



etbi

Education and Training
Boards Ireland

*Boird Oideachais agus
Oiliúna Éireann*

Request for Quotation for Instructional Leadership Consultant

December 2025

1. Request for Quotation

External Consultancy Services

Project Title: Instructional Leadership
Project Group: IL Steering Group
Address: ETBI, Pipers Hill, Kilcullen Road, Naas, Co. Kildare W91K729
Email: joan.russell@etbi.ie
Date: December 2025
Legal: © ETBI

Opens December 1st and applications must be received by 5pm on Monday
15th December.

Applications to be emailed to joan.russell@etbi.ie

1.1. Table of Contents

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2. Administrative Details

Expected duration of consultancy engagement upon commencement of the contract: maximum 6 months.

ETBI Contact details:

- Name: Joan Russell
- Email: joan.russell@etbi.ie
- Phone: 086 8173809

Supporting Structure:

The primary point of contact for the Consultant will rest with the Instructional Leadership team within ETBI.

The Consultant will operate under the guidance and direction of a Steering Group to advise and inform the development of the project and ensure its alignment to project aims.

3. Background

The Instructional Leadership Programme (ILP)

The ILP is a Professional Learning Programme for teachers, across all post-primary sectors which aims to nurture excellence in teaching and learning.

The Programme, which commenced in 2008, is offered through the Education and Training Boards Ireland (ETBI).

Specifically, the programme aims to:

- Encourage teachers to consciously modify their instructional actions to maximise student learning.
- Facilitate the conscious and deliberate utilisation of teacher actions – skills, tactics & strategies.
- Foster an awareness of how a teacher's actions can impact on student learning – motivation, novelty, authenticity, accountability, and safety.
- Re/Acquaint teachers with the extent to which learning is affected by; diverse learning styles, multiple intelligences, 'at risk environment' etc.
- Enhance classroom management and support the development of effective student teacher relationships.
- Encourage & Support Individual and Collaborative Professional Reflection

The programme focuses on pedagogy and systemic change. Participants attend in teams of three. It is compulsory that the principal or deputy principal is one of those members. The other two members were at the discretion of the school leader.

Over, 1700 participants have accessed the programme from across 295 post-primary schools, Further Education Colleges (FE) and Youthreach centres having participated in the programme.

The programme is residential based and delivered over four sessions within a two-year period. Each session is a 3-day workshop.

Participants are awarded a 'Certificate of Completion' on their graduation of the programme.

Further information is available at www.instructionalleadership.ie

4. Project Proposal

Project Purpose

Aim:

To explore how participation in the *Instructional Leadership Programme (ILP)* impacts on post-primary teachers' individual and collective practice and student engagement and achievement. (To be guided by the *Evaluation Framework for Teachers' Professional Learning in Ireland*, Gilleece et al., 2023).

[TPL-Evaluation-Framework-Report-Online-2023.pdf](#)

Questions:

1. To what extent and in what ways does ILP impact on post-primary teachers' professional practice?
2. To what extent and in what ways does ILP impact on post-primary teachers' collective professional practice?
3. What characteristics of ILP design and delivery supports post-primary teachers' learning?
4. What school-level factors support or hinder the implementation of the learning from the ILP?
5. To what extent and in what ways does ILP impact student engagement?
6. To what extent and in what ways does ILP impact student achievement?

5. Consultancy to be undertaken

Task No:	Deliverable:	Expected Timeframe
1.	Project scoping, detailed proposal and presentation delivered to ETBI for approval	January 2026
2.	Project scoping- review documentation and website www.instructionalleadership.ie	February 2026
3.	Surveys	March 2026
4.	Semi-structured interviews and focus groups	March – April 2026
5.	Analyse the outcomes of the surveys and interviews	April – mid June 2026
6.	Provide report	End of June 2026
Total project Duration		6 months

6. Project Schedule

Deliverable 1: Project scoping, detailed proposal and presentation delivered to ETBI

Sub-Deliverables		Actions	Due Date
1.1	Project Plan (Outline of their understanding of ILP, proposed timeline, research team, proposed approach....)	1.1.1 Presentation of the project plan	Mid-February 2026

Deliverable 2: Preparation of the evaluation instruments

Sub-Deliverables		Actions	Due Date
2.1	Preparation of draft questionnaire	2.1.1 Share with ILP team	End February 2026
2.2	Preparation of draft interview / focus group protocol	2.2.1. Share with ILP team	
2.3	Presentation of research design and target participants	2.3.1. Share with ILP team	

Deliverable 3: Sharing of Preliminary Findings

Sub-Deliverables		Actions	Due Date
3.1	Draft findings from the questionnaire	3.1.1 Presentation to ILP Team	Mid-May 2026
3.2	Draft findings from the interviews / focus groups	3.2.1 Presentation to ILP Team	

Deliverable 4: Sharing of a Draft Report

Sub-Deliverables		Actions	Due Date
4.1	Preparation of draft report	4.1.1 Presentation to ILP Team	Beginning of June 2026

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Deliverable 5: Final Report

Sub-Deliverables	Actions	Due Date
5.1 Submission of final report	5.1.1 Presentation and final evaluation report to ILP Team	End of June 2026

7. 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.

8. Consultancy Costs

The overall cost of the consultancy will amount to no more than €40,000 (expected to be in region of €35,000 which will include any expenses incurred in fulfilment of the contract.

Withholding taxes will be deducted where applicable.

9. 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	15%
Methodology/Approach	20%
Availability	25%
Quality assurance	25%
Fee inclusions	15%

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.