

# **Commonwealth Scholarship Commission in the United Kingdom**

## **Development impact and the PhD scholarship: making the most of your scholarship**

### **Terms of Reference for Consultancy**

#### **1. SUMMARY**

The Commonwealth Scholarship Commission in the United Kingdom (CSC) is seeking a Consultant to develop and deliver an additional learning opportunity that might be offered to all CSC research postgraduate students. CSC scholars are selected in part on the basis of their plans for making a contribution to international development goals. The CSC intends to offer a Development Module to scholars as an adjunct to their PhD programme. This would be taken by the scholar with the aim of improving their capacity to use their training for development impact. It will require the scholar to develop with her or his home institution a 'development plan'; and will provide training relevant to achieving this. The programme will be offered through two residential weekends, one early in the PhD programme and one towards the end of the study period. The CSC will meet all associated venue and student travel costs.

The Consultant<sup>1</sup> will assist the CSC in developing and delivering a pilot Development Module in March 2013. Bids for this tender must be received by 21 January 2013 and include a concept paper for the Development Module and an outline of the package to be offered for the weekends. The successful bidder will be selected by 8 February 2013 and will then develop the programme in consultation with the CSC, delivering a pilot on the weekend of 15-17 March 2013. Based on the success of the pilot, the Consultant will be offered the opportunity to deliver and update the programme over a two-year period, with four training weekends per year. We expect the Consultant to be qualified and experienced in international development, impact pathways, and group training approaches. More details are provided below.

#### **2. BACKGROUND**

The Commonwealth Scholarship Commission in the United Kingdom (CSC) has been offering postgraduate scholarships and fellowships for over 50 years, with its activities forming the UK's contribution to the international Commonwealth Scholarship and Fellowship Plan.

Since 1960, the CSC has offered scholarships or fellowships to more than 19,000 individuals to undertake study in the UK or in conjunction with a UK university. The majority of these awards have been granted to citizens of developing Commonwealth countries and funded by the Department for International Development (DFID) with awards for citizens of developed Commonwealth countries being funded by the Foreign and Commonwealth Office (FCO) prior to 2009 and the Department for Business, Innovation and Skills (BIS) since. The total annual budget for the CSC in 2012/2013 is approximately £21.5 million, with £21 million coming from DFID. A breakdown of these costs by programme is attached as Appendix 1. In addition, UK host universities also now make financial contributions to all scholarships.

#### *Types of awards*

CSC activity is focused mainly on supporting postgraduate study in the UK. Around 100 new awards for three-year doctorates are made each year, alongside three Master's-level programmes. Fellowship programmes for mid-career academics and professionals from developing countries complete the portfolio of awards.

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<sup>1</sup> In this document, 'Consultant' may be interpreted as one or more people. Please note that the CSC expects that delivery of the pilot weekend will require two people.

The Development Module will involve Commonwealth doctoral scholars only.

### *Assessing the impact of awards*

The CSC established an evaluation programme in 2007. To date, activity has focused on identifying and tracing alumni (contact has been made with almost 8,000) and learning more about their subsequent activities through surveys and interviews. A number of reports have been published which describe initial findings, both overall and relating to specific subject areas and regions. Two international seminars have also been held, to enable the CSC to interact with other funding agencies in the field.

Discussions with such agencies reiterate that there appears to be a lack of widely-accepted methodologies beyond tracer studies and alumni surveys to assess the impact of international scholarships. In its 2011-2015 Business Plan, the CSC undertook to remain at the forefront of such activity and to further develop tools to undertake cost-benefit analysis and assess the value for money of its awards. In addition to this, new methods to engage scholarship holders with the development agenda during their time in the UK are being developed, with an expectation that this will improve development outcomes.

Relevant information on Commonwealth Scholarships can be found in the Appendices. In addition, impact evaluation reports published by the CSC are available at <http://bit.ly/cseuk-evaluation-publications>

### **3. RATIONALE**

The suite of Commonwealth Scholarships are intended to meet a development, as well as an academic, agenda and have a responsibility to ally academic excellence (or, in the case of Professional Fellows, academic and professional competence) with development potential. Measuring the capacity to deliver a development outcome from a scholarship award is more difficult to assess, both at the application and post-award stages, than measurement of academic achievement and it therefore requires particular attention. The Development Module is the cornerstone of the CSC's new commitment to improving the development impact of its scholarship programme. It will require innovative thought, as well as adaptation of techniques applied elsewhere.

### **4. OVERALL OBJECTIVE**

The Development Module will have two elements:

1. The Road Map – the first weekend of the programme, which will take place (normally) within three months of registration on the PhD. It will relate to the better understanding of international development issues, and the changing perspectives on development.
2. The Tool Kit – the second weekend of the programme, which will take place (normally) two to three months before the scholars' departure.

Each of the weekends will offer ten hours of face-to-face interaction. For instance, this might involve an introduction and opening plenary on Friday afternoon/evening, followed by three two-and-a-half-hour sessions on Saturday and Sunday. E-materials will be sent out in advance of the weekends. The specific range of topics for both the Road Map and the Tool Kit may vary from time to time, depending on circumstance and the composition of the groups.

When the Development Module is fully operational, we anticipate that 70-80 scholars per year will be offered the training on four weekends, involving two Road Map and two Tool Kit sessions. The pilot in 2013 will involve a smaller group of about 35 scholars, plus some CSC staff and visitors.

## **5. SCOPE OF WORK**

For the Development Module Road Map weekend, the Consultant will develop a concept and outline programme that will:

- encourage a deeper and broader understanding by PhD scholars of aid and development assistance programmes, including bilateral and multilateral aid and civil society, with an emphasis on UK-based institutions
- make their current study and research more development-relevant
- recognise and make available to them international development activities and resources accessible in the UK
- help PhD scholars to explore the development statement on their CSC application, which they will turn into a ‘development plan’ during their PhD in cooperation with their home institution. A draft of this plan will be prepared by scholars before their second Tool Kit weekend programme.

For the Development Module Tool Kit weekend, the Consultant will develop a concept and outline programme that will help PhD scholars to work effectively with development institutions, nationally and internationally, on their return home. This may include giving scholars skills to:

- prepare proposals and secure resources from development assistance institutions
- manage development partnerships and projects
- understand current issues and future trends in international development
- examine, discuss and refine, in group sessions, their ‘development plan’ prepared during their study with their home institution

## **6. DELIVERABLES AND TIMEFRAME**

The Consultant will be expected to deliver a single report, of not more than 20 A4 pages in length, which outlines the overall concept for the two Development Module components, presents an outline programme for each, and indicates how the Development Module will realise the outputs and outcomes identified in Section 5. The CSC may wish to interview applicants before it makes a decision. The successful applicant will be asked to prepare a draft programme and deliver it to a group of scholars at a pilot weekend in March 2013, including elements of both the Road Map and Tool Kit. Contingent on successful feedback, the Consultant would be supported to deliver and update the module for a two-year period, involving four weekends per year. The awarded tender, therefore, is for preparation and delivery of the pilot weekend, with the possibility of extension to a continuing contract over two years, starting in late 2013.

The timeframe for the tender is presented below:

<b>Activity</b>	<b>Date (2013)</b>
Receipt of concept and outline	21 January 2013
Attendance and presentation of concept and outline to the CSC (this would be for shortlisted applicants only, if necessary)	w/c 4 February 2013
Tender awarded	8 February 2013
Development and submission of the draft programme	25 February 2013
Programme revision, in cooperation with the CSC	11 March 2013
Delivery of a pilot weekend at Cumberland Lodge, Windsor	15-17 March 2013
Feedback to the CSC on the pilot	April 2013

## **7. EXPERIENCE/QUALIFICATIONS**

The Consultant will be qualified and experienced in international development education, and the theory and practice of delivering development impact. Experience in effective training methods for researchers and professionals, particularly participatory methods, will be important. A good understanding of higher education systems and DFID and other donor policy will be desirable.

## **8. SUBMISSION OF TENDERS**

Tenders should be submitted by 17.00 GMT on 21 January 2013 to:

Dr Jonathan Jenkins  
 Director of Operations  
 Commonwealth Scholarship Commission in the United Kingdom  
 c/o The Association of Commonwealth Universities  
 Woburn House  
 20-24 Tavistock Square  
 London WC1H 9HF  
 Tel: 020 7380 6702  
 Email: [jonathan.jenkins@cscuk.org.uk](mailto:jonathan.jenkins@cscuk.org.uk)  
 Website: [www.dfid.gov.uk/cscuk](http://www.dfid.gov.uk/cscuk)

## **9. COSTS OF THE TENDER**

Tenders should indicate the person time allocation and cost of preparing and delivering the Road Map and Tool Kit weekends on an annual basis. Tenderers must bear all costs incurred in connection with the preparation and submission of this Tender and are to bear any further pre-contractual costs. As a guide for preparing your proposal, the CSC anticipates that the time for delivery of a weekend session is about five person days, based on two persons for 2.5 days each.

## **10. APPENDICES**

Appendix 1: CSC DFID budget 2012/2013 (including breakdown of awards by scheme)  
 Appendix 2: CSC Intervention Summary/Business Case  
 Appendix 3: Application form – Commonwealth Scholarship (PhD)