Terms of reference – School leadership policy assets

1 Month 2020

Creation of school leadership policy assets

British Council in the UK would like to invite a suitable consultant(s) to undertake a short consultancy to produce two assets in relation to school leadership policy in the 4 countries of the UK.

We seek answers to the following questions:

* What are the main policies concerning school leadership in the 4 countries of the UK?
* What do these policies seek to achieve?

This consultancy will have two outputs: a powerpoint outlining answers to the questions above and secondly an associated policy paper with additional reading suggestions.

Deliverables

The Powerpoint presentation will:

* Outline the main polices concerning school leadership in the 4 countries of the UK. It is important that each country is given appropriate weighting in relation to the level of detail provided.
* Outline what these policies will achieve, identifying potential barriers or challenges that exist within each country
* Outline how have these policies have been implemented and what evidence is available regarding their success
* Outline any important demographic issues in relation to school leadership in each country
* Provide detailed speaker notes to accompany the Powerpoint presentation
* Be produced with a view to a speaker delivering the Powerpoint in around 60-90 minutes. Consultants should limit the number of slides as a result to around 30.

The report for the British Council will build on the Powerpoint presentation by

* Providing more information about of the issues outlined above in relation to each country including hyperlinks to further reading where applicable
* Be limited to 1200 words

End use

The assets will be used as follows:

* to brief British Council colleagues working outside of the UK about the nature of school leadership in the UK
* to brief external policy makers and practitioners about the nature of school leadership in the UK
* to provide additional sources of reading for those who are interested in further information.

Communications

The consultant will liaise closely with members of the British Council team including:

* Yvette Hutchinson who is the lead contact for this consultancy
* British Council colleagues in each of the 4 UK offices
* Susan Douglas in relation to current school leadership assets.

Venue & Duration

The work will be carried out remotely, using appropriate communications and collaboration platforms.

The consultancy will take place in February and will take 5 days’ work over that period

Fee & expenses

The consultant should propose a daily rate for the consultancy.

No extra expenses are expected to occur during this consultancy

**Quotation Validity:**

Your quotation must remain open for acceptance by the British Council for a minimum of thirty days from the date that it is issued to the British Council in response to this requirement.

Criteria for evaluation

British Council will evaluate submissions against the following equally weighted criteria:

* Overall professional qualifications and experience in school education
* Track record relevant to this consultancy
* Approach to carrying out this consultancy
* Value for money