Expression of Interest Guidance Document

1. Guidance notes: Do not submit this document as your Expression of Interest (EoI).

This document is provided for your information only. You should submit your EoI via our online form. The online form we will ask you to complete is in the same format as the document below. We would like to strongly encourage you to collect all the information you need for your EoI before you input these details into the EoI submission form. The form will open on 10 March 2016. The deadline for EoI submission is 5 pm GMT on 10 May 2016, after which the form will be inactive. Invitations to submit a full research proposal will be issued by 1 July 2016 to shortlisted applicants.

Guidance notes: This document makes frequent reference the RISE Research Agenda. The RISE research agenda outlines the motivation and scope of the programme. When you submit your EoI, you should demonstrate a close understanding of this research agenda. When uploading supporting documents, please make sure that all file names are in the following format: Lead organisation name_concept note/annex_date
Background Information

2 ORGANISATION AND CONTACT DETAILS

Guidance notes: A Consortium could involve arrangements such as a Lead Organisation with sub-contractors or a Joint Venture Agreement between two (or more) Lead Organisations.

2.1 Enter full name of the lead organisation.
Guidance note: If it is a Consortium, the Lead Organisation(s) should be entered here.

2.2 Registered office address
2.3 Nationality of the lead organisation
2.4 Type of organisation
2.5 Website of the lead organisation
2.6 Main point of contact: (Please identify an individual who would be in close contact with the Principal Investigators and would be able to follow up on any requests for clarification or further information from the RISE Directorate. This individual will receive all communication and feedback from the RISE Directorate.)
Name
Email address
Phone number

2.7 Proposed partner:
Guidance note: If you do not envisage any partners, please indicate as “Not Applicable”).
Name:
Website:
Role of proposed partners (examples of role include survey firm, university, etc.):

2.8 Proposed partner (other):
Name:
Website:
Role of proposed partners (examples of role include survey firm, university, etc.):

3 TYPE OF AGREEMENT INTENDED

Guidance notes: This has to be correct at time of EoI writing, but can change at the proposal stage, i.e. if you are invited to submit a full proposal in July 2016.

- Your organisation will provide the services itself
- Your organisation will be the lead contractor and you intend to use third parties
- You are working in a joint venture consortium of equal partners
- Other, specify
Technical Details

4 TECHNICAL DETAILS

4.1 Please name your country of study

Guidance notes: If you chose a DfID priority country not listed by name, please chose ‘other’. Please justify your choice in the document you will upload in section 3.3.

- Ethiopia
- Ghana
- Indonesia
- Nigeria
- Other, specify

4.2 Please provide a brief summary of the proposed reform(s), innovation(s), or system element(s) to be studied. Be as precise as you can, touching on research focus and methods.

Guidance notes: max. 150 words

4.3 Please provide a concept note describing your proposed research project.

Guidance notes: Your concept note should not exceed seven pages (margins no less than 1 inch with 11 font size using Arial font). We encourage you to structure and present your document in a way that is easily navigable and readable by reviewers.

We recommend you bear in mind our Eol scoring criteria when writing your concept note. Please upload your concept note in one document.

Your note should include:

1. Research focus:
   - Proposed system reform(s), innovation(s), or system element(s) to be studied
   - How will changes in the reform(s), innovation(s), or system element(s) have significant impacts on learning and what are the elements that will lead to better performance in learning outcomes?

2. Research approach and methods:
   - Methods and disciplines you envisage using
   - The causal identification or plausibility narrative from the proposed reform(s), innovation(s), or system element(s) to improved learning outcomes

   Note: Eols are not expected to outline every methodological detail. However, they are expected to demonstrate awareness of what methods are appropriate to the research approach.

3. A team outline of up to three key staff (maximum half a page):
   - Please list your team members and briefly outline what strengths each would bring to the team. We will read up to three CVs of named personnel. They can be uploaded in the annex. CVs should not be more than five pages long.

   Note: Descriptions or CVs of key staff should cover: research experience, experience working in proposed country, national language ability, relationships with proposed implementers, policymakers, other education stakeholders, policy experience and/or experience working in education policy and implementation

4. A capacity statement of the lead research organisation and partners:
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- Capacity statements should cover:
  - proven ability to implement large research projects of similar scale to that of RISE, not necessarily from the field of education
  - experience relevant to the reform(s), innovation(s), or system element(s) being studied, strengths organizations bring to field of study

  Note: We expect the lead organisation to have experience in handling study budgets of over £1 million.

5. A description of past engagement with policymakers and other stakeholders as well as instances of policy influence (at most one page).

4.4 Annex

Guidance notes: You may provide one annex of up to 25 pages including CVs and/or other staff bios or organizational capabilities. This should be one file upload. We do not commit to reviewing the Annex provided, except for three CVs of named team members. CVs must not exceed 5 pages in length.

Bidder Details

1 EXPensiRE AND CONTRACT EXAMPLES

Provide two examples of projects you carried out, one that is relevant to education systems research within the last 5 years, and one that is the highest value project your organisation has handled.

1.1 Example 1

<table>
<thead>
<tr>
<th>Contracting Agency:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number with Agency:</td>
<td></td>
</tr>
<tr>
<td>Total Contract Value:</td>
<td></td>
</tr>
<tr>
<td>Period of Performance:</td>
<td></td>
</tr>
<tr>
<td>Description of Project of relevance to RISE:</td>
<td></td>
</tr>
<tr>
<td>Program Officer (at contracting agency):</td>
<td></td>
</tr>
<tr>
<td>Other Comments:</td>
<td></td>
</tr>
</tbody>
</table>

1.2 Example 2

<table>
<thead>
<tr>
<th>Contracting Agency:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number with Agency:</td>
<td></td>
</tr>
<tr>
<td>Total Contract Value:</td>
<td></td>
</tr>
<tr>
<td>Period of Performance:</td>
<td></td>
</tr>
<tr>
<td>Description of Project of highest value:</td>
<td></td>
</tr>
<tr>
<td>Program Officer (at contracting agency):</td>
<td></td>
</tr>
<tr>
<td>Other Comments:</td>
<td></td>
</tr>
</tbody>
</table>

2 CONFLICT OF INTEREST

2.1 Is any member of the bidding consortium also a member of RISE? That is to say is any individual or organisation named on this EoI employed as a named post-holder of or to provide a service to the RISE Directorate, the RISE Intellectual Leadership Team, a member of the RISE Delivery Board or a potential Country Research Team?

  - Yes, please specify your involvement with RISE.
Guidance notes: Please provide details.

2.2 Is any member of the bidding consortium employed by, or does any member of the bidding consortium have a position of influence (e.g. trustee, advisor) with an organisation contracted to the RISE Directorate?

- Yes, please specify your involvement with the organisation contracted to RISE.
  
  Guidance notes: Please provide details.

- No

2.3 Is any member of the bidding consortium also an employee of or contractor for DFID/DFAT?

- Yes, please specify your involvement with DFID/DFAT.

  Guidance notes: Please provide details.

- No

3 DISCLOSURES

Guidance notes: In some circumstances DFID is required by law to exclude you from participating further in a commissioning process. If you do answer 'yes' to any question below, it is very unlikely that your application will be accepted by RISE, and you should contact us for advice.

This will apply in respect of the lead organisation(s), joint-venture partner(s), sub-contractors and any other consortium member being proposed.

When completing this section, you must answer 'Yes' or 'No' to each question.

Has your organisation or any director or partner or any other person who has powers of representation, decision or control been:

3.1.1 the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing?

- 'Yes'
- 'No'

3.1.2 convicted of any offence concerning professional misconduct?

- 'Yes'
- 'No'

3.1.3 terminated for non-performance on a contract in the last 5 years?

- 'Yes'
- 'No'

3.1.4 suspended or debarred by the World Bank, any government, a UN agency or other international organisation?

- 'Yes'
- 'No'

3.1.5 engaged in any corrupt, fraudulent, collusive, coercive or obstructive practices in competing for this solicitation?

- 'Yes'
- 'No'
Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of, or are the subject of any proceedings, relating to:

3.1.6 participation in criminal organisation?
- 'Yes'
- 'No'

3.1.7 corruption including the offence of briber?
- 'Yes'
- 'No'

3.1.8 fraud including theft, and not fulfilling any obligations relating to payment of taxes?
- 'Yes'
- 'No'

3.1.9 money laundering?
- 'Yes'
- 'No'

3.1.10 Have you or any of your sub-contractors reason to believe that you may have been, or are subject of any proceedings, that may be listed by the World Bank in its “Listings of Ineligible Firms” or “Listings of Firms, Letters of Reprimand” posted at http://www.worldbank.org or on any similar list maintained by any other donor of development funding, or any contracting authority.
- 'Yes'
- 'No'

4 CHECKLIST

Guidance notes: If invited to proceed to proposal stage, we will require further information from the lead organisation and its partners. By ticking the boxes below, please confirm that you agree to provide the documents listed below at proposal stage:

☐ A statement confirming that the lead organisation fully accept responsibility for Security and Duty of Care (including any personnel and subcontractors) throughout the life of the contract. (Please refer to DFID’s guidance on Duty of Care for further details)
☐ Proof of insurance cover
☐ Audited financial accounts from the past two years
☐ References for cited projects