

## Terms of Reference

### CONSULTANCY TITLE

Research Consultant

### CONTRACT PERIOD

15 September 2025 – 15 July 2026

### Overview of CODE

CODE ([www.code.ngo](http://www.code.ngo)), is Canada's leading international development agency focused uniquely on education and literacy. Globally, CODE's programs draw on over 65 years of experience and knowledge in the areas of literacy and education. CODE is currently working in Ghana, Liberia, Sierra Leone, Tanzania, and Malawi. Additionally, CODE uses a local partner-driven model that emphasizes ensuring that programs are culturally relevant, community-driven, and best aligned with local, district, and national systems.

CODE's mission is to collaborate with local partners to create supportive learning environments that foster effective literacy practices and promote engagement between families, communities, and schools to advance children's reading and writing abilities.

### OBJECTIVES

The objective of the consultancy would be to support CODE's research activities across its programs.

The Consultant will work closely with the program managers of the respective programs, as well as coordinate with project partners and stakeholders, ensuring that implementation, data collection, data analysis, and knowledge management/dissemination are undertaken in a timely, effective, and compliant with both CODE and donor standards.

This role is essential in ensuring strong coordination and oversight; robust data collection and analysis; and effective dissemination of findings and results.

### SPECIFIC OBJECTIVES

- Developing a Knowledge Management Plan associated with the Teaching and Learning in Fragile Contexts (TLFC) project;
- Support 20 researchers at different stages of their research under TLFC in developing and finalizing their research papers, through research analysis, writing, and editing support;
- Support 20 researchers under TLFC in developing knowledge management material (blogs; aarticles; podcasts; powerpoints);
- Facilitate knowledge mobilization efforts for TLFC researchers to communicate research findings effectively to government and policy audiences, supporting evidence-based policy

dialogue;

- Develop a Knowledge Management Plan associated with the iHeard project to highlight its successes and support the sustainability of project results beyond project close-out.
- Support the development of knowledge management material (blogs, articles; podcasts; powerpoints) for TLFC and iHEARD projects.

## DELIVERABLES

The individual consultant will be required to deliver the following:

Deliverable	Deadline	Payment
Knowledge Management Plan for TLFC	4 weeks after signing	5%
Researcher Engagement Plan for TLFC	4 weeks after signing	5%
Knowledge Management Plan for iHeard	8 weeks after signing	5%
3 Knowledge Management Materials for iHeard	4 months after signing	25%
Finalised Academic Research Papers for TLFC	8 months after signing	25%
3 Knowledge Management Materials for TLFC	9 months after signing	25%
Final Consultancy Report	10 months after signing	10%

All the deliverables need to meet CODE requirements and quality standards. Payment will only be made for work satisfactorily completed and accepted by CODE. CODE reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines.

## LOCATION AND DURATION

The consultancy will be carried out for a period of 10 months from the time the contract is signed. The work will be undertaken remotely, and, as and when needed, with face-to-face meetings.

## REPORTING ARRANGEMENTS

The Consultant will report directly to the Director of International Programs and Partnerships, and will work closely with the Program Managers.

## REQUIRED QUALIFICATIONS

- The individual consultant should at least have a master's degree in any of the following areas: Education, Public Policy, monitoring and evaluation, social studies;
- The consultant should have at least 5 years of proven experience in monitoring and evaluation, research, or education.
- The individual consultant should have the ability to meet the deadlines;
- The individual consultant should have strong communication and facilitation skills;
- Proficiency in written and spoken English, French, would be an asset

All bids will be evaluated according to the following standard procedure:

- Review of technical proposal;
- Candidates that are successful on technical review requested to submit financial proposal;
- Financial proposal is to be submitted in CAD
- Review of financial proposal; and
- Final decision.

The technical review will represent 70% of the weighting. The financial criteria will represent 30% of the weighting.

The criteria for evaluation will be as follows:

Category	Criteria	Marks
Technical criteria	Proven technical expertise/education in education, monitoring and evaluation, research.	10
	Proven experience in working in partnership with stakeholders, researchers, and projects for knowledge management	10
	Quality and relevance of experience of the individual consultant	10
	Proposed methodology and technical proposal	30
Financial criteria	Overall cost of the proposal and clarity of budget	30

#### ADMINISTRATIVE ISSUES: HOW TO APPLY

Interested individuals are requested to submit a technical proposal that includes:

- A technical proposal, describing clear and detailed work plan;
- Resume of the individual consultant
- Technical proposals should be submitted to <https://codengo.bamboohr.com/careers/26> no later than **12 September 2025.**
- Only individual consultants who pass the technical review will be requested to submit a financial proposal.