# Annex B

**2023/SOP/SCU/RFP/003**

# TERMS OF REFERENCE

**Consultancy Service for Teachers Training under UNHCR Sub-Office Peshawar for Registered Firms Specializing in Teachers Training**

## 1: TIMELINE OF ASSIGNMENT

The period of consultancy will commence from 1st February 2024 and expected to be completed by 29th February 2024 with the completion of all the agreed deliverables. All final reports and documentation are to be submitted to UNHCR by the consultant upon completion/termination of the contract.

## II: BACKGROUND

This revised UNHCR Education Strategy is fully aligned with the Government’s education priorities outlined in the 2018 National Education Policy Framework. This includes: i) decreasing the number of out-of-school children and increasing school completion; ii) ensuring uniformity in education standards (e.g., common curriculum and teaching and learning standards, etc.); iii) improving the quality of education; and iv) enhancing access to and relevance of skills training.

The Education Strategy takes its direction from the Global Compact on Refugees and the UNHCR’s Global Refugee Education Strategy that acknowledges the need for burden sharing and supporting governments hosting refugees. In that regard, partnerships with all stakeholders including government are paramount. Humanitarian and development agencies and civil society; the focus is self-reliance through investing in refugees and host communities and working towards their durable solution.

Guided by the Sustainable Development Goals, in particular SDG 4 which calls for inclusive and equitable education for all, the Convention on the Rights of the Child, the Child Protection Framework and the Alternatives to Camps Policy, this Strategy also considers the principles of non-discrimination; adherence to the best interests of the child; the right to life, survival and development; and the right to participate.

The Strategy is also aligned with the multi-year regional Solutions Strategy for Afghan Refugees (SSAR), implemented by the Governments of Afghanistan, Iran and Pakistan with UNHCR’s support, which identified youth empowerment through education and skills training as its cross-cutting priority theme. Education Strategy is linked to other UNHCR Pakistan strategies on Livelihoods, Health, Protection and Solutions, Community-Based Protection and Youth Empowerment. This will help ensure that not only do children go to school and acquire the knowledge and skills to lead productive lives, but the benefits of education extend well beyond learning to include meaningful employment, better health, self-reliance, civic participation, and supporting a conducive environment for Voluntary Repatriation and sustainable reintegration back home in Afghanistan.

UNHCR fully funds the refugee education programs over 99 schools in the refugee villages in Khyber Pakhtunkhwa, catering for the education needs of some 34,000 children. UNHCR continues to assist students in obtaining a quality education through the provision of textbooks, learning material and uniforms alongside scholarship support to those seeking higher education. With the recent transition to National curriculum, learning losses due to school closure during COVID19 and introduction of IT in schools UNHCR has started a cyclical teacher training for Refugee Village school teachers and ALP centers.

## PURPOSE OBJECTIVES AND SCOPE OF ASSIGNMENT

**Purpose**

To enhance access to quality education, enabling better learning environment in all its school UNHCR Peshawar needs the services of a consultancy firm to develop training manual and train 602 teachers of 99 RV school Schools in the identified venue/schools for a variety of trainings/workshops in 15 Districts.

The services of a consultant are required to:

1. Develop training manual for resource persons and all teachers for various planned training.
2. Deliver training as per plan (Annex A)
3. Ensure female teachers are trained by female trainers due to cultural reason where required.
4. Prepare final reports for all agreed trainings annexing all resource materials developed, including teacher satisfaction surveys.
5. All reports, TNA, analysis, recommendations, and materials produced would be the property of UNHCR.

**Objectives**

1. To Develop Training Manual for teachers training
2. To develop Handbook for teachers related to the training topics / themes.
3. To translate the Trainer’s Manual and Handbook into Urdu
4. To develop Pre and Post Training Assessment formats
5. To deliver trainings as per (Annex A)
6. To develop a short report on each training containing training evaluation and analysis
7. To conduct overall training evaluation and submit narrative report on Pre & Post training assessment.
8. To submit all resource materials developed to UNHCR in soft and hard form.

**Scope**

All the teachers to be trained are working in UNHCR funded schools in RVs and the project is managed by two partner named Initiative for Development & Empowerment Axis (IDEA) and Khwendo Kor (KK) over the overall supervision of Commissionerate of Afghan Refugees (CAR) KP. In total there are 602 RV schools’ teachers, on board including 299 Afghan refugee teachers and 303 Pakistani teachers. All trainings should be multilingual and use Urdu, English and Pashto as medium of communication.

All trainings will be conducted during the winter breaks or during the school timings without impacting the teaching learning processes for students. Trainings are to be coordinated in advance with UNHCR and its partners, so the required batch of teachers is available in schools or other designated location. Teachers will arrange for their own pick and drop as they will be paid a flat amount by partners.

1. **METHODOLOGY**

Medium of Instruction and communication during the trainings would be Pashto and Urdu while English can be used sparingly. All trainings courses would be delivered using the following methodologies:

* Information sharing
* Interactive Training methodologies like
  + Group work / Pair work
  + Brainstorming
  + Question / Answers and discussion
  + Demonstrations
  + Presentations
  + Role-play/simulations
  + Energizers
  + Modelling

1. **QUALIFICATION AND EXPERIENCE**

The services of a consultancy firm are required, having experience in teacher professional development, and improving the capacity of both qualified and unqualified teachers. The firm is expected to have both experienced master trainers both female and male. The team of trainers would be comprised of personnel with equal representation of both sexes. They will have relevant experience within the context of current requirements of teaching manuals and familiarity with teachers training and education, especially refugee education needs. The firm entering into the agreement with UNHCR has the ultimate responsibility for the completion of the training process.

UNHCR will appoint a focal person who will coordinate with the consultant & training team throughout the training process until the delivery of the final report.

**Chief of the Consultancy firm should have…**

* Advanced degree in education, social sciences, or relevant field experience in the education sector.
* Minimum 10 years working experience in education sector, preferably in developing training material development and teacher professional development courses as per the required standard and procedures.
* Excellent history of quality of delivering in-service teacher training to primary schoolteachers, including unqualified teachers.
* Good knowledge, understanding and skills of advanced training methodologies, promoting student-centred pedagogy.
* Proven experience and track record of delivering the assignment as per quality standards and with no delays in meeting the deadlines.
* Understanding of the provincial/regional education systems and advanced knowledge of curriculum development process
* Understanding of refugee children education needs, including improving foundational literacy and numeracy learning outcomes.
* Excellent communication, interpersonal and training skills.
* Excellent report writing skills in English
* Fluent in Pashtu and Urdu

1. **TERMS AND CONDITIONS**

The consultant firm will commit to delivering a quality product as per UNHCR requirements specified in this TOR. UNHCR retains the privilege to comment on the final training report submitted by the consultant and the consultant takes upon him/herself the responsibility to modify the report accordingly and resubmit it to UNHCR.

All training products, including the final training report, are property of UNHCR and can be used by UNHCR for fundraising purposes. The resulting data from the training may be used by the consultant only with the written agreement of UNHCR Senior Management.

1. **DELIVERABLES AND RESPONSIBILITIES FOR THE CONSULTING FIRM**

Under the overall guidance of the Program Officer and direct supervision of the Education Associate, the Consultant will:

* Design the methodology and tools in accordance with current practices and standards, taking into consideration the information and guidelines given by UNHCR.
* Design respective Trainer’s Manual for all trainings based on the training needs of teachers, including the training sessions on a standard format. Arrange the required number of copies of the trainer’s manual for master trainers.
* Design manuals for teachers, including handouts for teachers and print number of copies of Handbook according to the number of teachers.
* Design and conduct Pre and Post training assessment in all training sessions.
* Consider any feedback received from UNHCR and make changes to the design of Trainer’s Manual, handbook, and Pre & Post assessment tools as appropriate and agreed upon by both parties.
* Conduct training as per Annex A.
* Hire and assume all responsibilities for any additional staff, which are involved in the process, ensuring that this is in line with the policies and procedures of UNHCR.
* Ensure that all the training sessions are completely participatory, and activity based using interactive training techniques.
* Ensure that the Pre & Post training assessment of teachers is conducted in each training.
* Develop a comprehensive training report on each training session separately.
* Write the final detailed trainings completion report according to the guidelines and format provided by the UNHCR.
* Prepare and provide a comprehensive training evaluation report based on the Pre & Post assessment tests.
* Hand over all reports to UNHCR by the specified date in soft and hard form duly signed by the firm focal person.
* Liaise with the focal person of UNHCR to identify any problems or issues that may be arising and to provide updates on the progress of the process.

1. **DELIVERABLES AND RESPONSIBILITIES FOR UNHCR**

UNHCR is responsible for providing the following components to assist with the completion of the training process:

* Provide a contact person to facilitate and address any concerns or difficulties the consultant may encounter and to oversee the entire process.
* Ensure the selected trainees to attend the briefing session on the chosen methodologies.
* Arrange a presentation session for relevant officials on the final report to be presented by the consultant.
* Fulfill all financial obligations that are set forth as per contract.
* Provide any relevant UNHCR Policies and Procedures and guidelines that the consultant is expected to follow.
* Provide UNHCR reporting formats and other guidelines.

1. **Contract and Duration**

The duration of the contract will spread from 1st February 2024 until 29th February 2024

1. **Mode of Payment**

Following shall be the mode of payment:

|  |  |  |  |
| --- | --- | --- | --- |
| Instalment No. | Deliverables | Tentative Date of completion | Percentage of Total Value |
| First instalment | All Resource Materials for all the 3 training modules and total 06 training manuals (3 trainer manuals and 3 teacher handbooks) provided in Soft Form. |  | 30% |
| Second Instalment | Training on Teaching of English (Methodology with Practice) to 602 Schools’ Teachers is Implemented in Training Centers |  | 30% |
| Third Instalment | Training of 450 Teachers on the Use of Digital Media/ ICT in Classroom Teaching and 150 Teachers on Teaching of Urdu and Development of Listening/Speaking Skills among Primary Students (Grade 1 -5) |  | 30% |
| Fourth Installment | Upon Submission of final report in 03 hard copy and soft versions with all annexes and resource materials |  | 10% |

1. **Deduction of Taxes**

UNHCR is exempt from all direct taxes and customs duties, however the bidder must pay the taxes as per taxation law of the country.no taxes shall be charged to UNHCR.

1. **Financial Proposal**

The Financial Proposal shall separately include the Consultancy fee, staff costs, travel costs to field, estimated number of days in the field, boarding and lodging costs, printing, and other relevant costs. (Annex C)

1. **Application Requirements**

* Technical and Financial proposals in separate envelops.
* Detailed Profile of the firm
* List of 5 male and 5 female trainers
* CV/Resume of all the 10 trainers

1. **Force Majeure**

Neither party shall be liable for failure or delay in the performance of its obligations under the Agreement due to causes beyond their control including but not limited to strikes, civilian unrest, fires, floods, explosions, earthquakes, or other such unforeseen reasons/calamities.

1. **Cancellation of Agreement**

The UNHCR may cancel the Agreement in whole or in part at any time by giving written notice in the event that:

* the Consultant fails to comply with any of the terms and conditions of the agreement.
* in case, the Consultant serves the notice of cancellation, they shall reimburse any payments made earlier; and
* if the UNHCR serves the notice of cancellation of the agreement, the Consultant shall be reimbursed all the reasonable costs incurred by him prior to the notice of cancellation of Agreement.

1. **REPORTING REQUIREMENTS**

The major output is developing training manual and imparting of training to courses for teachers. After completion of assigned task, the consultant will present a report providing information regarding the methodologies and procedures undertaken and, observations, lessons learnt, new training needs and suggestions/recommendation for future interventions.

The report will be structured according to below format:

* Cover page
* Table of contents
* Acknowledgements
* Glossary
* Training agenda, dates, and venues
* Training process
* Training methodologies used (presentations/group discussion/group work, demonstrations, role-play etc.)
* Recommendations
* Conclusions
* List of participants
* Annexes such as Resource Materials, Pre, and Post evaluation etc.

NOTE: Only short-listed firms will be contacted for further action.

Prepared by:

UNHCR Sub- Office Peshawar

Programme/Education Unit