



Terms of Reference

Call for experts to support design of the Prosperity Fund Skills Programme in Brazil

Skills for Prosperity Programme Brazil, October 2018

SUMMARY OF REQUIREMENT

1. The Foreign and Commonwealth Office (FCO), represented by the British Consulate in Rio de Janeiro, Brazil, requires the service of three education experts to support the design and facilitation of working sessions with representatives from the education sector. The experts will also produce a report that delivers recommendations for interventions for the UK Government's Prosperity Fund Skills programme in Brazil.
2. The working sessions will focus on English language teaching at Brazilian public schools, notably within the context of the recently approved National Curriculum Reform. There will be **four days of working sessions** taking place in the **week of 26 November 2018** in three different Brazilian cities: Brasília, São Paulo and Recife. The sessions will count with the participation of the Ministry of Education, States Secretariats for Education, education advisors, technical teams, English teachers, among others.

INTRODUCTION AND CONTEXT

3. In 2015, the UK government's Strategic Defence and Security Review announced a £1.3 billion cross-government Prosperity Fund (PF) to run over five years (2016/17 to 2020/21). Its primary purpose is to **promote the economic reform and development needed for growth** in partner countries, in accordance with Official Development Assistance (ODA) rules, the International Development Act (2002) and the Gender Equality Act (2014). It will contribute towards meeting the new Sustainable Development Goals. The Fund's secondary objective is to open up opportunities for which business, including UK businesses, can compete. The UK government is looking to identify and support programmes that meet both the Fund's primary and secondary objectives.
4. The proposed purpose of the **Prosperity Fund Skills programme** focuses on reducing poverty in Brazil by providing support to tackle skills deficits which are holding back sustainable and inclusive growth. The programme aims to provide technical assistance to improve the **quality, relevance, equity and cost-effectiveness** of education in partner countries.

5. The intended impact of the Skills programme is **increased capacity for inclusive economic growth due to increases in labour productivity, which will contribute to poverty reduction.**
6. The expected outcome of the Skills programme is **improved skill levels, employment rates and productivity of beneficiaries, particularly for the priority target groups of women, low-income youth and people with disabilities.**
7. In order to inform the design of the Skills programme in Brazil, the FCO is requiring the services of three education experts to hold working sessions and draft a recommendations report, with a focus on English as an enabler of social and economic development.
8. The sessions and report will support the programme's efforts to strengthen the **quality, relevance, equity and cost-effectiveness** of education in Brazil.

OBJECTIVES AND EXPECTED TASKS

9. The experts are expected to deliver the following services:
 - I. **Deliverable I: Lead the design of working sessions**, with input and agreement with the FCO Programme Manager, to define the scope of discussions, technical questions and desired outputs from participants.
 - II. **Deliverable II: Lead the working sessions and proactively participate in the technical discussions**, identifying opportunities and entry points for improvement within the current system.
 - III. **Deliverable III: Draft a report with an analysis of the working sessions and a set of recommendations** (at least 4-5) for how the Skills programme could support English language teaching in Brazil. Along with the recommendations, the experts should be able to **identify key components of the expected impact of those interventions**. The recommendations should take account of the following aspects:
 - a. The interventions should be focused on technical assistance and capacity building;
 - b. The interventions will be implemented within a period of three years approximately;
 - c. The interventions will be designed to be developed within the institutions' current structure – Secretariats for Education and schools -- and with the available physical and human resources;
 - d. The interventions should be based on the potential of funding available and the timelines of the programme;
 - e. The recommendations should take account of the sustainability of interventions and the parameters set by the National Curriculum Reform ("BNCC");
 - f. Relate to international good practices, including those from the UK, and specifically the work of HMG and other international actors.

DELIVERABLES AND DATES

- I. **Deliverable I: Lead the design of working sessions:** A first draft of the agendas, session papers and facilitation plans should be provided for comments and inputs by the FCO Programme Manager. Deadline: 19 November.
 - II. **Deliverable II: Lead the working sessions and proactively participate in the technical discussions.** The working sessions will take place between 26-29 November, four days of sessions in three different Brazilian cities.
 - III. **Deliverable III: Draft a report with an analysis of the working sessions and a set of recommendations, identifying key components of the expected impact of these interventions.** Deadline: 17 December 2018.
10. The dates for delivering the abovementioned services might change if previously agreed between the Consulate team and the suppliers.
 11. For the working sessions (Deliverable II), please note that the Authority will be in charge of organising logistics, invitations, venue, catering and additional services.
 12. The report should be elaborated jointly between the three experts. Please note that the working sessions will be conducted in Portuguese and that the report should be drafted in English.

ETHICAL WALLS

13. The Bidder acknowledges that, if it is awarded the contract for this study, it may have access to or gain knowledge of certain confidential and/or commercially sensitive information which may be relevant to a subsequent procurement which is being run by the FCO (including a mini-competition run under the Prosperity Framework).
14. The Bidder acknowledges that, under the Public Contract Regulations 2015, the FCO is required (among other things) to take appropriate measures to ensure that competition is not distorted by a bidder who has previously been involved in advising the FCO.
15. As part of meeting this requirement, the FCO requires that the successful bidder (if it is also bidding on a Subsequent Procurement) establish internal “ethical walls” (also known as “information barriers”) to ensure that its employees, suppliers and agents on the team involved in such Subsequent Procurement bid do not discuss the Subsequent Procurement or have passed to them any information from those employees, suppliers and agents who are familiar with or are currently engaged in providing the services under the Current Procurement.

16. The FCO shall have the right to require that the Supplier puts in place "Ethical Walls" and will ensure and satisfy the FCO that all information relating to this Contract and to the Services and Deliverables completed pursuant to it (to include all working papers, draft reports in both tangible and intangible form) are not shared or made available to other employees, suppliers or agents of the Supplier and that such matters are not discussed by the relevant staff with other employees, suppliers or agents of the Supplier.
17. In the event of a failure to maintain the Ethical Walls as described above, arising during the course of the Contract, the FCO reserves the right to immediately terminate the Contract on giving written notice to the Supplier.

SKILLS, KNOWLEDGE AND EXPERIENCE

18. The key skills, knowledge and experience required by the experts are as follows:

I. Expert 1 – specialist on Brazilian education, with a particular focus on the National Curriculum Reform (“BNCC”)

- a. A postgraduate university degree in Social Sciences or other relevant discipline, preferably with a specialisation in education;
- b. In-depth knowledge of the Brazilian K12 education system, with at least 10 years’ experience working in this sector;
- c. Involvement in or knowledge of the National Curriculum Reform, this could include: consultancy, advisory, advocacy, design and/or implementation;
- d. Successful experience of designing and/or delivering education programmes;
- e. Experience and knowledge of how to effectively engage with government, industry and other market actors to enhance the effectiveness, efficiency and equity of education in Brazil;
- f. Excellent communications, facilitation and presentation skills, and ability to effectively engage with various stakeholders;
- g. Proficiency in English and Portuguese.

II. Expert 2 – specialist on teacher training programmes and methodologies

- a. A postgraduate university degree in Education or other relevant discipline, preferably with a specialisation in teacher training;
- b. In-depth knowledge of teacher training trends, best practices and methodologies, preferably of English teachers in non-English speaking countries;
- c. Successful experience of designing and/or delivering education programmes;
- d. Experience and knowledge of how to effectively engage with government, industry and other market actors to enhance the effectiveness, efficiency and equity of education;
- e. Excellent communications, facilitation and presentation skills, and ability to effectively engage with various stakeholders;
- f. Proficiency in English and Portuguese.

III. Expert 3 – specialist on EMI (English as a medium of instruction)

- a. A postgraduate university degree in Languages or other relevant discipline, preferably with a specialisation in English Language Teaching;
- b. In-depth knowledge of EMI approach and the teaching of English as a way to develop soft and hard skills;
- c. Preferably with experience or knowledge on the use of EMI at TVET;
- d. Experience and knowledge of how to effectively engage with government, industry and other market actors to enhance the effectiveness, efficiency and equity of education;
- e. Excellent communications, facilitation and presentation skills, and ability to effectively engage with various stakeholders;
- f. Proficiency in English and Portuguese.

REPORTING STRUCTURE, LOGISTICS AND OTHER ARRANGEMENTS

- 19. The Experts will report to the FCO's Programme Manager at the British Consulate in Rio de Janeiro, Brazil.
- 20. The Authority will be in charge of covering and organising flights, accommodation, in-country transportation, and subsistence on an actual expenditure basis, in line with FCO and UK Prosperity Fund policy and procedures.
- 21. The maximum budget for the service covered under these terms of reference will be no more than **£3,000 per expert** for around 10 days of work. Please note that travel budget will be covered separately by the Authority.

PROPOSAL DOCUMENTATION

- 22. Experts who meet the above requirements should send the following information:
 - I. CV;
 - II. Short one page expression of interest letter highlighting the skills, knowledge and experience. Please make sure to indicate if you are bidding for expert 1, 2 or 3;
 - III. A financial proposal with the daily fee rates and/or the total amount for the delivery of the services. Please note that travel budget should not be included in your financial proposal;
 - IV. A confirmation of availability in the mentioned dates.
- 23. The Service Supplier will propose the overall budget for this work, which must be inclusive of all applicable taxes (including VAT), overheads and any logistical costs including, but not limited to, travel, catering, venue, translation etc. The Service Supplier is expected to show value for money.

24. Applications should be submitted in English by email to adriana.balducci@fco.gov.uk, by 22 October 2018 at the latest.

EVALUATION OF PROPOSALS

25. The tender process aims to ensure that the tenders are evaluated fairly to ascertain the most economically and technically advantageous tender from the point of view of the purchasing Authority.
26. The evaluation methodology will assess the applications according to the following criteria: 70% to skills, experience and knowledge of subject matter and 30% to value for money and competitiveness of overall costs.

PAYMENTS

27. Payments will be made in two instalments: 50% at the end of the working sessions (Deliverable II), and the remaining 50% following the reception of report (Deliverable III). Payments will be made after any updates have been incorporated and signed-off by the British Consulate in Rio de Janeiro, Brazil.