

**General Education Modernization (GEM) Project (2019-2024)**  
**Ministry of Education (MoE)**

**Subject: Terms of Reference (ToR) of the Consultant to coordinate activities of the English language learning enhancement (ELLE) programme and to provide implementation support for GEM Project activities in assigned three provinces**

## **1.0 Introduction and background**

The GEM Project will be in operation from 2018/19 to 2024 with financial assistance (US\$ 100.00 million) from the World Bank. The project development objective is to enhance the quality and strengthen stewardship of the general education system. The project is expected to expand and improve the performance of the general education sector through achievement of the following key outcomes.

- English language learning outcomes improved.
- Mathematics learning outcomes improved.
- School-based management strengthened.
- Percentage/number of professionally qualified teachers increased.
- Human resource development of staff of the education sector.

**Improving English language learning outcomes:** English language skills are widely acknowledged as central to the success in the competitive global knowledge economy. The government is strongly committed to implement ELLE in schools. The GEM Project will prioritize and provide support for the development of a strong and effective ELLE programme for primary and secondary grades through the following activities in schools.

- Create an English language immersion environment to produce an acquisition of rich environment for students to learn the language.
- Encourage and affirm students who read books in the English language and engage with English language technology as appropriate to their ages.
- Encourage families to create an environment at home which fosters English language learning through reading materials, TV programmes, conversations etc.
- Promote co-curricular and extracurricular activities such as English literary, drama and debating societies.
- Other innovative activities.

Initially the GEM Project will support the ELLE programme in a selected set of schools including those schools which send substantial numbers of arts and management students to universities. Based on the experience of ELLE in these schools, the programme will be fine-tuned and expanded to more schools.

The GEM Project would support the MoE and the National Institute of Education (NIE) to undertake a review/revision of the English language syllabus, textbooks and teaching materials for primary and secondary grades. It would assist the Education Publications Department (EPD)

to produce high quality, learner-friendly digital learning resources, such as smart textbooks, with special emphasis on English. An indicative cost US\$ 25 million has been allocated for the subcomponent of curriculum modernization and diversification of the GEM Project, wherein the ELLE programme is placed.

**Objective of the ELLE programme:** The objective of the ELLE programme is to ensure that students leave the general education system an adequate level of proficiency in the key language skills of vocabulary, reading and writing.

**GEM Project implementation:** The project will be implemented by the MoE in collaboration with national and provincial level education authorities. The Additional Secretary, Policy, Planning and Performance Review Division (PPPRD) will assist the Secretary, MoE in overall implementation and monitoring of the project through a special technical support team established in the MoE. The consultant will be recruited as a member of the special technical support team and will assist operations and supervision of the programme under the Project Operation and Technical Support (POTS) component of the GEM Project. The consultant will collaborate with staff of the MoE linked to the relevant field.

## **2.0 Purpose of the consultancy**

The purpose of the consultancy is to plan, implement, coordinate, supervise, monitor and evaluate the ELLE programme at the national and provincial levels.

Further, it is expected that the consultant is required to provide direct support for the implementation of overall GEM Project in Northern, Eastern and North Central provinces.

## **3.0 Required expertise and qualifications**

- Postgraduate or other advanced degree (at least Masters) in English or education or a related field.
- At least five years of professional experiences in donor-funded projects, especially in education projects, and a good working experience in the field of education.
- Demonstrated ability of analytical and report writing skills.
- Experience in monitoring and evaluations of projects and programmes (especially on results-based monitoring and evaluation).
- Excellent written and verbal communication skills in English. Working knowledge of Tamil will be an advantage.
- Ability and willingness to travel to provinces.

**Note:** The selected consultant should submit his/her curriculum vitae to the Secretary, MoE before entering into the agreement.

#### 4.0 Task, duties and deliverables

Targets and timeline and due dates of the consultancy is given below.

SN.	Key area	SN	Task/Deliverables	Completion date	Work with	Final report submitted to:
1.0	Pre-planning	1.1	Develop project proposal based on the Project Appraisal Document, Operational Manual, Project Implementation Plan of the GEM Project and other related documents.	Within a week after signing contract agreement	Addl. Sec./EQD DE/English PDEs	Addl. Sec./PPRD, MoE
2.0	ELLE programme planning	1.1	Develop ELLE implementation plan	Within a month after signing the contract agreement	Addl. Sec./EQD DE/English PDEs	Addl. Sec./PPRD, MoE
		1.2	Provide support to prepare/revise an implementation plan of ELLE at the national and provincial levels.	November 20 in respective fiscal year	Addl. Sec./EQD PDEs DE/English	Addl. Sec./PPRD, MoE
3.0	Implementation of ELLE programme	3.1	Coordinate and implementation support for ELLE programme.	Throughout project	Addl. Sec./EQD DE/English	Addl. Sec. /PPRD, MoE
		3.2	Coordinate and organize awareness creation programmes on ELLE programmes at national and provincial levels.	First three months of the assignment	Addl. Sec./EQD PDEs DE/English	Addl. Sec. /PPRD, MoE
		3.3	Coordinate and organize capacity development programmes at national and provincial levels.	Throughout the project	Addl. Sec./EQD PDEs DE/English	Addl. Sec. /PPRD, MoE
		3.4	Facilitate implementation of programme at national, provincial, zonal and school levels.	Throughout the project	Addl. Sec./EQD PDEs DE/English	Addl. Sec. /PPRD, MoE
4.0	Monitoring and evaluation of ELLE programme and reporting	4.1	Develop methodologies, data collection instruments, and analytical procedures for monitoring and evaluation of the GEM Project			Addl. Sec. /PPRD, MoE
		4.2	Train relevant government national and provincial staff in data collection procedures as required during project implementation			Addl. Sec. /PPRD, MoE

		4.3	Plan and supervise the regular collection of data to monitor and evaluate the project			Addl. Sec. /PPRD, MoE
		4.4	Prepare a reporting schedule and progress review reports	Quarterly		Addl. Sec. /PPRD, MoE
5.0	Implementation support for NP, EP, NCP*.	5.1	Coordinate and provide implementation support in assigned provinces (NP, EP, and NCP).	Throughout the project	GEM Project staff All respective Directors	Addl. Sec. /PPRD, MoE
		5.2	Provincial visits	Monthly visits to each province.	Addl. Sec./EQD DE/English PDEs (NP, EP, NCP)	Addl. Sec/PPRD, MoE
		5.3	Coordinate the national and provincial level steering committee	Quarterly		Addl. Sec. /PPRD, MoE
6.0	Third party validation, assessments and impact evaluation	6.1	Coordinate third party validation	Annually		Addl. Sec. /PPRD, MoE
		6.2	Plan and manage the surveys and conduct studies to assess the impact of the project			Addl. Sec. /PPRD, MoE
		6.3	Coordinate the national assessment, EGRA and EGMA components with relevant institutes and provinces	Annually		Addl. Sec. /PPRD, MoE

**Note:** \*The consultant would also be expected to visit three provinces, every two months, to help monitor the GEM. In the first year this would be the Northern, Western, and North Central provinces. The provinces can be changed, in discussion with the MoE and the World Bank, in subsequent years.

## 5.0 Method of selection

The World Bank consultant guidelines will apply to this position. The consultant will be selected based on the qualifications and experiences through single source procurement method. The selected consultant is required to sign a contract agreement with the Secretary, MoE.

## 6.0 Duration and termination of the consultancy

The period of assignment is one year initially, based on the performance renewable annually or as otherwise determined in discussion with the World Bank, for the duration of the project.

The Secretary, MoE has the power and authority to terminate the consultancy based on poor performance with prior notification.

## 7.0 Work station and coordination

Work station is the GEM Project Unit of the PPPRD, MoE. Regular visits to national level institutes, provincial level education institutes and schools will be necessary to monitor and evaluate the programme. The MoE will provide transport for the described filed visits to provinces.

Office equipment, including suitable computing equipment, printing, scanning and photo copying facilities will be provided.

The consultant's overall work will be coordinated by the Additional Secretary, PPPRD of the MoE. Further, the consultant needs to work closely with the Addl. Secretary, Education Quality Development (EQD) and the Director of Education, English education, MoE and the Director (English education) of the NIE.

## 8.0 Payment:

Total monthly assignment fee	=	SLRs. 120,000.00
<b>Total fee for a year</b>	=	<b>SLRs. 1,440,000.00</b>

Payments will be done monthly based on the agreed deliverables in the contract agreement. There will be no additional allowances.