

Terms of Reference

Call for grant concept evaluation assessors

INDEPENDENT ASSESSMENT OF GRANT
APPLICATIONS UNDER RESULT AREA 2 GRANT
SCHEME

Funded by:



Implemented by:



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1. Background

Background

The Government of Nepal (Ministry of Education) and the European Union entered into an agreement in December 2016 to implement the Dakchyata – TVET Practical Partnership programme. Implementation will take place over four years from 2017-2021, with funding totalling EUR 20.61 million.

Dakchyata is funded by the European Union and implemented by the British Council under the leadership of Ministry of Education, Government of Nepal and Council for Technical Education and Vocational Training (CTEVT). The programme aims to contribute to Nepal's inclusive and sustainable growth through investment in human capital and by creating better employment opportunities.

The specific objective is to strengthen and implement more effective policy in the Technical and Vocational Education and Training (TVET) sector, responsive to labour market needs. The programme will pilot an integrated Public Partnership Approach in three key economic sectors i) agriculture ii) construction, iii) tourism, offering opportunities for promoting the transition to a greener, climate-resilient, low-emission economy.

The overall programme is being delivered under separate EU contracts: component 1 is being delivered by CTEVT, whilst components 2 and 3 and being managed and implemented by the British Council:

- Component 2 comprises a large scale grant scheme to pilot innovative Public-Private Partnership (PPP) models in the TVET sector in order to help bridge the current gap between the supply and demand sides of the labour market, and to generate evidence of best practices in the context of Nepal.
- Component 3 focuses on providing targeted technical assistance to the Ministry of Education and CTEVT, in order to encourage improved coordination within the TVET sector, promoting new methodologies for ensuring supply meets demand and thus, boosting employment and equal opportunity for young graduates. Activities include the development and testing of a skills supply and demand information tool to provide evidence of the existing skills gap, and the establishment of a high level monitoring panel to act as a review body for the overall TVET reform process.

The expected results are:

1. Quality of the TVET provision and implementation scaled-up and reach out to the most disadvantaged ensured;
2. Innovative Public-Private Partnership models piloted to enhance the relevance, quality and sustainability of TVET provision in Nepal;
3. Enhance the capacity and coordination role of the Government of Nepal in the TVET system and improve TVET governance.

Introduction

The British Council is seeking applications from individuals who wish to join the Dakchyata grant assessor pool, who can be called upon to undertake independent evaluation of grant applications submitted under the Dakchyata grant fund scheme.

2. Description of the assignment

2.1 Global objective

The overall objective of the assignment is to ensure an independent and transparent assessment of the grant applications received under the Dakchyata grant fund.

2.2 Specific objective(s)

The specific objectives of this assignment will be to score the received grant applications according to the pre-determined evaluation criteria, and to produce recommendations for the Grant Selection Committee to consider for short listing/ selection decision.

2.3 Requested services

1. The services to be provided by assessors are as follows: Attend pre-selection briefing with the project team on the overall grant scheme, evaluation process and criteria. Assessors will also be briefed on relevant British Council policies, and will be required to complete a conflict of interest declaration.
2. Independent scoring of eligible grant applications in accordance with the agreed evaluation criteria. Develop a summary of each application with critical comments and relative merits.
3. Attend a selection meeting to discuss the relative merits of each application, and agree finalised scoring for applications. Assessors will produce recommendations for consideration by the Grant Selection Committee.

2.4 Required outputs

1. Documented scoring for each grant application, including comments and explanations of scores awarded. Assessors will be required to follow a standard scoring format which will be provided by the project.
2. Produce a summary of recommendations for the consideration of Grant Selection Committee.

3. Assessor profile

3.1 Number of assessors

The British Council is seeking a pool of independent assessors, who can be called upon to undertake independent evaluation of grant applications submitted under the Dakchyata grant fund scheme. As the exact number of applications is not yet known, the British Council cannot guarantee a minimum number of days under these contracts.

3.2 Profile required

Qualifications:

- Masters' degree in relevant field (education, agriculture, tourism and construction, business administration) with at least 3 years of professional experience in TEVT sector.

Experience and skills:

- Fluency in English
- Experience with grant evaluation/ selection would be an advantage.
- Experience in project development would be an advantage.

4. Location and duration

4.1 Starting period

The first call for proposal was launched in November 2017 for which final evaluation will take place between 5 and 24 March 2018

A second call is expected in April/May 2018, for which assessments are expected to take place in June/July and September/October 2018.

4.2 Foreseen finishing period or duration

The exact number of days will be determined according to the number of eligible applications received. However, it is expected that assessor input will not exceed 8 days per call.

4.3 Planning

As it is not yet known how many applications will be received, the British Council cannot guarantee a minimum number of days. Assessors will be contracted on a framework basis, with work plans to be agreed once the number of eligible applications is known.

4.4 Location(s) of assignment

The location of this assignment will be Kathmandu.

5. Reporting

5.1 Content

Assessors will be required to submit completed evaluation forms and summary in advance of the Grant Selection Committee meeting. This will include written comments justifying scoring decisions, which may be shared with applicants who request feedback.

5.2 Language

All reports and correspondence must be in English.

5.3 Submission/comments timing

For the first call assessors will be required to submit completed evaluation forms in advance of the Grant Selection Committee meeting which is expected to take place towards the end of March. The exact date will be communicated at least 3 days in advance.

6. Administrative information

6.1 Other information

Invoicing and timesheets

Timesheets must be completed and submitted at the end of the assignment to the Senior Programme Manager. The required timesheet template will be provided at the start of the consultancy.

Payment will be made within 30 days of the approval of invoice and corresponding timesheet.

Working days

For the purposes of this assignment “Working Hours” and “Working Days” shall mean 8 hours per day, 9 a.m. to 5 p.m. local time Monday to Friday.