers to deliver 2 blocks of 3-day training sessions for PGLs in the two areas; this can be extended if necessary. Provide materials/equipment/stationery; fund refreshments and travel allowances Training will be offered to 30 peer group leaders (PGLs) in two geographic batches (to facilitate 3 PGLs per centre)</p>	<p>Organise venue for training; organises refreshments; distributes travel allowance; Bring the peer group leaders for both the blocks of training with the prior permission from the guardians following the procedures and guidelines of the British Council.</p>
<p>Course delivery</p>	<p>In the pilot 10 units combining training on ‘Digital, English and Social Skills’ will be delivered. Fund per diems and transport for PGLs Provide certificates for all PGLs and participants for end of course</p>	<p>Organise venue for course delivery Distribute per diem and transport allowance for PGLs Organise attendance of participants and PGLs with prior permission from guardians). Ensure supervisor is on hand in centre during all Club meetings and support PGLs without interfering in actual clubs Coordinate all project related activities in the field, communicate with project beneficiaries and ensure smooth operation of the project Ensure adherence to safeguarding policies and procedures of British Council and partner Review project interventions and provide input to the British Council project lead before they take a final decision on any activity. All assurance must be provided in a timely manner.</p>

	Post Project Delivery	
Project closure	Prepare final report based on M and E and make recommendations for rollout	Submit and present final report (narrative and financial); this should comprise a collation of short centre reports with an overview
	Host lessons learnt session with key stakeholders	Participate in lessons learnt session
	Collect project materials from centres	Handover the project materials (e.g. Laptop, resources and internet modems) after the completion of the project.

EDGE Centre coordinator role

The Centre Coordinator Role is key to the success of the project. It is there important that the partner identifies a suitable resource person to take up this role either full time for the duration of the pilot or as part of their wider job. The duties of the coordinator would cover the following:

Pre project delivery

- Attend project orientation day in Colombo
- Receive and store safely all equipment and materials for project
- Liaise with local community to source PGLs and participants for courses
- Distribute and collect in guardian permission slips

During Project Delivery

- Ensure PGLs and participants are in the centre for recruitment, training and M and E purposes
- Ensure accountability for transport costs and per diems - distribute funds to PGLs for transport allowance and per diems
- Organise refreshments if/when necessary
- Collect and maintain attendance and other admin records from the course
- Be on hand each time the club meets (at venue - supervising) - check attendance is happening, monitor any safeguarding issues, support PGLs without interfering in courses
- Act as contact point for informing about absences of PGLs / CPs and if necessary, cancellation of clubs

Post Project delivery

- Prepare brief centre report at end of the course and submit to main office
- Attend lessons learnt session with BC

Throughout

- Adhere to safeguarding guidelines of British Council throughout

Supplier specifications and requirements

- Experience of implementing projects with children and youth in the country (minimum 5 years' experience).
- To be able to work in multiple languages as appropriate.
- Demonstrable expertise in women's and girls' rights, gender equality, girls' education and familiarity working with organisations involved in this type of work.
- Experience of strong downward accountability mechanisms used with project research participants to actively share results and learning

- Evidence of use of ethical considerations and methodological measures for conducting research with girls, women, boys and men on sensitive topics as well as implementing safeguarding procedures and informed consent approaches.
- Fluency in both spoken and written English and local languages.
- Available to implement the pilot between November 2022 and mid March 2023.

Evaluation Criteria

Criteria	Weighting
<p>Quality</p> <p>Cover letter provides evidence of experience and track record of implementing similar projects in the country.</p> <ul style="list-style-type: none"> • Track record should include evidence of similar project work conducted in Sri Lanka within the past five years. • Evidence of team’s capability and capacity to implement the project 	35%
<p>Methodology and approach</p> <p>Proposal demonstrates clear and effective methodology of achieving the requirements including:</p> <ul style="list-style-type: none"> • - approach to selection of areas, clubs, PGLs and participants . • - approach to implementation. • clear identification of risks and appropriate mitigation strategies 	35%
<p>Commercial</p> <ul style="list-style-type: none"> • Budget is realistic and practical 	30 %

Timing

We would like the work to begin by the middle **of November 2022** and be completed **by mid March 2023**.

Application requirements

1. **Cover letter** tailored to the above requirements detailing previous experience in field
2. **Technical proposal**
3. **Budget**
4. **Examples** of and/or links to previous or similar pieces of work

The selected partner will be expected to sign and abide by British Council’s key policies (including Safeguarding and Protecting Children and Vulnerable Adults; Equality, Diversity and Inclusion; Anti-Corruption, Anti-Collusion and Tax Evasion; Anti-slavery and human trafficking.)

Schedule for the Tender Evaluation Process

The expected timeline for the evaluation and decision-making process is as follows

Process step	Date

ToR & Tender documents posted on website	4 November 2022
Deadline for ToR responses	11 November 2022
Selection of supplier	15 November 2022
Contract begins	week of Nov 21 2022 (exact date tbc)

If you have any clarifications on these ToR please contact Sharon Martinesz at sharon.martinesz@britishcouncil.org directly.

Proposal Submission & Contact Information

Please submit electronic copy of your proposal, including all supporting documentation to:

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