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 will be offered to all Commonwealth Scholars studying at doctoral level.

The CSC offers a training programme – the Development Module – to PhD Scholars as an adjunct to their academic programme, with the aim of improving Scholars’ capacity to use their training for development impact. The focus of the Development Module is a two-day residential workshop in the second year of the PhD programme.

Duration: This tender is for preparation and delivery of two pilot workshops, with the possibility of extension to a continuing contract over two years.

Deliverables: Identified learning outcomes, which can be delivered in a variety of ways before, during, and after the residential workshop. The consultant will develop the concept and workshop programme in consultation with the CSC, and deliver two pilot workshops for Commonwealth PhD Scholars on Friday 10-Sunday 12 March 2017, and Friday 26-Sunday 28 May 2017.

Audience: Commonwealth Scholars studying PhDs at UK universities.

Experience: The consultant should be qualified and experienced in international development, impact pathways, and group training approaches.

Contact: Korede Bolade at the CSC Secretariat – korede.bolade@cscuk.org.uk

2. Overall objective

To equip and inspire Commonwealth Scholars to use their skills and knowledge for development impact when they return home after completing their PhD

3. Background

The CSC has awarded over 25,000 scholarships and fellowships during the past 55 years. Now offering around 900 awards per year across its portfolio of awards, its activities form the UK’s contribution to the international Commonwealth Scholarship and Fellowship Plan.

The funding for the majority of these awards – those for citizens from developing countries in the Commonwealth – is contributed by the UK’s Department for International Development (DFID), while awards for citizens of developed Commonwealth countries are funded by the Department for Business, Energy and Industrial Strategy (BEIS, formerly BIS) and, prior to 2009, by the Foreign and Commonwealth Office (FCO).

The total annual budget for the CSC in 2016/2017 is approximately £25.7 million, with £25.3 million provided by DFID. A breakdown of these costs by programme is included in the CSC corporate plan, attached as Appendix 1. In addition, UK host universities make financial contributions to scholarships to an annual value of around £4.75m.
The CSC itself is a non-governmental public body whose administration is undertaken by a Secretariat based at the Association of Commonwealth Universities. Full details of the CSC’s structure and governance are available at [www.gov.uk/cscuk](http://www.gov.uk/cscuk)

**Types of awards**

The CSC’s main focus is supporting postgraduate study in the UK, with the majority of its budget being devoted to doctoral study – around 100 new awards for three-year doctorates are made each year. As of 2016, the CSC funds a portfolio of eight distinct schemes, including Medical, Academic, and Professional Fellowships, PhD and Split-site (PhD) Scholarships, as well three types of Master’s Scholarship (two tenable in the UK on a full time basis and one by distance learning).

It should also be noted that, although for DFID-funded awards there is an explicit focus on potential development impact, there is no subject or discipline quota as such and, as a result, awards have been held across the full range of disciplines. The scheme is also truly Commonwealth-wide, with awards being offered to citizens from over 50 Commonwealth countries.

**Assessing the impact of awards**

The CSC’s evaluation programme was established in 2007 with the remit of identifying and seeking ways to measure the outcomes and impact of the CSC’s activities, as well as to gather evidence to support Commission policy and practice. Sitting alongside existing longstanding monitoring work, the initial approach was to focus on alumni tracing and the collection of qualitative and quantitative data concerning post-award activities. A number of reports generated from the first data collection exercise have been published, as have other analyses such as a scoping study exploring existing scholarship evaluation practices and a detailed analysis of the most recent survey exercise undertaken between 2012 and 2015. All these documents can be found at [http://bit.ly/cscuk-evaluation-publications](http://bit.ly/cscuk-evaluation-publications)

As the work of the programme and investment in it has evolved and grown, tools now include baseline pre-award surveys as part of longer term longitudinal studies, as well as interviews with individual alumni and other stakeholders. Evaluation activity is now more firmly embedded throughout the CSC’s programmes and governance structures, leading to greater understanding not only of what the Commission wishes to achieve and how this can be enhanced – for example, through activities such as the Development Module – but also to wider conversations, both internal and external, regarding scholarships and development impact.

4. **Rationale**

Commonwealth Scholarships and Fellowships aim 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. Commonwealth Scholars are selected in part on the basis of their plans to make a contribution to the Sustainable Development Goals – the application form is attached as Appendix 3.

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 therefore requires particular attention. The Development Module is the cornerstone of the CSC’s commitment to improving the development impact of its PhD scholarships. It requires innovative thought and motivational skills, as well as the adaptation of techniques applied elsewhere.

5. **Scope of work**

The Development Module content should cover two elements:

- An introduction to international development issues, including changing perspectives on development
- Training in specific development skills

The consultant will develop a concept and outline workshop programme that will:

- Develop a deeper and broader understanding by Scholars of international development as a concept and in practice, including the role of bilateral, multilateral, and civil society actors
- Introduce Scholars to current issues, future trends, and differing global perspectives on development
- Encourage Scholars to explore the development statement on their CSC scholarship application form
- Show Scholars how to make their current study and research more development-relevant
- Direct Scholars to international development activities and resources accessible in the UK
- Help PhD scholars to work effectively with development institutions, nationally and internationally, on their return home
- Give Scholars the skills to prepare proposals and secure resources from development assistance institutions
- Give Scholars the skills to manage development partnerships and projects
- Provide Scholars with a framework(s) for a personal development plan
- Explore and discuss, in group sessions, the outline of Scholars’ personal development plans, which they will refine during their PhD in cooperation with their home institution

As a guide to the design of presentations and group sessions, it should be noted that Commonwealth Scholars are motivated and eloquent top achievers – often mid-career professionals – who are accustomed to highly interactive and intellectually challenging debate.

6. Deliverables

The learning outcomes identified in section 5 can be delivered in a variety of ways before, during, and after the residential workshop.

The consultant will develop the concept and workshop programme in consultation with the CSC, and deliver two pilot workshops for Commonwealth PhD Scholars on Friday 10-Sunday 12 March 2017, and Friday 26-Sunday 28 May 2017. Based on the success of the pilots, the consultant will be offered the opportunity to deliver and update the programme over a two-year period, with two workshops per year. The contract is, therefore, for preparation and delivery of two pilot workshops, with the possibility of extension to a continuing contract over two years, ending in late 2019.

Each workshop will offer a maximum of ten hours of face-to-face interaction, from approximately 17.00 on day 1 to approximately 15.00 on day 3. The specific range of topics may vary from time to time, depending on circumstance and the composition of the group of Scholars in attendance.

When the Development Module is fully operational, we anticipate that 35-40 Scholars per year will be offered the training across two workshops. One of the two workshops may be held on weekdays, to give Scholars a choice of when to attend. The pilots in 2017 will involve groups of about 35 scholars, plus some CSC staff and visitors.

Scholars who attend a workshop are expected to submit a personal development plan to the CSC, incorporating skills and knowledge gained from the Development Module.

Following each workshop and at the end of the academic year, the consultant would be expected to provide an evaluation report incorporating feedback from Scholars and suggestions for improvements.

7. Timeframe

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<thead>
<tr>
<th>Activity</th>
<th>Date (2013)</th>
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<tbody>
<tr>
<td>Deadline for bids</td>
<td>20 January 2017</td>
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<tr>
<td>Interviews for shortlisted applicants</td>
<td>w/c 6 February 2017</td>
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<td>Tender awarded</td>
<td>10 February 2017</td>
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<tr>
<td>Submission of draft workshop programme/concept</td>
<td>24 February 2017</td>
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<td>Deadline for programme revision, in cooperation with the CSC</td>
<td>6 March 2013</td>
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<td>1st pilot weekend at Cumberland Lodge, Windsor</td>
<td>10-12 March 2017</td>
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<tr>
<td>Feedback and further programme/concept revision</td>
<td>April 2017</td>
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<td>2nd pilot weekend at Cumberland Lodge, Windsor</td>
<td>26-28 May 2017</td>
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8. Application and selection process

Bids should be submitted to Korede Bolade, Student Engagement Officer, at korede.bolade@cscuk.org.uk by 5.00 pm (GMT) on 20 January 2017.
The bid should:

- Be no more than 20 A4 pages in length
- Explain the overall concept for the Development Module
- Include an outline programme for the residential workshop
- Indicate how the learning outcomes identified in section 5 will be met
- Include details of the applicant(s) background and experience
- Indicate the person time allocation and cost of preparing and delivering the Development Module on an annual basis. As a guide, the CSC anticipates that the time for delivery of a workshop is about 5 person days, based on 2 persons for 2.5 days each

The CSC may wish to interview shortlisted applicants before it makes a decision.

9. 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.

10. Costs

Costs of the tender

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.

Costs of the project

The tenderer should submit proposed costs at the point of application. Specific additional expenses may be available, if the need arises and is agreed by the CSC in advance. The CSC will meet all associated venue and student travel costs.

The CSC will communicate directly with the Scholars about all pre-event and post-event arrangements, including advertising the workshops, receiving applications, shortlisting attendees, and distributing materials. The CSC will share relevant details of attending Scholars, including home country and subject of study, with the consultant (in line with data protection regulations).

Appendices

Appendix 1: CSC corporate plan 2016
Appendix 2: CSC business plan 2016
Appendix 3: Commonwealth PhD Scholarship application form