| State, Country | Delhi, India |
|---|---|
| Project | Technology strategy and program for Language and Learning Foundation |
| Assignment Title | Consulting services providing technical support to Language and Learning Foundation to define and achieve technology excellence at an organisational level |
| Reference no. | LLF/REOI/2022-23/02 |
| Closing date for submission | 25 January 2023 |

**Section A**

**About Language and Learning Foundation:**

Language and Learning Foundation(LLF) was founded in 2015 with a vision to improve foundational learning among all children in government primary schools. We work in partnership with 8 state governments (Assam, Bihar, Chhattisgarh, Gujarat, Haryana, Odisha, Rajasthan and Uttar Pradesh) with support from several CSRs and Foundations like Tata Trusts, HT Parekh, Bill and Melinda Gates Foundation and UNICEF.

Recently, LLF has won the prestigious HCL Grant - The Fifth Estate to work towards inclusion of children's home languages in teaching and learning in primary classrooms. We work in close collaboration with state governments to impact student learning at scale. We have recently concluded an impact bond project in Haryana which has shown outstanding results. We are implementing several other 'pay for results' projects. LLF is scaling its work rapidly in several states.

The purpose of this consultancy is to support Language and Learning Foundation (LLF) in strengthening its communication strategy and equipping the team with related materials to enhance the fundraising effort and build LLF's presence in wider development and donor communities.

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

The consulting services include, but are not limited to:

1. Build Program Management Information System:
    i. Designing a framework for Program MIS to understand data inputs and outputs parameters for different programs.
    ii. Developing various data input tools to monitor program specific variables including location, program budgets, program work-plans, teams, program activities to track program progress
    iii. Developing dashboards that reflect static and dynamic input data points of different programs.

2. Build Project Database:
    i. Designing a framework for Project Dashboard to understand data inputs and outputs parameters for different projects
    ii. Developing various data input tools to monitor project specific variables including location, school information, monitoring and evaluation KPIs, classroom observation, trainings, CPD, etc. to track program progress
    iii. Developing dashboards that reflect static and dynamic input data points of different programs across different timelines.

3. Build Technology Solutions Finance and HR departments:
   Suggesting better solutions for making Finance and HR departments more efficient and productive by leveraging technology.
4. Suggesting solutions to maintain and enhance the project and program MIS as per the growing needs of the organisation.
5. Proposing better solutions for existing and future learning assessment tools.
6. Creating vendor selection and onboarding process documentation.
7. Working with vendors to get the final product delivered on defined timelines
8. Helping LLF to leverage technology solutions in other departments as well to make operations and processes more efficient and faster.

These services will be for an initial period of 6 months, renewable for an additional period of 6 months conditional on the service provider's performance.

The above services may be modified before the issue of Request for Proposal (RFP)

**Section B**

**1. How to apply for EOI:**

Language and Learning Foundation invites eligible consulting firms/agencies and individuals to indicate their interest in providing services mentioned above. Interested consulting firms and individuals should provide information demonstrating that they have the required qualifications and relevant experience to perform the services as highlighted above.

**2**. **The EOI must include the following**
- **Organisation profile** including legal name, year incorporated, number of employees, description of services, indicate any in-house media production capabilities and/or outsource partners that may be engaged as third parties; Annual turnover in the past 3 years
- N**ame and CVs of designated core team members**
- **Clients supported in the last 3 years** with similar scope with brief description

**3. The criteria for shortlisting will be on technical capacity and relevant experience as follows:**
- Organization profile (30%)
- Names and CVs of core team members (30%)
- Experience similar to this REOI (40%)

4. **The EOI must be submitted on or before 7 pm 25ᵗʰ January 2023 via email to** jyotiraman.nagpal@languageandlearningfoundation.org. You could also ask for any clarifications about the EOI to the same email ID by 7 pm on 24ᵗʰ January 2023.

5. The shortlisted firms/individuals will be informed by 5ᵗʰ February 2023. A template for the final proposal will be shared on the same day with shortlisted forms/individuals

   6. An interaction (jointly/individually) with shortlisted organization/individuals will be held on 17/18ᵗʰ February 2023 for any clarifications on the proposal submission. Details of the interaction will be intimated later.

   **7. The final proposal will need to include methodology, work-plan with timelines and budget to be submitted by 15 February 2023.**