



etbi

Education and Training
Boards Ireland

*Boird Oideachais agus
Oiliúna Éireann*

Request for Quotation for Wider Benefits of Learning Consultant

September 2023

1. Request for Quotation

External Consultancy Services

Project Title: Wider Benefits of Learning
Project Group: Inclusion – ETBI FET Inclusion
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2. Administrative Details

Expected duration of consultancy engagement upon commencement of the contract: maximum 8 months.

ETBI Contact details:

- Name: Fergus Craddock
- Email: fergus.craddock@etbi.ie
- Phone: +353 087 377 9292

Supporting Structure:

The primary point of contact for the Consultant will rest with the FET Inclusion Unit within ETBI.

The Consultant will operate under the guidance and direction of a Steering Group and supported by a Working Group of FET representatives across ETBs, ETBI networks and expertise areas to advise and inform the development of the Wider Benefits of Learning Tool and ensure its application and utility within a FET setting.

3. Project Description

Project Purpose

The purpose of this project is to develop a Wider Benefits of Learning Framework/Tool for use across Education and Training Board's (ETB) accredited and non-accredited Community Education and Literacy programmes within Further Education and Training (FET) provision.

The SOLAS Further Education and Training Strategy document (2020-2024) specified that it accepts that other means of validating learning outcomes should be explored and developed, particularly for shorter taster courses. In conjunction, the Adult Literacy Strategy (2021) recommends that measuring success should be focused on both quantitative and qualitative indicators and that “ongoing learner and participant feedback would be key to continuous improvement and delivering on the actions and targets set out”. This Strategy noted the potential of developing an integrated Social Impact Assessment or well-being framework approach, as well as the emerging international practice on measuring well-being and the planned development of a well-being framework for Ireland.

Project Aims:

1. Development of a Wider Benefits of Learning framework(s)/tool(s) built on the draft framework following the 2015-2021 research and existing frameworks in use in ETBs.
2. Incorporate national and international research on current theories regarding the definition of Wider Benefits of Learning, as well as the approaches to measuring/capturing it that may inform the development of the tool.
3. Further development of the Wider Benefits of Learners Framework, informed by the experience and outcomes of the 2021 pilot programme.
4. Identification of the resources required to embed the capturing of Wider Benefits of Learning Framework in FET and advise on the operationalisation of the tool.
5. Validation of the Wider Benefits of Learning framework/tool.

4. Consultancy to be undertaken

Task No:	Deliverable:	Expected Timeframe
1.	Project scoping, detailed proposal and presentation delivered to ETB FET Directors for approval.	October – November 23
2.	Analyse the current tool and update/develop the current/new tool.	November – January 23
3.	Conduct a pilot phase of the new/updated tool.	January – March 24
4.	Analyse the outcomes of the pilot project and make recommendations.	March -April 24
5.	Provide validation of final tool and advise on the operationalisation of the tool.	May - June 24
Total project Duration		Eight months

5. Project Schedule

Deliverable 1: Project scoping, detailed proposal and presentation delivered to ETB FET Directors for approval.

Sub-Deliverables		Actions	Due Date
1.1	Research policy documents which inform WBL tool	1.1.1 Gain understanding of the associated Wider Benefits of Learning outcomes and their need for documentation, based on current policy and guidelines.	10 th November 2023
1.2	Identify precarious areas associated with current WBL tool	1.2.1 Analyse the current WBL tool, identifying any areas of concern and areas of best practice	

Deliverable 2: Develop a new WBL Tool

Sub-Deliverables		Actions	Due Date
1.1	Research policy documents which inform WBL tool	1.1.1 Gain understanding of the associated Wider Benefits of Learning outcomes and their need for documentation, based on current policy and guidelines.	12 th January 2024
2.1	Identify data collection categories	2.1.1. List the most common non-tangible outcomes associated with further education and training and develop reporting categories based on same	
2.2	Distinguish data collection technique	2.2.1 Identify the most appropriate data collection technique, informed by best practice, to incorporate learners with literacy/numeracy difficulties	
2.3	Identify operationalisation procedures	2.3.1 Link in with WBL Working Group to inform operational procedures to include staff training, timeframe, environment, resources, IT, etc	
2.4	Inform data collection purpose	2.4.1 Identify the reasons for data collection and recording procedures, i.e, PLSS etc.	

Deliverable 3: Conduct a pilot phase of the new WBL tool

Sub-Deliverables	Actions	Due Date
3.1 Identify pilot rollout procedure	3.1.1 Distinguish the number of programmes/learners required for pilot phase roll-out	22 nd March 2024
	3.1.2 Contact ETB's regarding engagement with the rollout and obtain agreement to partake in the project	
3.2 Conduct pilot roll-out	3.2.1 Issue pilot-project guidelines and tool to associated ETB's	

Deliverable 4: Analyse the outcomes of the pilot project and make recommendations

Sub-Deliverables	Actions	Due Date
4.1 Identify areas of best practice and concern associated with pilot project rollout	4.1.1 Analyse and collate the data collected	3 rd May 2024
	4.1.2 Identify any areas of concern, based on learner and tutor experience and feedback	
	4.1.3 Make recommendations regarding further rollout of the tool	
	4.1.4 Provide guidance in the form of operational guidelines, to be made available to the sector	
	4.1.5 Document pilot project findings and recommendations in a final report	

Deliverable 5: Provide validation of final tool

Sub-Deliverables	Actions	Due Date
5.1 Identify the fundamentals of validation	5.1.1 Ensure WBL measurement tool has received face validity and content validity	31 st May 2024

6. Reporting Mechanism

The consultant will meet with the Steering Group on an agreed pre-defined schedule to update on the ongoing progress to ensure alignment with the project deliverables as outlined above.

7. Consultancy Costs

The overall cost of the consultancy will amount to no more than €49,000 which will include any expenses incurred in fulfilment of the contract.

Withholding taxes will be deducted where applicable.

8. Selection Criteria

The table below shows the selection criteria which will be used in deciding upon a consultant with whom to engage during the process and the weight given to each criterion.

Criterion	Weight
Relevant experience	25%
Methodology/Approach	25%
Availability	12.5%
Quality assurance	25%
Fee inclusions	12.5%

Relevant sectoral experience: Consultant should display relevant experience in working with the sectors area of this type, scale, and environment.

Methodology/Approach: Consultant should possess a sound understanding of the issues surrounding the project and be capable of tailoring the sequence of activities to ensure that the desired outcome is achieved.

Availability: Demonstrate an awareness of the time constraints placed on the project and establish a sequence of tasks and associated schedules necessary to achieve predetermined deliverables.

Quality assurance: The process the consultant will implement to ensure reliability of planning, design, documentation, and effective co-ordination of the physical aspects of the project.

Fee inclusions: Scope of services included in the fee proposal and the appropriateness of the quoted amount.