

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

| Title | Funding Code | Type of engagement | Duty Station: |
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| Teacher Training Planning, Material Development and Revision, and Implementation Consultant | SC181087 | <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor | Sana'a, Yemen (or remote if COVID-19 restrictions put in place) |
| <p>Background:</p> <p>The fundamental mission of UNICEF is to promote the rights of every child below the age of 18 in all aspects of the organization – in programmes, in advocacy and in operations. UNICEF and the MoE have agreed in a Rolling Work Plan (2021-2022) to collaborate jointly in securing access to quality education and to secure the continuation of learning for all children in Yemen.</p> <p>As part of the RWP (2021-2022), UNICEF and MoE will implement training activities for teachers, supervisors, and school management teams during the school break in order to strengthen their skills and knowledge to be prepared for the new academic year.</p> <p>Given the current challenges that the education system is facing (e.g. conflict, COVID-19 pandemic, etc.), there is the need to adapt some of the teacher training packages to make the education given by the teachers more relevant.</p> <p>The consultancy aims to provide technical support to all five UNICEF Field Offices (FOs) in Sana'a, Aden, Hodeidah, Ibb and Sa'ada, during the planning, implementation, monitoring and reporting of selected training packages in different governorates across Yemen. This support includes: i) the revision of content and training materials; ii) the development of tools to facilitate the implementation, monitoring and reporting of the trainings, iii) the provision of individualized support to the FOs to overcome challenges and bottlenecks; and iv) the provision of support during coordination meetings between UNICEF (YCO, FOCs) and the Ministry of Education (MoE) to secure the successful implementation of all the activities in line with UNICEF's Rolling Workplan (2021-2022).</p> <p>The current consultancy aims to support during the planning, preparation, implementation, monitoring and documentation of all training activities included in the current TORs for teachers, supervisors and school management teams.</p> | | | |
| <p>Purpose of Activity/Assignment:</p> <p>Under the guidance of the Education Specialist (P-3), Education in Emergencies, the consultant will support the UNICEF YCO in following areas:</p> <ol style="list-style-type: none"> 1) Develop a 2021 training plan in collaboration with the MoE, UNICEF Field offices and UNICEF YCO to implement all training activities during the school summer break. 2) Development/revision/adaptation of teacher training packages as needed in coordination with the technical team of the Ministry of Education and UNICEF to ensure that participants obtain relevant and useful training for delivering effective teaching and learning process. 3) Develop assessment tools for teachers (pre- and post-test) as well as monitoring and reporting tools to be used during the implementation of the trainings. 4) Prepare a final report documenting lessons learned, good practices and recommendations. 5) Prepare a 2022 draft training plan with updated training packages in coordination with MoE, UNICEF FOs to be rolled out in the next year. | | | |

Scope of Work:

The scope of work includes all training activities as planned under the Rolling Work Plan (2021 -2022), as below table.

| No | Training Activity Description | Geographic Scope |
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| 1. | Training of 7,925 members of school management on selected topics (management/planning/leadership, supervision, community participation, enrolment and retention, Hygiene, EiE). | All 5 Field Offices (Aden, Sanaa, Sa'ada, Hodeidah, Ibb) |
| 2. | Training of 12,280 teachers and academic supervisors on selected pedagogy topics; and the rollout of alternative learning teacher training package. | |
| 3. | Training of 5,800 teachers on Mental Health and Psychosocial Support (MHPSS). | |
| 4. | Training of 10,000 teachers to deliver context-appropriate teacher training package for continuous learning within the COVID-19 context. | |
| 5. | Implement Safe Schools Framework/Protocol in 50 schools, incl. sensitization of 5,000 schoolcommunity members (C/DRR, COVID-19) | |
| 6. | The integration of nutrition and hygiene practices into the above training packages including dissemination of Facts for Life (FFL) messages, community sensitization and outreach. | |

Detailed Task Description:

The consultant will perform the following tasks:

- 1) Develop a training plan in collaboration with the MoE, UNICEF Field offices and UNICEF YCO to implement all training activities during the school summer break.
 - a. Prepare an inception plan of all the activities to be conducted during the duration of the consultancy.
 - b. Liaison with MoE and UNICEF FOs to support the planning and preparation of the training activities.
 - c. Conduct regular meetings with UNICEF FOs to support them in the preparation of the plan in their governorates.
 - d. Identify challenges and bottlenecks and propose solutions to them.
 - e. Agree on a training plan with MoE and UNICEF FOs to implement the training activities
- 2) Revision/adaptation/creation of teacher training packages as needed in coordination with the technical team of the Ministry of Education and UNICEF to ensure that participants obtain relevant and useful training for delivering effective teaching and learning process.
 - a. Conduct desk review of existing teacher training manuals, and other relevant documents related.
 - b. Conduct discussions with the technical team from MoE and UNICEF revise/adapt/create teacher training packages for all the training activities.
 - c. Integrate nutrition and hygiene practices into the training packages including dissemination of Facts for Life (FFL) messages, community sensitization and outreach, in coordination with the technical team of MoE and UNICEF.
 - d. Prepare teacher training packages for master trainers and teachers for the above training activities.
- 3) Propose assessment tools for teachers (pre- and post-test) as well as monitoring and reporting tools to be used during the implementation of the trainings.
 - a. Propose assessment tools for the knowledge and skills of teachers (pre- and post- tests) in coordination with MoE and UNICEF colleagues
 - b. Propose monitoring and reporting tools to be used during and after the trainings are completed. 4) Prepare a final report documenting lessons learned, good practices and recommendations.
 - a. Conduct interviews with MoE officials, UNICEF colleagues and other relevant stakeholders to document challenges, lessons, learned and good practices of the teacher training activities.
 - b. Conduct interviews with teachers, MoE officials to document professional development needs of teachers and include them in the report.
 - c. Propose recommendations for future training as per modalities, topics, scale-up.

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| 5) Prepare a draft training plan with updated training packages in coordination with MoE, UNICEF FOs to be rolled out in the next year. a. Based on the final report propose a plan to revise/adapt/reformulate the teacher training activities Identifying priority areas to work, partners to be involved, timeline, and responsibilities in collaboration with MoE and UNICEF FOs and UNICEF YCO. | | | |
| Budget Year: | Requesting Section/Issuing Office: | Reasons why consultancy cannot be done by staff: | |
| 2021 | Education, UNICEF Yemen | The consultant will bring expertise on different training modalities (including online ones) and expertise in the revision of teacher training packages. | |
| Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: | | | |
| Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview) | | Request for: <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment | |
| If Extension, Justification for extension: | | | |
| Supervisor: | Start Date: | End Date: | Number of Days (working) |
| Education Specialist | June 15, 2021 | November 15, 2021 | 6 months |

| Work Assignment Overview | | | |
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| Tasks/Milestone: | Deliverables/Outputs: | Timeline | Payment |
| 1. Develop a training plan in collaboration with the MoE, UNICEF Field offices and UNICEF YCO to implement all training activities during the school summer break. | Inception report describing the work plan, methodology, and timeline to implement the consultancy 2021 training plan endorsed by MoE to implement all training activities in the governorates across Yemen. | 30 days | 1 st Payment (20%) |
| 2. Revision/adaptation/development of teacher training packages as needed in coordination with the technical team of the Ministry of Education and UNICEF to ensure that participants obtain relevant and useful training for delivering effective teaching and learning process. | 5 teacher training packages revised/developed and endorsed by MoE to be implemented for the teacher training activities, including for Phase 1 and Phase 2 nutrition training. | 40 days | 2 nd Payment (30%) |

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| 3. Develop assessment tools for teachers (pre- and post-test) as well as monitoring and reporting tools to be used during the implementation of the trainings by FOs and the consultant where possible. Consultant will also orient FOs on monitoring tools. | 1 Monitoring, assessment and reporting package approved which includes pre- and post- training assessment tools, monitoring tools, and reporting templates. | 10 days | 3rd Payment (20%) |
| 4. Analyse monitoring data and prepare a final report documenting lessons learned, good practices and recommendations. | Final report with the following sections: <ul style="list-style-type: none"> • Background • Overview of plan and packages • Data analysis of trainings plus results of pre- and post- teacher training assessment • Lessons Learned and Good Practices • Recommendations on training implementation and training packages | 15 days | 4 th Payment (15%) |
| 5. Prepare a draft training plan with updated training packages in coordination with MoE, UNICEF FOs to be rolled out in the next year. | Inception report describing the work plan, methodology, and timeline to implement the consultancy 2021 training plan endorsed by MoE to implement all training activities in the governorates across Yemen. | 20 days | 5 th Payment (15%) |

Education/ Knowledge/ Experience/ Skills Required:

- Master's degree in education, social science, Public Administration and economics.
- Minimum of 5 years of relevant professional experience related to Teacher Training and/or Project management of education programmes.
- Demonstrable experience in developing teacher training packages.
- Working experience in Humanitarian settings is an asset.
- Working experience in UN agencies, NGOs or governmental entities is an asset.
- Excellent management skills.
- Excellent coordination skills.
- Creative, innovative thinker who can also translate ideas into practical applications; and
- Fluency in English, proficiency in Arabic (preferred)

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