

## **Request for Proposal: School Administration Service Provider**

**[www.phillipsconsulting.net](http://www.phillipsconsulting.net)**

### **(1) Introduction**

The State Government of Osun has taken a bold Step towards improving the quality of Secondary School Education in the state by operationalising eleven (11) Model Colleges across the state. These colleges have a three thousand (3000) student capacity each and have been established to promote all-round development of its students by building them academically, socially and morally.

The State Government of Osun aims to record a 100% success rate at the West African and National Examinations and be the preferred destination for secondary school education in Nigeria. This initiative would be piloted in the newly built Wole Soyinka Government High School in Ejigbo, Osun and will involve providing each student with the state approved Knowledge Tabs (Opon Imo).

Phillips Consulting Limited, on behalf of the State Government of Osun, is requesting for proposals from School Management Service Providers (individuals and organizations) who will provide an End-to-End School Administration to effectively deliver the goal of the State Government of Osun.

### **(2) Responsibilities**

- The key responsibilities of the Secondary School Administrator would include providing daily administration of all school activities as well as overall fiscal management and supervision of all academic and non-academic staff. Details are as follows:

#### **Kick-off Activities**

- Work with the government to plan, coordinate and organise the kick-off of the pilot-Model College; design the school's operating model; develop its budget and financial plan; recruit a team of academic and non-academic staff; and allocate resources effectively.

#### **Strategic Management**

- Serve as the Administrator for the School, translating the State Government's vision expressed in its Education Policy, into specific, measurable objectives
- Oversee the development and execution of the School's Strategic plan and Budget to achieve the objectives of world class education in State of Osun
- Meet and exceed defined quality standards in learning, teaching and character building

- Liaise with the community and other services to secure support in working towards the performance and wellbeing of students

#### **School Administration**

- Communicate the school's goals to all staff, constantly raising the standards of learning, teaching and building capacity across the workforce
- Ensure the school remains fit for purpose by continually improving the teaching standards, structures and methodologies
- Manage the screening, interviewing, selection and management of teaching and non-teaching personnel in the Secondary Schools
- Organise teaching and learning programmes to accommodate students with special needs
- Oversee the behavioural management of students, ensuring inculcation of good morals and etiquette
- Model and promote the values and ethos of the School

#### **Fiscal Management**

- Efficiently manage the finances of the school ensuring that the school uses its resources prudently and functions optimally within its allocated budget

#### **Curriculum Management**

- Oversee the delivery of the federal and state curriculum for secondary schools for all subjects; ensuring the use of an effective teaching model and modern teaching aids to facilitate learning by students

### **(3) Pre-Qualification Requirements**

#### **The ideal service provider (Individual or Corporate) must possess:**

- Passion for and commitment to quality education and have previous school management experience
- Keen understanding of issues and key success factors in delivering world class education in public schools
- At least 15 years' relevant experience in management of private or public school(s)
- Verifiable record of managed schools with an academic success rate of at least 70% credit pass rate (minimum of 5 credits including Mathematics and English in recognizable examination boards such as WAEC, NECO etc.)
- Any additional information that may enhance the pre-qualification of the service provider

#### **Additional Pre-Qualification Requirements for Organisations**

#### **Submission of:**

- (a) Company profile and organisational structure, including names and resumes of key personnel and team members, CAC Registration Number

(b) For Joint Ventures, a Memorandum of Understanding must be attached

### **Method of Application**

Interested organisations/individuals should apply at this web link: [phillipsconsulting.net/sgo-schools](http://phillipsconsulting.net/sgo-schools) **not later than 4<sup>th</sup> February 2016**, attaching the following documents:

- A cover letter indicating the reason for your interest in this engagement;
- Individual/Corporate profile including contact name and details; relevant experience, qualification, and achievements; brief profile of leadership team and CAC Registration number (RC) – for corporate applications; any other relevant information; and
- A detailed proposal showing your approach to managing the pilot Senior Secondary School (with a capacity for 3,000 students) for one academic year. The proposal should also include a tentative financial budget for your approach showing direct and overhead costs, including proposed remuneration for the service provider.

### **Notes:**

- Documents submitted can be presented in Microsoft Word or PowerPoint
- Applicants are advised to provide their functional emails and mobile phone numbers on the application letter.
- Only one application is allowed; multiple applications will be disqualified.
- Only successful candidates will be invited to defend their proposal.
- Phillips Consulting Limited will recognise and correspond with authorised organisations or qualified individuals only.

All enquiries should be sent to [sgoschoolsinfo@phillipsconsulting.net](mailto:sgoschoolsinfo@phillipsconsulting.net).

**Wole Soyinka**

**Government High Schools**

**Ejigbo, Osun State**

### **Closing Date;**

**Submission of Applications ends on 4<sup>th</sup> February, 2016. Any Document Received after this time will not be considered**