Terms of reference (TOR) for Research Training Consultancy

Purpose of the ToR
The British Council is seeking a supplier (consultant/s or research organization) to design and undertake a research training program aimed at enhancing the research capacity of young people aged 18-30 to conduct research in the areas of non-formal education in Myanmar. The purpose of this Terms of Reference (ToR) is to engage a qualified supplier to design and deliver a comprehensive research training program. This program aims to enhance the research skills of young people to produce high-quality, impactful research. The training will cover essential aspects of research methodology, data collection, analysis, and reporting, ensuring participants are well-equipped to contribute to evidence-based decision-making and innovation within their respective fields.

This term of reference contains details for the assignment.

1. Background
The research fellowship program aims to nurture young researchers in Myanmar by equipping them with essential skills and knowledge. It seeks to deliver original, up-to-date, and relevant findings in regions of Myanmar largely inaccessible to international researchers. Additionally, it aims to empower young Myanmar individuals with research skills, digital tools proficiency, and writing analysis capabilities, enabling them to conduct meaningful research in the field of non-formal education and contribute to its development and enhancement.

The program is designed to address the gap in research capacity among young people in Myanmar, particularly in non-formal education, by providing comprehensive training in research methodology, data collection, analysis, and reporting. By doing so, it aims to build a cadre of young researchers who can generate high-quality research outputs that inform policy and practice in non-formal education.

Through this fellowship, participants will gain proficiency in using digital tools for data visualization and analysis, enhancing their ability to present research findings effectively. The program also emphasizes the importance of writing and analysis skills, enabling participants to produce well-structured and insightful research reports and papers.

Mentorship and coaching are integral components of the fellowship, providing continuous support and guidance to young researchers throughout the research process. This ensures that participants not only acquire technical skills but also develop the confidence and critical thinking abilities necessary to undertake independent research projects.

The fellowship should also foster collaboration and networking among young researchers, creating opportunities for them to connect with peers and experienced researchers. A collaborative environment will encourage the

exchange of ideas, knowledge-sharing, and the development of a supportive research community.

Overall, the research fellowship program aims to contribute to the development and enhancement of non-formal education in Myanmar by empowering young researchers with the skills and knowledge needed to conduct meaningful and impactful research.

2. Scope

The research training will cover the following key areas:

Introduction to Research
- Overview of research concepts and importance.
- Types of research (qualitative, quantitative, mixed methods).
- Ethical considerations in research.
- Formulating research questions and hypotheses.

Developing a Research Plan
- Identifying and defining research problems.
- Setting research objectives.
- Designing a research proposal.
- Selecting appropriate research methodologies.
- Planning the timeline and resources.

Literature Review and Data Collection
- Conducting a comprehensive literature review.
- Identifying relevant sources and databases.
- Data collection techniques (surveys, interviews, focus groups, observations).
- Developing data collection instruments (questionnaires, interview guides).
- Ensuring data reliability and validity.

Data Processing and Data Analysis
- Data entry and management.
- Qualitative data analysis
- Quantitative data analysis

Research Report Writing
- Structuring a research report.
- Writing clear and concise research findings.
- Integrating literature and findings.
- Drafting conclusions and recommendations.
- Editing and proofreading techniques.
- Preparing research presentations.

The training program will be conducted virtually over a series of learning sessions between August-September for up to 25 young people, aged 18-30.

3. Areas of focus
The focus areas for this study are as follows:

- Impact: Assess the effectiveness of the training program in enhancing research skills and capabilities.
- Relevance: Ensure the training content is tailored to the specific needs of the participants.
- Engagement: Facilitate active participation and collaboration among trainees.
- Sustainability: Develop a framework for ongoing support and mentorship for participants post-training.

4. Methodology
We anticipate a training proposal containing the proposed methodology and approach, including the training methods, curriculum content, and evaluation metrics. We expect the following elements to be included

Virtual Training: To provide hands-on experience and practical knowledge in research methodologies.
- Introduction to research principles and ethics
- Developing a research plan
- Conducting a literature review
- Data collection techniques (qualitative and quantitative)
- Data processing and analysis
- Research report writing and presentation skills

5. Expected deliverables

The successful supplier will be expected to deliver the following outputs:
- ❖ Training proposal.
- ❖ Training curriculum and materials.
- ❖ Detailed training schedule.
- ❖ Delivery of training sessions.
- ❖ Mentoring and support plan.
- ❖ Training evaluation report.

6. Budget
The value of the contract for this research shall not exceed GBP 2,500. (approximately 10,500,000 MMK).

The supplier is expected to present a budget using the Pricing Model template, together with a separate detailed breakdown sheet.

7. Supplier requirements

We require a consultant or research organization with extensive experience in designing and delivering research training programs, as well as a deep understanding of research methodologies, to deliver this project.

To effectively design and deliver the research training program, the following qualifications and experience are required for the expert lead, whether an individual or an institution:

Qualifications:

- A postgraduate qualification in a relevant discipline from the social sciences (e.g., sociology, political science, anthropology, development studies, law, education).

General Professional Experience:

- A minimum of 5 years of experience in leading qualitative research projects, especially on social and education-related themes.
- Demonstrable experience in successfully and safely conducting research in regions or among actors affected by conflict.

Specific Professional Experience:

- Proven experience working with non-formal education and educators in a development context in Myanmar.
- Previous experience managing qualitative research activities and collaborating with education organizations in Myanmar.
- Experience in managing research related to social change issues in Myanmar, preferably with a focus on education.
- Ability to lead research activities, including designing methodologies.
- Proven capacity to produce and present high-quality analysis clearly and accessibly.
- Proficiency in both Myanmar and English languages.
- Strong presentation skills.
- Ability to deliver within the specified timeframes outlined in this Terms of Reference (ToR).

For Institutions:

- A demonstrated track record in conducting and managing research training programs with similar scope and objectives.
- Evidence of relevant expertise and capacity to provide a team of qualified professionals to meet the requirements.
- Ability to collaborate effectively with stakeholders and manage large-scale training initiatives.

The supplier will engage initially with the British Council team to agree on the approach and tools for the training, assess risks and ethical considerations, and to develop a format through which to present findings.

Interested candidates or research organization who meet the required qualifications are invited to send the training proposal, the Pricing Approach template, and CV with a cover letter articulating how they meet the criteria above to khaingkhaing.nwe@britishcouncil.org by 25 August 2024, using "Research Training Consultancy" in the subject line.

The selected consultant or research organization will be expected to sign and abide by British Council's key policies (including Safeguarding and Protecting Children and Vulnerable Adults; Equality, Diversity and Inclusion; Anti-Corruption, Anti-Collusion and Tax Evasion; Anti-slavery and human trafficking.)

If you have any clarifications on these, please contact Khaing Khaing Nwe (khaingkhaing.nwe@britishcouncil.org) .