

REQUEST FOR PROPOSAL

(Consulting Services)

Location	Delhi
Assignment Title	IMPROVING HR AND PEOPLE OPERATIONS AT LLF
Closing date for submission	25 May 2023

ABOUT LANGUAGE AND LEARNING FOUNDATION

LLF aims to improve Foundational learning (FLN) outcomes of all children in government primary schools. LLF has collaborated with multiple state governments to scale its FLN programs focusing on Teacher Training, Material Development, Teacher Coaching and Mentoring. LLF also drives systemic change by enhancing the system's capacity at the district, state and national levels.

Multiple studies, including a Development Impact Bond-based study in Haryana, have proven LLF's significant impact on student learning outcomes. Premier institutions across India and the globe, including Tata Trusts, Bill and Melinda Gates Foundation, HT Parekh Foundation, UNICEF, HCL and others, support LLF in delivering quality education across eight states in India.

Please visit our website www.languageandlearningfoundation.org for mor details about our work

OVERVIEW OF THE PROJECT

Language and Learning Foundation is a ~200 person strong team. Of the 200 people, ~40 are based in the Central Office in Delhi, and the remaining, ~160, are based out of six states. The Central office consists of teams like the Academic team, the Teacher Professional Development team, the Monitoring & Evaluation team, the Program Management team, the Fundraising team and the Administration Team.

The State teams have people who work as Block Academic Coordinators and District Managers - people who are responsible for the actual execution of the program on the ground. The state teams also have State Managers and Academic Specialists- people who work with government bodies and officials to provide Technical (Academic) support to the state as well as field programs.

SCOPE OF WORK

Language and Learning Foundation has grown rapidly in the last 2-3 years. LLF aims to grow to 3x-5x (number of students reached directly through District and State programs) in the next few years. Hence, LLF wants to engage with HR/People Operations consultants (individual/agency) of repute to help create strong systems and processes for the following components in people management front.

1. Culture Building

LLF aims to build a value-based culture across the organization to drive results and quality outcomes. In the next three years and expects the Team to grow significantly by more than 3-5x yearly. In this context, developing a values-based culture is critical, to imbibe the core values right to the grassroots stratum of the Team.

Tasks involved in this effort could include:

- Conducting an identification/clarification exercise
- Developing processes based on organizational values

- Developing modules for induction training based on values
 - Developing modules to train second and third-level managers
 - Executing 1 round of training
2. Recruitment Practices
Enhancing the current process for talent acquisition, including:
- Hiring and Selection Procedures such as resume screening, pre-work assignment, and interview process
 - Employee Contracts and Onboarding (and Separation as well).
3. Appraisal Practices
Enhancing the existing performance management system to serve as a basis for professional development and growth. This would include the following:
- Goal-setting processes and 360-degree reviews system
 - Support team in the execution of 1 cycle of reviews

HOW TO APPLY:

Language and Learning Foundation invites proposals from eligible consulting firms/agencies/individuals for providing services mentioned above. The proposal should have following three sections:

- **Profile of the agency/individual**

Brief outline of experience with

- ✓ A list of clients supported in the last 2 years with similar scope with brief description.
- ✓ A brief note (not more than 250 words) on why the agency/individual thinks itself/herself suitable for this assignment

- **The Proposal**

- ✓ Approach to be adopted and tasks to be carried out
- ✓ Deliverables and timelines
- ✓ Financial

The Proposal should be submitted on or before 25 May 2023 via email to krunal.amreliya@languageandlearningfoundation.org

Shortlisted agencies/individuals may be invited for a discussion, if the need arises, before finalizing the consultant.