**Terms of Reference (TORs)**

**For**

**Hiring a Teacher Training Institute to Train School Teachers in Kot Chandna, Mianwali**

UNHCR is running 8 Refugee Village (RV) schools including primary and secondary, in Kot Chandna, Mianwali through Commissionerate of Afghan Refugees (CAR), Punjab. The schools have an overall enrollment of 1300 students from pre-primary to grade 10. The schools follow Pakistani Single National Curriculum from Pre-primary to Grade 10. There are 53 (23 M, 30 F) teachers and most of them are Pakistani. UNHCR and (CAR), intend to hire a recognized and approved teacher training institute to conduct a **4-day training workshop for up to** **20 teachers** mostly at secondary level. The training will be provided in **November 2023**. Interested intuitions can submit an Expression of Interest (EOI) to UNHCR within the given deadline**.** The TORs outline key features and requirements of the training.

1. **Training Objective**
2. Build the understanding of teachers in key concepts/content in science subjects including physics, chemistry, biology and math focusing on grade 5 -10 mostly
3. Build teachers’ pedagogical skills and knowledge through hands on practice, on Active Learning Methods, Project Based Learning, lesson planning and formative assessment.
4. Provide hands on practice to teachers to use digital learning /blended learning methods in the in classroom for science and math lessons using digital tools
5. Sensitize teachers on climate change and climate action through practical activities specially focusing on *green schools’* concepts
6. **Suggested Training Contents/Topics**
7. Conceptual sessions on selected topics from math, general science, biology, chemistry, physics for grade 6-10, based on Curriculum SLOs
8. Model lessons and micro teaching practice on selected topics to demonstrate Active Learning methods, Project Based Learning and Digital Learning.
9. Low cost no cost material development and use of environmental resources for conceptual learning
10. Students’ motivation and engaging students in deep learning
11. Students Learning Outcomes, formative assessment, and feedback.
12. Sports for protection; and students social & emotional development
13. Teachers’ roles and responsibilities
14. Quality of teaching: Lesson planning; features of an effective lesson plan
15. Classroom observation, feedback, teacher self-reflection and peer reflection
16. Child rights, child safety and protection
17. Parents active engagement in schools (preventing drop outs, improving attendance and completion)
18. **Role and Responsibilities of the Training Provider**

The training provider will have the following roles and responsibilities:

***3.1 Training Content and Deliverables***

1. Develop detailed training technical proposal and budget outlining all the training contents and methodologies and submit it for review before training implementation.
2. Once selected, conduct needs assessment to identify training needs of the teachers.
3. Develop and submit training manual prior to training for review. The manual will include list of contents, session plans and reference materials for reading.
4. Develop and submit training plan for review before the training.
5. Engage subject specialists and qualified professional teacher educators with relevant experience in innovate pedagogies including in blended learning approaches.
6. Conduct pre and post-test of the teachers performance and knowledge and submit report
7. Training will consist of 4 days starting at 8.30 am and will continue till 3.30 pm (this will include two 15 minutes break for tea and 45 minutes break for lunch).
8. Develop and submit training report with attendance sheets after completion of the training
9. Provide a training handbook to each teacher which will include training reference materials
10. Provide a teacher kit to each teacher which will include: a cloth bag of good quality, consisting of basic supplies (i.e., one pair of scissors, 12 drawing sheets/ colored, one large size masking tape, 12 permanent markers, one notebooks/lesson plan journal)
11. The training should be more practical, relevant, and reflective to enable teachers to engage in self-learning and to implement it in their classrooms.
    1. ***Training Logistics***
12. Training venue will be Girls High School Kot Chandna.
13. The provider will be responsible to pay the venue charges if applicable
14. The provider will be responsible to arrange multimedia/ stationery /training materials /supplies and power back up, if needed, to facilitate the training
15. The provider will provide refreshments including two tea breaks (tea and snack) and lunch (1 dish with cold drink) during the training sessions.
16. The provider will provide travelling allowance to each teacher at the rate of Rs 2000 per day.
17. **Evaluation Criteria**
18. Technical Criteria: Based on profile given by the bidders, technical proposal will be evaluated as per below criteria and it will have 60% weightage:-

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| **Serial** | **Criteria** | **Max Score** | **Scoring method** |
| a. | No of Years in Business | 10 | 2 scores for 1 year |
| b. | Number of relevant trainings conducted in past 3 years | 20 | 3 scores per training |
| c. | Professional team to be deployed | 20 | 2 marks for 16 years, 4 marks for M Phil, 6 marks for PhD qualified trainer |
| d. | Reference letters | 20 | 5 scores for each |
| e. | Methodology/Syllabus/ Understanding of the requirements | 30 | Fully Compliant = 30, Partially Complaint = 0 to 29 |
|  |  | 100 | Min 50% score to qualify for financial evaluation |

1. Financial Criteria. It will have 40% weightage and only those firm qualifying technical evaluation will be considered.

The maximum number of score will be allotted to the lowest priced offer and will be compared among other bidders. All other price offers will receive points in inverse proportion to the lowest price eg {total price component} x {Lowest offer}/ {Other bid} = score for the other supplier’s price component.