

Request for Proposal (RFP) for Implementation of a Spoken English Course for Students in Schools in Bagnan, West Bengal

Background:

Centre for Catalyzing Change (C3) is a registered non-profit Indian organization with the mission to empower women in all sectors of development. C3 has been working for over three decades on addressing challenges that girls and women face in our country at different stages of their life cycle. Our vision is a future in India where women and girls are fully empowered and equipped to realize their rights, access opportunities and achieve gender equality. At the core of our work and approach is a belief that achieving gender equality is essential to development, democracy and progress. Our technical expertise extends to incubating, implementing and scaling up programs focused on its thematic areas of youth education, gender and maternal health/reproductive rights, specializing in at-scale program implementation, monitoring and evaluation. Every year, Centre for Catalyzing Change reaches out to two million young people, women and community members through its programs on education, health and livelihood across 12 states of the country.

Centre for Catalyzing Change (C3) is currently implementing a project in schools in the Bagnan Block of Howrah, West Bengal. The project aims to empower adolescent girls by strengthening their agency and decision-making abilities, improving health outcomes through targeted interventions, promoting school retention through academic enrichment, and building their digital and financial literacy.

As per of the project, C3 invites proposals from qualified institutes to deliver a structured Spoken English course for school students of Class 9. The objective is to build students' spoken English proficiency, improve their verbal confidence, and prepare them for academic, social, and future career scenarios.

The selected institute will be responsible for:

I.Course Delivery

- Develop a 6-month spoken English curriculum tailored for adolescents.
- Conduct regular classes: 2 sessions of 1 hour each per week, for a total duration of 6 months, in coordination with school schedules.
- Deploy qualified English language trainers with experience in adolescent education.
- Ensure that sessions are interactive, student-centric, and aligned with their learning pace.
- Incorporate modules on: Basic grammar, Vocabulary building, Pronunciation, Sentence formation, Functional English for everyday use and Public speaking and confidence building
- Adapt teaching methodologies to accommodate different learning levels and needs.
- Maintain a small teacher-to-student ratio for personalized attention.

II.Materials and Classroom Support

- Provide printed subject books to each student.
- Supply tools (e.g., worksheets, flashcards, props) to facilitate hands-on learning activities.

III.Assessment and Monitoring

- Conduct a pre-assessment to evaluate initial proficiency levels.
- Implement periodic assessments to track student progress in speaking and comprehension skills.
- Maintain detailed attendance records and participation logs for each session.
- Share monthly progress reports with C3 team and school administration, capturing achievements and any challenges.

IV.Certification

- Award certificates of participation to students upon successful completion of the 6-month course.

Target Group and Locations

- Students from intervention schools.
- Estimated number of students: 500-550
- Delivery Mode: Face to face classes in the school
- Course Duration: 6 months

Eligibility Criteria

- Registered institute with at least 3 years of experience in spoken English or communication training for adolescents
- Proven track record in curriculum design and delivery in a school setting
- Ability to provide trained English language facilitators

Proposal Submission Requirements

Interested institutes must submit a detailed proposal that includes:

- Organization profile and previous experience
- Proposed curriculum outline and teaching methodology
- Trainer profiles
- Implementation timeline
- Budget estimate (with detailed cost breakdown)
- At least two references or case studies of similar work

Submission Instructions:

- Interested agencies may send a detailed Proposal to procurement@c3india.org by 13th August, 2026, 5.30 pm.
- In case of any questions or clarifications, please reach out to procurement@c3india.org.
- Please mention Implementation of a Spoken English Course for Students. Only Selected agencies will be contacted through email.