**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title of consultancy:**  National trainer for training of schoolteachers on distance and blended learning | **Funding Code**  WBS 4360/A0/06/884/002/005-Distance Learning and Digital Education Grant- NON-GRANT or education thematic (SC189904) | **Type of engagement**  Consultant  Individual Contractor Part-Time  Individual Contractor Full-Time | **Duty Station:**  Ashgabat |

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| **Consultant sourcing:**  National  International  Both  **Consultant selection method:**  Competitive Selection (Roster)  Competitive Selection (Advertisement/Desk Review/Interview) | | | **Request for:**  New SSA – Individual Contract  Extension/ Amendment | |
| **If Extension, Justification for extension:** | | | | |
| **Supervisor:** | **Start Date:** | **End Date:** | | **Number of Days (working)** |
| Education Specialist | 25 October, 2021 | 15 December, 2021 | | 20 days |

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| **Purpose of Activity/Assignment**  Within the framework of the 2021 Annual Workplan of UNICEF and Ministry of Education of Turkmenistan Activity 4.2.4 “Development of distance and digital education platforms in line with the national priorities for distance and digital education” aims at capacity-building in the field of distance and digital education. This activity is also in line with national priorities of Turkmenistan in the field of education, namely Activity 15 “Conducting trainings on distance education and preparation of digital education materials” (2019-2021) in the Plan of implementing the Concept of developing digital education in Turkmenistan.  In this regard, capacity-building activity led by a national consultant-trainer is planned for schoolteachers of Turkmenistan on distance and blended learning platforms. Under the supervision of the Education Specialist, in close collaboration with other UNICEF colleagues, the consultant will achieve the following objectives:   * Assessment of the state of digital education system in Turkmenistan and determine competency-building priorities of the training. * Preparation of a complete training package in Turkmen consisting of (Plan of training, Training slides for PowerPoint, Teaching handouts, Methodological guidelines for trainers on conducting trainings at local levels). The training materials will be prepared based on adaptations from international best practices, including educational materials prepared by UNICEF, UNESCO and within the education system of Turkmenistan. * Conducting online Training-of-Trainers course for 25 educational personnel using the training package prepared by the National Trainer. The training will use competency-based approach and will be conducted in line with the adult participatory learning techniques using a variety of teaching methods including demonstrations, presentations, role play, hands-on exercises, and discussions. * Reviewing and improving the training package based on the feedback received during the training and assessment of the training.   After the integration of the feedback received, the training package will be delivered to the Ministry of Education and the National Institute of Education of Turkmenistan for integration of the training materials to the teacher-training processes at local levels. As a result of the activity, a ready-to-use training package will be created in Turkmen which will be available for conducting the training at district level schools. The National Trainer will work under the supervision of the Education Specialist. |
| **Scope of Work**   * 1. Desk-review based assessment of the state of digital education system in Turkmenistan and determine competency-building priorities of the training. * 2. Preparing training package based on international best practices, including adaptations from UNICEF, UNESCO resources and other OER. * 3. 4 two-hour sessions of online trainings of the target group conducted under guidance of the Education Specialist. * 4. Finalization of the training package based on the feedback from participants and assessment of the training.   **Workplan and deliverables**  The consultancy duration is 20 working days, covering the period of 25 October 2021 – 15 December 2021. The distribution of days by tasks and corresponding deliverables is suggested below. |

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| **Work Assignment Overview** | | | |
| **Tasks/Milestone:** | **Deliverables/Outputs:** | **Timeline:** | **Days** |
| 1. Joint review of the existing state of digital education system in Turkmenistan and determining competency-building priorities of the training | Agenda of the training, including the list of learning objectives to be achieved | 25.10.2021-26.10.2021 | **2 days** |
| 2. Preparing training package based on national and international best practices, including adaptations from UNICEF, UNESCO resources and other open-educational resources | Training package delivered (General plan of training, Plans of sessions, Training slides PowerPoint, Teaching handouts, Guidelines for trainers on conducting trainings at district level) | 27.10.2021 – 09.11.2021 | **10 days** |
| 3. Facilitation of online trainings of the target group of 25 trainees under guidance of the Education Specialist | Training delivered online (4 two-hour sessions) | 15.11.2021 – 26.11.2021 | **4 days** |
| 4. Revision and finalization of training package used in the training under guidance of Education Specialist | Finalized training package delivered (General plan of training, Plans of each session, Training slides PowerPoint, Teaching handouts, Guidelines for trainers on conducting trainings at district level) | 29.11.2021-30.11.2021 | **2 days** |
| 5. Provide a draft final report with recommendations for further steps in distance education development. Finalize the report based on the comments from UNICEF and MoE. | Finalized report with recommendations to develop distance and blended learning in Turkmenistan | 06.12.2021 | **2 days** |

**Reporting requirements**

All the reports and documents will be developed in English and translated by UNICEF, as needed. The training materials will be developed in Turkmen and translated by UNICEF, as needed.

**Payment schedule**

The payment will be made in instalments, according to the following schedule.

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| **Deliverable** |
| One instalment: 13/12/2021, upon satisfactory implementation of the tasks 1, 2, 3, 4, 5 as per above table. The instalment will include 20 consultancy days. |

**Work arrangements**

Day to day supervision will be provided by the Education Specialist of the UNICEF Turkmenistan Country Office. Additional guidance and lead will be provided by the Deputy Representative.

UNICEF will regularly communicate with the selected consultant and provide formats for reports, feedback and guidance on performance and all other necessary support so as to achieve objectives of the exercise, as well as remain aware of any upcoming issues related to expert’s performance and quality of work. UNICEF will provide logistical support for organisation and coordination of meetings. The selected consultant is responsible for making own arrangements for travelling in Turkmenistan.

# General Terms and Conditions

UNICEF’s general terms and conditions will apply to the contract awarded to the vendor. Please note that, in the evaluation of the technical merits of each proposal, UNICEF will take into consideration any proposed amendments to the UNICEF General Terms and Conditions. Proposed amendments to the UNICEF general terms and conditions may negatively affect the evaluation of the technical merits of the proposal.

UNICEF retains the right to patent and intellectual rights, as well as copyright and other similar intellectual property rights for any discoveries, inventions, products or works arising specifically from the implementation of the project in cooperation with UNICEF. The right to reproduce or use materials shall be transferred with a written approval of UNICEF based on the consideration of each separate case. Consultant should always refer to UNICEF Turkmenistan support in developing the materials when publishing the results of the research conducted while in Turkmenistan in academic journals, books and websites.

In the event of unsatisfactory performance, UNICEF reserves the right to terminate the Agreement. In case of partially satisfactory performance, such as serious delays causing the negative impact on meeting the programme objectives, low quality or insufficient depth and/or scope of the assignment completion, UNICEF is entitled to decrease the payment by the range from 30% to 50% of the contract value as decided jointly by the Contract Supervisor and Operations Manager.

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| **Minimum Qualifications required:**  Bachelors  Masters  PhD  Other | **Knowledge/Expertise/Skills required:**   * Master’s degree in educational sciences, instructional technologies, social sciences, the humanities, or other relevant fields / a Ph.D. degree in these areas will be an advantage * At least 1 year experience in teaching ICT, distance and digital education skills; * Previous experience in training adults, preferably in education sector or in the UN system will be an advantage; * Knowledge of English and Turkmen languages, knowledge of Russian will be an advantage; |
| **Technical Proposal** | The technical proposal should include   * A cover letter, including   + Assessment of suitability vis-à-vis the requirements of this ToR;   + A summary of experience in similar assignments;   + Links to/attachments of examples of similar work; * CV of the candidate (including qualifications and experience) * References |
| Financial Proposal | Candidates are expected to submit a lump sum financial proposal to complete the entire assignment based on the terms of reference. The lump sum should be broken down to show the detail for the following:   |  |  |  |  | | --- | --- | --- | --- | | **Items** | **Quantity** | **Unit cost** | **Total in USD** | | Number of working days | 20 |  |  | | Other: *Specify* |  |  |  | | Total in USD |  |  |  | |
| Evaluation criteria | Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both technical and financial aspects to ensure best value for money. The Evaluation Team first reviews the technical aspects of the offer, followed by review of the financial offers of the technically compliant candidates. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.  A cumulative analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows:  75 % Technical  25 % Financial  100 % Total |

**Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.**