Terms of Reference
An Evaluation of the Development Education and Intercultural Education (DICE) Project
2014-2016
Terms of Reference


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1.0 Invitation to Submit Proposals

1.1 Introduction

The DICE Project is a national strategic education initiative partnering five institutions involved in initial teacher education (ITE) at primary level, with funding from Irish Aid. The project aims to integrate development education and intercultural education into ITE programmes and across the Primary School Curriculum.

The DICE Project Management Committee and Irish Aid now seeks a consultant to undertake an independent review of the project and its related structures, to evaluate its success in meeting the objectives of the Strategic Plan (2014-16) and to inform the project’s future direction.

1.2 Queries

Any queries concerning this document should be addressed to:

Siobhán Sleeman
DICE Project Coordinator
St Patrick’s College,
Drumcondra, Dublin 9

Tel: +353 (0)1 884 2290
E-mail: siobhan.sleeman@dcu.ie

1.3 Ownership and Confidentiality

Ownership of the data and any material/reports produced as part of the evaluation rests with the DICE Project. Information gathered by the research consultant while undertaking the evaluation will be treated in confidence.

1.4 Reservations

i. The DICE Project reserves the right not to award the funding in the event that proposals are found to be not suitable.

ii. The DICE Project reserves the right to review the terms of the contract and/or to terminate the contract at one month’s notice.

1.5 Reporting

The successful tenderer will be supported by and report to the DICE Project Coordinator and the Chair of the DICE Management Committee.

1.6 General conditions of tender

Detailed contractual arrangements are not within the scope of this document. However, the following conditions should be noted:

- Any conflicts of interest involving a contractor must be fully disclosed to the DICE Project, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.
1.7 Submissions

The tender should be submitted by 12pm, 23rd June, 2016 to siobhan.sleeman@dcu.ie

2.0 Specification of Requirements

2.1 Background

The DICE Project commenced in 2004, following a one year pilot. Funded by Irish Aid, the project is a collaborative initiative between five higher education institutions involved in ITE at primary level, namely: Mary Immaculate College, Limerick; St. Patrick’s College, Drumcondra; the Froebel Department of Primary and Early Childhood Education, Maynooth University (formerly the Froebel College of Education); Church of Ireland College of Education; and the Marino Institute of Education. The project aims to further integrate development education and intercultural education into ITE programmes at primary level in Ireland. The Project activities and strategic direction are overseen by the DICE Management Committee, comprising senior level representatives from the five project partners and an independent Chair.

In its first phase (2004-07) the project supported the five partner institutions to develop academic courses, resources and events that would support and equip student teachers with the necessary skills, knowledge and attitudes to include global and intercultural perspectives in their teaching within primary schools. The project also sought to develop and enhance the capacity and understanding of staff in the colleges regarding development education. Irish Aid’s Development Education Strategy Plan Deepening Public Understanding of International Development (2003-2005) included priorities that were informed by the work of the DICE Project in its pilot phase.

In phase two (2007-09), a new funding cycle was agreed with Irish Aid, consisting of a DICE core project (full-time coordinator, part-time project officer and administrative support), and a DICE Lecturer project (part-time specialist lecturers in development education and intercultural education in each of the five colleges). The DICE Core team was hosted by the Church of Ireland College of Education (CICE). This project funding structure was designed to be a major step towards embedding development education and intercultural education in ITE. Objective three of Irish Aid’s Development Education Strategy Plan 2007-11 named the DICE Project as a key measure to support the integration of development education in formal education programmes. An external evaluation of this phase of the project was carried out in 2009 and will be made available to the consultant, together with other relevant reviews/evaluations.

In phase three (2010-13), the DICE Project Strategic Plan named the following as priorities:

- Systematic integration of development education and intercultural education into other subject areas through training a wider cohort of academic staff;
- Increased reach of the programme - All student teachers will have exposure to development and intercultural education as part of their initial teacher education courses.
In this phase, a full-time Programme Manager, two full-time lecturers and three part-time lecturers were supported with project funding from Irish Aid. CICE continued to host the project. An external Management Review of the project was undertaken on behalf of Irish Aid in 2013.

A one year project extension was granted by Irish Aid for the academic year 2013-14. At the start of this period, the Froebel College of Education moved to Maynooth University, becoming the Froebel Department of Primary and Early Childhood Education from Sept. 2013. Hosting of the DICE Project moved from CICE to St Patrick’s College, Drumcondra, in October 2013, with a full-time Project Coordinator employed from January 2014.

A new Strategic Plan for phase four (2014-16) was developed, with the following objectives:

1. To support students graduating from teacher education programmes to have good knowledge and understanding of development education and intercultural education and to be motivated and equipped with the pedagogic skills to teach DE and ICE effectively;
2. To influence the development education and intercultural education policy agenda and practice in Ireland, including the implementation of the National Strategy on Education for Sustainable Development;
3. To explore opportunities for synergies and coherence with post-primary level education within the new institutional configurations for ITE;
4. To enhance the sustainability of development education and intercultural education in initial teacher education across all public providers.

Irish Aid agreed to continue funding the Project, including funding support for DICE lecturer hours in each of the partner institutions, albeit at a reduced level (3 x 0.44 FTE, 2 x 0.88 FTE), and a full-time Project Coordinator. A two year MoU was agreed for the period 2014-16. It is this project period that is subject to review.

2.2 Purpose and Scope of the Evaluation

The purpose of this review is to assess the current status of the DICE Project and its success in meeting objectives outlined in the DICE Strategic Plan 2014-16. The review will make recommendations as to the future direction of the project and advise key stakeholders on any necessary changes to existing structures. In particular, the Evaluation Criteria are to:

1) Assess the extent to which the strategic objectives of the project are being met, and identify achievements and constraints;
2) Identify examples of good practice in partner institutions that could enhance shared learning with stakeholders vis a vis methodologies, DE/ICE course content and structure;
3) Examine and review the organisational structure and operational arrangements of the project, its relationship with key stakeholders and its strategic partnership with Irish Aid;
4) Based on lessons learnt make recommendations for the future of the project, which will inform future planning.
2.3 Methodology and Outputs

It is envisaged that the evaluation will consist of:

a) A review of documentation held by the DICE Project.

b) Key informant interviews / focus groups with stakeholders including:
   − The host institution: St Patrick’s College, Drumcondra
   − Heads of the five partner institutions
   − DICE Management Committee Chair and Members
   − DICE Network Lecturers
   − DICE Project Coordinator
   − Sample of DICE CPD Participants from each partner institution
   − Sample of Student Teachers/ Students from each partner institution
   − Other relevant representatives from partner institutions, such as School Placement Supervisors
   − Representatives from Irish Aid
   − Representatives of the NCCA, DES, Teaching Council
   − Representatives of the Ubuntu Network, IDEA, NGO partners

c) Observation of DICE project activities e.g. CPD event, DE / ICE lectures in partner institutions.

d) A review of the project structures, including hosting, governance, budget allocation, DICE Lecturer roles, Project Coordinator role, relationships between partner institutions and with Irish Aid.

The consultant will produce a final report of maximum 30 pages to include key findings, analysis of opportunities and challenges for the future development of the project, and recommendations for the future development of the project.

The consultant will be required to present the preliminary findings of their draft report to the DICE Management Committee and Irish Aid, prior to finalisation.

2.4 Timeframe

− Deadline for receipt of applications: 12pm, Thursday, 23rd June, 2016
− Commencement of work: July, 2016
− Completion of work: 30th November, 2016

3.0 Required format of the Tender

3.1 The Tender

Intended applicants should propose a detailed methodology as part of their tender proposal, and include:

− Their understanding of the Terms of Reference;
− A short methodology showing how they plan to approach the assignment;
− Any ethical considerations and how these will be approached;
− Indicative timetable for the conduct and completion of the assignment;
− Plan for communicating with DICE at relevant stages of the research;
− A brief statement on how their skills and experience match the assignment;
− A CV, two references, and weblinks to examples of your previous research work (if available).

3.2 Financial information

− The indicative budget available is €9250, to include travel and expenses.
− A full budget breakdown should be provided together with the proposal. This will include all taxes that must be paid, which are the responsibility of the tenderer.
− A cost should be provided for all relevant items set out in the specification. Details of any other costs, taxes or duties, which may be incurred, must also be included.
− Payment will be made as follows: 50% following the signing of the contract, and the remaining 50% upon completion and acceptance of the final report.
− The DICE Project reserves the right to terminate the project, should there be a failure to perform.

3.3 Selection of Consultant and Selection Criteria

The consultant(s) should possess, to a significant extent, the following expertise and skills:

− Knowledge of the education sector in Ireland, especially teacher education, including current trends, issues, structures and supports;
− Knowledge of development education and intercultural education and related methodologies;
− Proven experience in carrying out project evaluations (examples will be requested);
− Experience in organisational development and institutional reform;
− Excellent written and communication skills.

Consultant(s) will be selected according to the following criteria:

**Technical/Administrative Criteria**

*Quality of submission and availability (75 points)*

− Evidence that the tenderer has the experience to complete the assignment to a high quality. (25)

− Evidence that has the skills and technical background required for the assignment. The tenderer is expected to set out a proposed methodology and plan for the assignment. (25)

− Availability to undertake the assignment as set out in the Terms of Reference within the indicated timeframe. (25)

**Financial Criteria**

*Overall cost of the proposal (25 points)*