

## Terms of Reference

<b>Assignment:</b>	<b>Development of the Non-Formal Education Policy in Sierra Leone</b>
<b>Duration:</b>	December 2022 – April 2023
<b>Supervisor:</b>	Mark Rotich
<b>Consultant type:</b>	A consultant with 5 years + experience and skills in policy development within the Education Sector. Technical knowledge of NFE. Strong contextual knowledge of Sierra Leone, with fluency in English and Krio desirable.
<b>Submission deadline:</b>	Proposals should be submitted by <b>25<sup>th</sup> November 2022</b> with the subject line “ <i>Development of the NFE policy in Sierra Leone</i> ”, to <b>janine.renner-thomas@epg.org.uk</b>
<b>Key steps in the application process:</b>	<ul style="list-style-type: none"> <li>• Clarification questions should be submitted by <b>16<sup>th</sup> November 2022</b> to janine.renner-thomas@epg.org.uk</li> </ul> <p>Responses will be circulated by <b>21<sup>st</sup> November 2022</b></p> <ul style="list-style-type: none"> <li>• Deadline for Submission of Proposals: <b>25<sup>th</sup> November 2022</b></li> </ul>

### 1. Background and Rationale

The Ministry of Basic and Senior Secondary Education (MBSSE) has identified the development of a Non-Formal Education (NFE) policy as a priority for 2022/2023 and commissioned EPG’s support. This Terms of Reference (TOR) has been prepared by the Operations, Planning and Policy (OPP) Pillar of the MBSSE. The purpose of this ToR is to outline the indicative responsibilities and expectations for the consultant that will lead the drafting and development of the policy.

The Ministry of Technical and Higher Education has progressed with the development of a separate NFE policy covering non-formal education provisions at the tertiary and vocational levels (See Annex 1). In response, the MBSSE has advised on the need to develop a separate but complementary policy focused on NFE at the basic and senior secondary education levels. As part of the MBSSE’s inclusive education drive (See Annex 2), the NFE policy will primarily target out of school children, drawing from relevant work on out of school children, such as Charlie Goldsmith’s Associates (CGA) Technologies’ Out-of-school-children (OOSC) analysis (See Annex 3).

The MBSSE’s Operations, Planning and Policy (OPP) Pillar has a standardized process template, which guides the development of new policies. (See Annex 4). As per the OPP policy development guide, the starting point has involved a desk review of existing NFE policies and relevant literature identifying evidence of best practice in the NFE policy space, which EPG has undertaken and completed (See Annex 5). The desk review includes an analysis of relevant regional policies and practices appropriate for the Sierra Leone context. Following the desk review, EPG supported MBSSE with the development of an annotated policy outline (See Annex 6), to guide the MBSSE’s Directorate of Non-Formal Education to develop the NFE policy. EPG is now seeking an experienced Technical Advisor to support MBSSE in the development of the NFE policy.

## 2. Goals and objectives of the NFE policy

Following initial discussions between EPG and the MBSSE NFE Directorate, the scope, outputs, and timelines have been agreed. These have been captured in the Annotated Policy outline document, which provides a baseline for the Technical Advisor's approach. This document outlines the content and high-level expectations of the policy, including the provision of an overarching framework for non-formal education services. Building from this, the policy should reflect the Ministry's commitment to improving access to education and ensuring equitable quality service delivery. The policy should outline programmes, management structures, curriculum and monitoring and evaluation modalities for effective implementation.

It will be necessary to define a non-formal education programme and support components based on existing available evidence. In addition, the policy should identify the relevant actors and their associated roles and responsibilities for the provision and delivery of non-formal education. The overall aim of the policy is to set out a framework, which establishes guidelines for the effective and efficient management and administration of Non-Formal Education in Sierra Leone.

## 3. Development Process for CSS Policy and CSS Policy Guidelines

The consultant will be required to collaborate with MBSSE and other education stakeholders during the development and finalization of the policy. The MBSSE, with technical support from EPG, will agree workplans, timelines, budgets, deliverables, and accountability mechanisms to ensure efficiency and transparency. The work will be subjected to the OPP Pillar quality assured templates, including performing a gap analysis on the content and structure of the draft policy.

**The total time expected for the development of the NFE policy is 4 months.** The final deliverable is a completed and validated NFE policy to be submitted to Cabinet for approval.

## 4. Consultant responsibilities

The consultant will work with EPG programme staff and the MBSSE to coordinate and run consultations to inform the development of the policy.

Specific responsibilities include:

- Review of relevant background material developed by EPG such as the NFE literature review and NFE annotated policy outline to provide foundational premise for the development of the policy (See Annex documents).
- Working with education stakeholders led by MBSSE on the range of policy statements and other thematic issues to be included.
- Creating a framework to explore and summarize the relevant programme characteristics, including design implementation and evaluation.
- Analysing the strengths and weakness of each program type noting the cultural, structural, financial, and technical resources required for successful implementation.
- Utilising and building upon the existing NFE stakeholder mapping document (See Annex 7), support the facilitation of effective consultation across the relevant Ministries and a range of stakeholders involved in non-formal education practices in Sierra Leone. Most consultations, particularly consultative workshops will take place in person. Arrangements can be made for virtual engagements with early notice.

- Input the feedback and comments from EPG staff and MBSSE stakeholders in the final policy.
- Supporting the MBSSE with the costing of activities by providing guidance and sense checking proposed budgets.
- Highlighting in advance areas of support needed from the EPG Sierra Leone team or MBSSE stakeholders.
- Liaising with and providing regular updates to the EPG Programme Manager, including progress against the deliverables and time used and identified risks and delays as early as possible.
- Submitting a first draft of the policy to the OPP Pillar for review and feedback.
- In submitting final drafts to EPG, the consultant agrees to incorporate any additional feedback and revise.
- Submitting a final document to the OPP Pillar for national validation.

EPG will support in addressing bottlenecks as they arise and will lead on keeping key stakeholders within the MBSSE and their funders aware of progress.

#### **5. Required qualifications and special knowledge**

The commissioned consultant should ensure they can demonstrate the following:

- At least 5 years of relevant working experience in policy development with advanced knowledge of the integrated nature of education policy, with a proven track record of work quality.
- Relevant experience and technical understanding of non-formal education and the mechanisms by which non formal infrastructure can be integrated in education policy, particularly in the Sierra Leonean context.
- Strong writing and conceptual skills, particularly on modalities of interventions in basic and senior secondary education.
- Extensive knowledge of the literature, resources, and networks on public education policy development, with a special focus on basic and senior secondary education.
- Extensive experience and knowledge of various education and public policy development programmes around the world.

#### **6. Tender process**

This Terms of Reference will be distributed to interested and qualified consultants. Based on the quality of the proposal and the competency of the consultant, they will be selected through a competitive selection process to undertake this work.

The proposal should include the following:

- a. Overview of the consultant submitting the proposal, including experience of working in the Sierra Leone context
- b. Relevant qualifications, experience and skills in policy development work
- c. Project proposal outline, including the proposed activities and delivery timeframes.
- d. Budget for the proposed deliverables, which will also be a criterion for selection of the successful candidate.

## **7. Budget**

In the proposal, the consultant should prepare and submit a comprehensive accompanying budget. Mode and timing of the payments to the consultant will be decided jointly between the consultant and the EPG.

## **8. Timelines and deliverable schedule**

The development of the NFE policy will be for a period of 4 months taking place between December 2022 and April 2023. The indicative activities, allocation of inputs (days) and deadlines will be discussed and finalised with the consultant following receipt of the draft TORs.

### **Annexes:**

1. MTHE NFE TVET policy
2. Radical Inclusion Policy
3. CGA Out of School Children Analysis
4. OPP Policy Development Guideline/Template
5. NFE Literature Review
6. NFE Annotated Policy Outline
7. NFE Stakeholder Mapping

