

Terms of Reference: Monitoring and Evaluation for the evaluation of Higher Education Grant Partnerships in Nigeria

1.0 Introduction and background to our Education and Society Project

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities. Its purpose is to build engagement and trust for the UK through the exchange of knowledge and ideas between people worldwide. It seeks to achieve its aims by working in education, science, governance, English and the arts. The British Council works in more than 110 countries around the world and employs over 7000 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh. British Council has been in Nigeria since 1943 and we currently operate from offices in Abuja, Kano, Lagos and Port-Harcourt. Further information can be found at www.britishcouncil.org.ng

1.1 Project Overview Through our work in Education, we connect the UK and Nigeria school sectors to enrich education, promote global citizenship and build international trust and understanding. We foster dialogue and international partnerships between higher education institutions and organisations and help students who want to study abroad. We work in vocational education to make education and training systems better able to respond to labour market demands and learner needs. Our society Project in Nigeria helps citizens and institutions contribute to a more inclusive, open and prosperous society. We partner with civil society organisations, government ministries and institutions in the UK, Nigeria and around the world to deliver high quality Projects. We are concerned with the socio-economic challenges that face the Nigerian government and people, and work to strengthen public institutions, facilitate dialogue and highlight key issues facing the country. The British Council in Nigeria has been supporting Nigeria Higher Educational systems providing insights and research which are improving standards and quality for policy makers. And we do this through one of our program, the Going Global conferences which convenes HE stakeholders in Nigeria with other HE stakeholders globally around a relevant theme. This has increased trust, knowledge and partnerships among HE stakeholders globally. The British Council also provides UK universities with insights with access and networks promoting the UK higher education systems.

Background: In 2018, the British Council in Nigeria launched its research report providing insights into the Transnational Education operating landscape in Nigeria. On the back on this research, British council issued seed grants to three Nigerian University namely Onabisi Onabanjo University (OOU), Kwara State University (tripod partnership including a privet university in Nigeria, Covenant University) and Federal University Dutse. While the first two universities' partnerships took off in by first quarter of 2019, the third university partnership only just commenced by December 2019. These partnerships established projects which are focused on two critical themes for the sector:

- Sustainable funding streams for Higher Education institutions
- Enhancing Employer /Academia relation ships

With the below proposed outcomes:

- Increased knowledge and sharing of global best practice
- HE institutions strengthened and more effective at both policy and practice level
- Improved UK / Nigeria collaboration in HE

The learning from these projects will be distilled into reports which will be shared and disseminated with HE leaders and policy makers with the aim of building wider sector knowledge through multiplier effect.

1.2 Objective

The British Council in Nigeria intends to commission the services of an independent supplier (evaluator) to examine and explore using the OECD-DAC criteria to review the relevance, effectiveness, efficiency, impact and sustainability of the specific Higher Education partnerships between the UK universities and Nigeria universities described above.

1.3 Recipient

Higher Education portfolio Project in Nigeria

1.4 Scope/Deliverables/Specifications Project Monitoring and Evaluation (M&E)

The British Council has a strong and increasing commitment to the provision of high-quality evidence of the impact we are achieving – for performance improvement, accountability and a contribution to knowledge and understanding 'what works'.

As we move toward a Project-based planning approach for our project work, it has become critical that we are more data-led in terms of our decision-making process and are therefore able to present robust incontrovertible evidence of the impact our work has on the communities and people that we work with.

The British Council's Results and Evidence Framework aims:

- To provide evidence of what we deliver as an organisation for external scrutiny, to answer the question 'why fund us?' and 'what difference have we made?'
- To demonstrate how we add value to the UK and the world, and how we create opportunities, build connections and engender trust.
- To tell our narrative of impact effectively to satisfy external scrutiny at the corporate and Project levels (to UK government – including about the delivery of Official Development Assistance (ODA); partners and international donors).
- To use evidence to continuously improve the way we deliver our Projects.
- To deliver our work efficiently and effectively, demonstrating value for money.

1.5 Specification

The British Council in Nigeria is looking for a short-term consultancy to investigate and articulate the outcomes of these partnerships. The purpose of this exercise is to measure and assess if the grant objectives and current strategy for execution are in alignment with impact targets. Additionally, there is need to understand if the expected outcomes (backed by sufficient evidence) are linked to the British Council's Results and Evidence Framework statements. The overall objective is to provide a detailed evaluation to understand relevance, effectiveness, sustainability and impact. This is to generate learning and guide the design of future programming; identification of design issues; and provide evidence that can be used to inform and adjust the design and implementation of existing and future HE partnership projects, as well as provide evidence to inform design of future projects. This evaluation will be based on data collection from monitoring and evaluation that shall be coordinated by the consultant, as well as the development of evaluation tools. Based on the learning from the Projects, the consultant will also provide recommendations for monitoring and evaluation that will help to measure the sustainability and longer-term impact of this initiative. Results will be used to support future Project design and development, guide a review of approach and management of subsequent interventions. The consultant will also work with members of the

British Council Higher Education team and consultant including the M&E manager to develop their capabilities in developing effective MEL frameworks for assessing HE partnerships.

The consultant will:

1. Review existing evidence from internal and external reports/evaluations to understand the state of evidence, its contribution toward the British Council Results and Evidence Framework especially the Higher Education Portfolio
2. Conduct rigorous, mix-methods research to collect relevant evidence data which should include (but not be limited to) conducting interviews as well as workshops/focus groups with project team members, partners and participants. In this way, evaluating the effectiveness of the output and outcome areas for each project and assessing the gender, socio-economic, entrepreneurial/employability focus of each project to determine the impact on the primary audience (if any) attained by the different projects
3. Key questions that will guide this evaluation are:
 - Proof of concept – Given the scope, scale and intensity of each project, how is the British Council’s investment in developmental Projects in Nigeria likely to achieve the project outcomes and the relevant REF outcomes for the work area?
 - What evidence exists to support this?
 - Implementation - What opportunities and challenges have been encountered during the implementation of each activity, how have they been addressed and what has been learnt?
 - Approach - How does the British Council’s approach to implementation of Projects influence the results seen?
 - Looking to the future - What is the potential for longer -term growth beyond the end of the Project. What are the conditions needed to support this?
 - Internal ways of working - To what extent did the management of British Council Nigeria enable these benefits to be realised?
 - Track Record – How do the factors above provide evidence of the British Council’s expertise in the target sectors?

1.6 Methodology

The methods and assessment frameworks employed for this evaluation should facilitate the collection and analysis of data and make optimal use of existing data.

Sources that will be used in the evaluation would, at a minimum, include:

1. Document review: Project documents will be provided by British Council to the evaluator with further assistance available if required. Key reference documents for this evaluation exercise are the following:
 - Results and Evidence Framework and Corporate Plan of the British Council
 - British Council, Nigeria Country plan
 - Project Theory of Change and logical framework
 - Project Evidence and Strategy
 - Project impact evaluations and reports

A thorough review of relevant literature to ensure relevance and use of impact evaluation findings should also be undertaken.

2. Interviews with key partners and users: Interviews with key stakeholders and with key staff members from British Council. These interviews may be done in person

and would require that the consultant maps key stakeholders and conducts visits to meet with project teams and stakeholders

3. Surveys or other data collection methods: to solicit input from additional stakeholders and beneficiaries. If surveys are used, these should be rigorously designed with appropriate sampling methods and expectation of acceptably high response rates. Alternative or complementary approaches such as focus group discussions could be considered.
4. A key method of the evaluation is likely to be case studies.

Bidders should propose how they intend to use a mix of these evaluation methods and the respective weight to be given to each type of data collection approach to understand the relevance and likely impact of projects that have been concluded as well as on-going projects. The exact methodology and outputs will be discussed with the contracted partner.

1.7 Outputs

Outputs will include:

- An inception report and a PowerPoint presentation detailing finalised agreements with the Project implementation team, approved timelines with expected outputs and the quantitative/qualitative tools to be adopted for this evaluation.
- An evaluation report of the Project by, analysing the Project outcomes and objectives, including results from quantitative and qualitative data that has been gathered throughout the year. See the British Council's guidance on writing evaluation reports, one of the key reference documents listed above.
- A series of face-to-face meetings to discuss and review progress on the consultancy.
- Evaluation tools and methodology for final evaluation of the project (and guidance for BC staff if necessary)
- Recommendations for monitoring and evaluating the long-term impact of the Project.
- A power point presentation with good visuals and info-graphs of the findings of the evaluation.

1.8 Project Monitoring and Evaluation

The consultant is expected to provide a detailed data management plan with information on how data collected during this evaluation will be safeguarded and used with respect for the privacy of research participants.

1.9 Team personnel/Expertise

Bidders should identify the team they would deploy for the evaluation, the extent to which members of the team have the required skills. It is expected that the evaluation team would have:

- Knowledge of and contacts working in the Higher Educational system in Nigeria and the UK.
- Sectorial expertise
- Extensive experience of evaluating international development Projects
- Proven experience with approaches and techniques such as contribution analysis, utilisation focused evaluation and documentation of most significant change stories.
- Track record of producing high quality evaluation products on time evidenced by a report produced by the proposed team and of an evaluation conducted during a prior evaluation
- Proven ability to engage and work with a wide range of stakeholders from different parts of Nigeria with an understanding of the social, religious and cultural influences in these regions.
- Excellent oral and written communication skills
- An appropriate gender balance

The consultant will oversee

- Overall management of the evaluation across the Project
- Collection of data and providing evidence and reporting against evaluation objectives
- Supporting local evaluation teams as it is expected that the process would be developmental and supportive in approach

2.0 Timing and Resources

The below timeline outlines the expected timeframe for some elements of this consultancy, exact timelines will be discussed with the contracted partner once the methodology is agreed.

Date/Time	Activities
By 12 February 2020	Issue ToR
By 24 February 2020	Deadline for enquires and submission of application
By 28 February 2020	Consultant identified and Contracted
By 6 March 2020	Concept Note Completed and Approved
By 4 April 2020	Interim Report Submitted
By 10 April 2020	Final Report Submitted
By 21 April (tentative)	Disseminate Findings to HE stakeholders

Daily Remuneration will be pegged as follows:

- Sixty Thousand naira (NGN60,000) per day of work (excluding travel days) for each personnel deployed for delivery of the consultancy with **7-12 years'** professional experience relevant to the consultancy.
- Eighty-Five Thousand Naira (NGN85,000) per day of work (excluding travel days) for each consultant with **13 and above years'** professional experience relevant to the consultancy.
- Travel cost to the Nigerian schools will be covered for consultant. Consultant will be required to procure their own insurance for travel and other activity in relation to the programme

All remuneration is all inclusive of VAT (except for out of state travel) and subject to 5% withholding Tax

2.1 Workplan

Bidders are expected to outline a clear, appropriate and realistic timetable for the evaluation. It is expected that the evaluation will commence in 02 March 2020 and be completed by 10 April 2020 with additional 2 days to participate at the dissemination event scheduled to hold on the 21st of April, 2020

2.2 Budget

Budget disclosure is subject to clarity on assignment outputs and a well-informed knowledge of prevailing market rates.

2.3 Reporting

The consultant will update the British Council on progress as outline in the timelines; exact timings are to be agreed between the parties. There will be a quality assurance and feedback process throughout (see timeline above). The consultant will be briefed at the start of the contract by the Monitoring and Evaluation Manger and HE programme delivery consultant

2.4 Audience

The evaluation report will be primarily for British Council staff; however, the final report including case studies and recommendations should be suitable to share externally. Therefore, it should be written with external stakeholders in mind and be of a high written standard. It is important that plain and clear English is used in all documents produced, and that technical language is used clearly and only when necessary. The report should be in Word format in an agreed template

2.5 Instructions for Responding

Please send (in one pdf document) and Expression of interest to Grace.Adeoshun@britishcouncil.org by 12 noon on 24th February 2020. The EOI should include;

- An up to date CV (maximum 4 pages)
- An outline of how you propose to deliver the evaluation within the timeframe provided. It should demonstrate how your skills, knowledge and experience match the opportunity
- At least two references from organisations for which the proposed consultant has delivered similar work

Shortlisted candidates will be contacted in by 26 February for a chat. Questions and clarifications should be directed to the email provided till 21st February.