**Terms of Reference**

**Technical Advisor: Scale up Modelling.**

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| **Location** | Remote / London, UK |
| **Duration** | 2 Months  |
| **Estimated Start Date** | November 01, 2023 |
| **Hiring Agency** | Save the Children International |
| **Department** | Economic Evaluation |
| **Supervisor** | Andreas Kees |
| **Day-to-day Coordination** | Ali Zafar |

**Overview:**

Save the Children defines Scaling up as “when successful innovations in policies, institutions, programs or projects are expanded, replicated, adapted and sustained by Save the Children or our partners, to equitably benefit a greater number of children.”

Scale up pertains to deliberate efforts to reach more people with a proven practice more quickly and more effectively to effect lasting change. And this is particularly important for Save the Children as we aim to create a sustainable change for children around the world and with increasing pressures of increasing inflation, slowed recovery from COVID-19, food insecurity due to ongoing political crises, and increasing rates of severe malnutrition, Save the Children want to reach as many children as possible but through a proven practice at a speed that offers life changing assistance to these children and at a rate that is long-lasting. While Save the Children’s efforts to measure impact and effectiveness through its Value for Money team are acknowledged and commendable there is room for devising a more strategic framework on how we scale up our efforts. For Save the Children to achieve this, there is a need to have a robust, inclusive, and overarching scale up methodology which empirically guides the scale up work that the organization takes up, in particular the Value for Money Team.

**Catch up Clubs**

Catch-up Clubs are designed to address learning loss due to school closures during the COVID-19 pandemic and other challenges through providing catch-up learning in literacy to children aged 8-13 who have not yet acquired literacy at the level for the last grade of lower primary school (often grade 2). The projects also support children with child protection and cash and voucher assistance (CVA)  to promote inclusion and overcome protection and poverty related barriers to education.

The clubs typically provide 90 to 120 minutes learning 4 to 6 times a week in rounds of two to three weeks with three rounds in a cycle. The clubs are normally comprised of 15-20 children per group levelled according to results of the Catch-up Clubs assessment which was adapted from the [ASER](https://asercentre.org/) tool.  Community volunteers are trained for 8 to 10 days to take on the role of learning facilitators to provide fun, play-based activities. In addition to supporting literacy (and numeracy in future), the clubs include social and emotional learning activities, which help to build the group social cohesion and children's self-confidence.

Following an initial pilot in Uganda and Colombia, they have now scaled to 13 countries, reached 33k children (with many more coming). The evidence base is relatively strong and growing and shows that the intervention can work well with 50 to 60 hours of student-facilitator time. Save the Children have continued to build evidence through quasi-experimental evaluations in six countries.

A more detailed description of the approach can be found here: <https://resourcecentre.savethechildren.net/document/catch-clubs-pioneering-approach-getting-children-safely-back-school/>

**Purpose:**

The purpose of the assignment is to:

1. Develop a comprehensive and unified Scale up Methodology for Save the Children which can inspire and guide future work in this area.
2. Carry out a Scale up analysis of Catch-up Clubs
3. Develop a Cost Model based on Save the Children’s Cost Classification and Cost Allocation Methodology. Including a cost calculation framework for scaling up program operations using agreed-upon scenarios for modelling.
4. Develop a step-by-step practical guidance note to carry out scale-up analysis.

**Scope of Work:**

The scope of work for the consultant will include:

1. Defining what Scale up is by designing a Scale up Methodology for Save the Children and:
	1. Carrying out a literature review of existing scale up analysis approaches and tools. The literature review should be succinct and concise yet broad enough to give a balanced introduction to Scale up and to propose a recommended approach.
	2. Discussion with key stakeholders within Save the Children about their scalability analysis needs and understanding the magnitude and extent of that need.
	3. Creating a Save the Children specific Scale up Analysis Framework outlining the recommended approach, requirements and key steps
2. Scale up Study for of the Country Office’s Catch up Clubss:
	1. Defining the scale up scenarios for the analysis.
	2. Designing a cost model for the analysis

**Key Deliverables:**

The key deliverables for this assignment will be:

1. Brief Inception Report/Meeting to finalize:
	1. Workplan for the assignment
	2. Defining the approach
	3. Ways of working
2. Scale up Methodology for Save the Children
	1. Rapid Literature Review
	2. Rapid Stakeholder Analysis – What are Save the Children’s Scale up Needs
	3. Proposed Roadmap – thematic and sectoral
	4. Scale up Methodology and Cost Model Template
	5. Step-by-step Scale up modelling guidance note
3. Scale up study for CuCs which will cover at maximum 2 projects but starting with one
	1. Proposed methodology (and scale up tools) for the study
	2. Cost model for the study
	3. Final report (not more than 20 pages)
	4. A short brief of not more than 2 pages (2 pager)

**Timelines:**

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| **Item** | **Timeline** | **Payment Schedule** |
| **Light touch Inception Report/Meeting to discuss:** 1. Workplan for the assignment
2. Defining the approach
3. Ways of working
 | **Week 1**Inception report/meeting by **November 8** | **20% payment on submission** |
| **Scale up Methodology for Save the Children**1. Rapid Literature Review
2. Rapid client consultation What are Save the Children’s Scale up Needs
3. Proposed Roadmap – thematic
4. Scale up Methodology and Cost Model Template
5. Step-by-step Scale up modelling guidance note
 | **Weeks 2-4**Final draft of Scale up methodology **November 29** | **20% payment on finalization of the methodology and approval by line manager** |
| **Scale up study for CuCs** 1. Proposed methodology (and scale up tools) for the study
2. Cost model and scale up analysis
3. Final report not more than 20 pages) (including feedback from Save the Children)
4. A short brief of not more than 2 pages (2 pager)
 | **Weeks 4-7**Final drafts of CuC Sale up Study by **December 20** | **40% payment on approval of the report by line manager** |
| **All finalised products after incorporating comments and feedback** | **By December 31 – the latest** | **20% of the payment on successful submission and**  |

**Timeframe:**

The consultant will be hired by Save the Children International to provide services in accordance with the scope and timeline as outlined above. It is expected that these activities will start by **November 01, 2023**, with all final draft deliverables submitted **by December 31, 2023**. Payment will be contingent upon successful submission and final approval of deliverables by Head of Economic Evaluation.

**Budget:** The budget for this assignment is **$20,000 - $30,000,** please provide a breakdown of number of days, a workplan, and daily rates that would be required to complete the assignment.

**Person Specification:**

1. At least 5 years of experience with economic evaluations, VfM analyses, economic analysis and impact evaluations.
2. University degree in Economics, Education Economics, Health Economics, Applied Economics, and/or similar disciplines
3. Proven experience understanding and applying economic evaluation/VfM evidence to design a scale up model.
4. Works effectively and creatively with colleagues to complete and implement projects within the project parameters and timelines.
5. Demonstrated experience of carrying out Scale Up Analyses similar ex-ante economic evaluation approaches, such as scenario analysis, CBA, etc.; expertise in building scenarios, cost models, and stakeholder mapping.

**How to apply for this consultancy:**

This document counts as a Request for Proposal. Interested applicants should submit a proposal, via email, to **Ali Zafar (ali.zafar@savethechildren.org)** by the **October 15, 2023.**

**The proposal should include the following sections:**

* Consultant profile and capacities
* Essential Criteria Table (please find below)
* Suggested amendments to scope of study and deliverables, if any, with justification
* Statement of experience
* Samples of work
* Detailed financial offer
* Reference Checklist (please find below)

Please fill out the following tables below and attach it with the application pack:

**Essential Criteria Table**

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| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | The bidder will (upon review) accept Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed by the 31st of December  | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
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| ***3*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).This includes the Bidder submitting the following requirements (where applicable):* Legitimate business address
* Tax registration number & certificate (where applicable)
* Business registration certificate (where applicable)
* Trading license (where applicable)
 | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***4*** | At least 5 years of experience with economic evaluations, VfM analyses, economic analysis and impact evaluations. | **Yes / No** | **Comments/Attachments** |
|  |  |
| ***5*** | University degree in Economics, Education Economics, Health Economics, Applied Economics, and/or similar disciplines | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***6*** | Proven experience in understanding and applying economic evaluation/VfM evidence, ideally in support of designing or applying scale up analyses. | **Yes / No** | **Comments / Attachments** |
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| ***7*** | Works effectively and creatively with colleagues to complete and implement projects within the project parameters and timelines. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***8*** | Demonstrated experience of carrying out Scale Up Analyses similar ex-ante economic evaluation approaches, such as scenario analysis, CBA, etc.; expertise in building scenarios, cost models, and stakeholder mapping. | **Yes / No** | **Comments / Attachments** |
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**Reference Checklist**

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| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | **REFERENCES**Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this tender.Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.*(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)* | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |