

ToR and Scope of Work

Teachers' training facilitation , Training of Trainers (ToT) and training manuals development for Capacity Development of Teachers on Effective Use of Inter-active Audio Visual/ICT Materials in English Language Teaching and Learning in Government Primary Schools

Project : ICT in Primary Education, Shishuder Jonno Program
Institution Name : BRAC Institute of Languages, BRAC University
Reporting To : Sr. Manager-ICT in Education, Shishuder Jonno Program
Location of work : Dhaka & Meherpur
Duration : 46 working days from 20 March 2015 to 30 June, 2015
Mode of Payment : Total payment will be made after submission of final and complete assignment.

I. Background and Rationale

The 2010 National Education Policy of Bangladesh suggests the availability and the use of audio visual materials for teaching English classes for Primary level (Class 1-5). To supplement the government, Save the Children, under the Sponsorship Program, has created supplementary classroom teaching software on English for Class one and Class two, based on the revised NCTB curriculum of 2015 and the Class four and Class five, based on the new NCTB curriculum of 2013. The core objective of the interactive audio visual materials is to improve the English learning practices in the classrooms of primary schools. Both the developed contents have been implemented at 26 government primary schools in Meherpur district with the approval of the Directorate of Primary Education (DPE). The need of more intensive teacher training for the successful content implementation came as recommendations from the project implementation analysis report.

Therefore, Save the Children under the Sponsorship Program is looking for a dynamic Consultant/Consultancy firm/ Institutions to carry out on developing the training module (in English) for the teachers of the government primary schools and developing capacity of teachers and trainers in order to take the interactive audio visual classes with the correct pedagogy.

Requirements from the Consultant/Consultancy firm/ Institutions/ Organizations:

1. Must have module development experience with teacher training facilitation, ICT based Education experience will be given preference
2. Must have knowledge on English Teaching Learning Pedagogy
3. Must have a proactive English Teaching Learning Resource Team
4. Must have experience in Primary level education project management
5. Must have or done projects related to Education module development

Objectives of the assignment are:

6. To develop teacher training manual and training of trainers (ToT) manual (in English) for using interactive multimedia content contents, based on NCTB curriculum (developed by Save the Children) as teaching tools for improving English language classes (class one through five)
7. To develop a trainers pool for facilitating training for the English teachers of the government primary school
8. To develop capacity of teachers in using ICT as teaching tools for improving English language classes (class one through five)

II. Specific Tasks to be performed

Sl no	Tasks	Associated Tasks	Major Activity
1	Work plan	Develop a detail work plan with timeline for smooth operations of the assignment, in consultation with Save the Children	
2	Situation analysis/ needs analysis	Explore the status of English language teaching practices and challenges in the rural primary schools in Bangladesh Explore the current practices of ICT in Education pilot project of Save the Children	Visit non-ICT and ICT pilot schools Share findings of the visits and report analysis
3	Develop Training Manuals	Develop Training Manual for TOT Develop Training Manuals for Teachers' Training (class 1-2) & (classes 3-5) (in English)	Participate at workshops with Primary teachers, Upazilla Resource Centre Instructor and Primary Training Institute Instructors, DPE and NCTB officials for needs analysis and develop module guideline for teacher training and TOT training manuals. Meeting with Save the Children
4	Facilitate TOT and Teacher	Master Trainer Selection: Develop a trainers pool from the	Facilitate TOT for selecting Master Trainers from URC, PTI

	Training	selected URC and PTI Instructors and SC staff Teacher Training Facilitation (2/3 batches from Meherpur project schools)	and best performing teachers Facilitate Teachers' Training (class 1-2) & (classes 3-5), English
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Training Modules development with Save the Children team

- The teacher training modules will be designed on the published audio-video materials of Save the Children of class one, class two, class four and class five (English) based on NCTB textbooks. The training modules will be developed in consultation with Save the Children.
- The Training of Trainers (ToT) module will be developed based on the teacher training modules. The training module will be developed in consultation with Save the Children.
- Both the training modules of teacher training and ToT will be planned and designed by the workshops with the practicing teachers, URC and PTI trainers selected by the DPE.
- Training facilitation will be done in consultation with Save the Children.

Cost of module development workshops:

Save the Children will bear the cost of module development workshops. The participants/ facilitators from the consultancy company will not get any honorarium for the workshop. Food, accommodation and travel by road (actual bus fair) will be borne by Save the Children.

Logo and Copyrights:

The logo of Save the Children and DPE, will be included in the TOT and Teacher Training modules. The copyrights to the entire program will belong to Save the Children in Bangladesh. If the Ministry of Primary and Mass Education finds the software useful, then the permission will be given to use that in other primary schools in the country.

Field Travel:

During the assignment, for the field visit, Save the Children will bear logistics, food, accommodation and travel (by road/ actual bus fair) expenditure in real cost . The company will not receive any honorarium for that.

Consultancy fees:

The consultant will be paid a total amount of Tk. 511,111 (Five lacs eleven thousands and eleven taka only) for successful completion of the assignment.

The total payment will be made after submitting the final assignment covering the expected outcomes. The transfer of the funds mentioned above shall be made favoring the service provider according to the following details

Account Name: : BRAC University
BDT account number : 1501200132106001
Bank : BRAC Bank
Bank Address : 1, Gulshan Avenue, Dhaka-1212.

Liaison:

One person appointed from the consultancy company will act as the liaison person with Save the Children and the software firm. This person shall be in charge of communicating plans and ideas.

Resource Personnel Team

The consultancy company will provide the detail resource person/ staff for this assignment. If any member from the team leave/ changes then that information must be shared with Save the Children.

Work plan

To complete the assignment and submit the deliverables in stipulated time, a work plan will be developed In consultation with Save the Children.

Deliverable:

All the soft copies of the training modules (ToT and Teacher Training) must be given to Save the Children upon completion of project and no element of this work should appear in any other work. If similarities are found in any two given works, then it shall be considered an infringement of copyright.

- Teacher training modules for classes one-two, English
- Teacher training module for classes three-five, English
- 3 batches training (each 4-5 days) for the teachers of class one to class five (25-28 teachers in per batch) of Meherpur government primary schools