

**GOVERNMENT OF MONTSERRAT
BASIC NEEDS TRUST FUND PROGRAMME**

EXPRESSIONS OF INTEREST

**CONSULTANCY SERVICES TO ENHANCE THE INTEGRATION OF INFORMATION AND
COMMUNICATION TECHNOLOGY IN PRIMARY SCHOOLS IN MONTSERRAT.**

1. BACKGROUND

1.01 The development of the education sector in Montserrat is informed by the Montserrat Sustainable Development Plan (2008-2020) and the Education Development Plan (EDP) 2012-2020 which both focus on enhancing human development through a well-developed education and training system that produces qualified life-long learners. In 2013, student performance at public primary schools was far below the national average in standardized sets at Grades 3 and 5. Students in the public primary schools perform significantly poorer than their counterparts in the private schools. While 86% of girls in St. Augustine performed at or above the national mean in Mathematics in Grade 3 national assessment, only 23% of girls in the primary schools performed at that level. There were similar performance for the boys – 77% compared to 26%. Overall, gender differentials are also evident with boys achieving approximately 10 percentage points less than girls in Language Arts for 2012 and 2013. At the secondary level, although the overall performance is commendable with 74% pass rate in the Caribbean Examination Council's Caribbean Secondary Education certificate (CSEC) examination, only 25% of students achieve five or more CSEC passes, including English Language and mathematics. The strategic focus, is therefore to improve the quality of teaching and learning while maintaining universal basic education and increased access to post-secondary/tertiary education.

1.02 At present, there are 2 public and 2 private primary schools on Montserrat comprising approximately 435 student and 40 teachers. While 76% of primary teachers are trained, the effective integration of ICTs to enhance the quality of teaching and learning is minimal, with an almost non-existent ICT infrastructure in the primary schools exacerbated by inadequate teacher capacity to optimise ICTs for instructional planning and instructional delivery. The use of Information and Communication Technology (ICT) has been identified as an effective strategy to support inclusive and quality teaching to improve student learning outcomes. In addition to the EDP (2012-2020) objective of upgrading ICT access and capability for teaching, learning and administration, the national ICT policy supports enhancing the educational experience through the training of teachers and administrative staff in the use of ICT. As part of the OECS Education Sector Strategy (2012-2021), MOE is committed implementing the cross cutting theme of integrating technology in classrooms to enhance the quality of learning experiences for students, particularly those at risk of school failure.

Further CXC has signaled its intention to enhance its use of ICT in its testing and marking of scripts. In the course of time this will be expected to cascade down to the CPEA which is taken at Grade 6.

2. OBJECTIVE

2.01 The overall objective of the assignment is to assist the Ministry of Education (MOE) to enhance the integration of ICT in schools, focusing particularly on effective ICT Integration across the entire curriculum in the classroom for improved student learning.

3. SCOPE OF SERVICES

3.01 The Consultant will report to the Basic Needs Trust Fund Project Manager. The Consultant will work closely with the Principal of the primary schools and the Director of Education in carrying out the assignment. Specifically, the Consultant will

- (a) Review all relevant Ministry of Education and BNTF documents;
- (b) evaluate the status of ICT integration practices in schools;
- (c) identify the critical improvements to be made to institutionalize ICT integration across the curriculum in schools, including associated policies, instructional supervision standards and MOE supervision and support programme;
- (d) identify the capacity-building needs of teachers and principals to enhance ICT integration across the curriculum in schools;
- (e) develop an appropriate ICT Integration across the curriculum Training programme for teachers, principals and administrators; and
- (f) conduct workshops as follows to support the ICT Integration across the curriculum in schools:
 - (i) a 4-day workshop for teachers¹; and
 - (ii) a 1 day workshop for principals and MOE officials on the supervision and support of ICT integration

4. TIMING AND QUALIFICATIONS

4.01 It is expected that the assignment will require up to 30 days over a three - month period. The training workshop(s) is expected to take place during August 29 – September 2, 2016.

4.02 The Consultant should possess a minimum of post-graduate qualifications in the use of ICT across the curriculum with at least five years practical experience in its use and in training others in it, including the use of Interactive White Boards. An understanding of the education system in the Caribbean and familiarity with the OECS harmonized curriculum for primary schools will be an asset.

5. REPORTING REQUIREMENTS

5.01 The Technical Proposal of the selected Consultant shall have already outlined a work plan and approach to the assignment, the scope and methodology, the tasks and responsibilities and a time schedule for the completion of the assignment. The following reports, one (1) hard copy each, along with an electronic copy either by email, or flash drive, shall be submitted to the Basic Needs Trust Fund (BNTF) at the times indicated below:

- (a) an **Inception Report** within one month of commencement of the assignment including
 - (i) the status of ICT Integration in the schools, highlighting strengths, weaknesses and opportunities for enhancement and indicate how these will be addressed by the training
 - (ii) the improvements to be made to enhance ICT Integration across the curriculum in the schools;
 - (iii) the capacity-building needs of teachers, principals and administrators; and
 - (iv) The work plan which outlines the training methodology
 - (v) A detailed course outline which must include: the specific topics to be covered.

¹ The training should include practical sessions on using the Integrated White Boards as an instructional tool.

The BNTF and MOE will provide feedback upon Receipt of the Report;

- (b) a **Draft Final Report**, within two months of commencement of the assignment. The Report must outline the activities conducted as part of the Consultancy services, including the revised Training Programme which includes MOE and BNTF comments incorporated as appropriate, the evaluation of the training workshops and recommendations on the way forward for further integration of ICTs in education.. BNTF and MOE will provide feedback upon receipt of the Report; and
- (c) a **Final Report**, with MOE and BNTF comments incorporated as appropriate and recommendations for further training.

6. SUBMISSION OF EXPRESSIONS OF INTEREST

6.01 Expressions of Interest must be submitted in English and electronically by email to Mervin Browne, Project Manager at brownem@gov.ms in pdf format no later than 1100 hours Eastern Caribbean time by Wednesday, April 13, 2016. The email subject line should state “**Expression of Interest – Integration of ICT in Primary Schools**” and the email body must state the name and address of the applicant. The Expression of Interest will be deemed to have been received at the time that it is received by the Project Manager. The burden of proving receipt of the e-mail will be on the applicant and will not be met solely by a read receipt or sent items report generated by the bidder’s computer. Three (3) hard copies of the Expressions of Interest must be received at the first address below no later than 1600 Eastern Caribbean time on Wednesday, April 20, 2016. In addition, one hard copy must be sent simultaneously to CDB at the second address below. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked “**Expression of Interest – Integration of ICT in Primary Schools.**” Government of Montserrat reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

7. SELECTION METHOD

7.01 The selection method shall be Quality and Cost-Based selection. Therefore, following the receipt of submissions, firms shall be assessed and compared and a short-list, not less than three (3) and not more than six (6) firms, will be provided with the full Terms of Reference and invited to submit technical and financial proposals to undertake the assignment.

8. REQUEST FOR INFORMATION

8.01 All information or request for information must be submitted in English. Further information may be obtained from the first address below between 0800 and 1600 hours Monday to Friday.

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