**LUTHERAN WORLD FEDERATION (LWF) SOUTH SUDAN**

**Terms of Reference to develop and record audio lessons on Special Needs Education for teachers in Maban Refugee Camps, Upper Nile State, South Sudan**



**Requesting Section: Program**

**Location: LWF Maban Field Office**

**Date: 18th May 2020**

**Project/Donor: ACT Church of Sweden**

**Project:** Protection and Education for Sudanese refugee children and South Sudanese children in South Sudan

1. **Background:**

Lutheran World Federation/World Service is an International NGO which mission is “Inspired by God’s love for humanity, Development World Service (DWS) responds to and challenges the causes and consequences of human suffering and poverty”. LWF/DWS seeks to ensure unimpeded and timely access to humanitarian response, working towards development and sustainable solutions. It uses its commitment and solidarity with affected communities to take part in ensuring durable solutions.

LWF/DWS South Sudan started its operation in South Sudan since 1983, responding to needs of vulnerable communities in hard to reach areas. In its disaster response, LWF has responded to the needs of internally displaced, refugees, vulnerable community cohorts such as girls and women, protection of children, in times of conflict and disaster.

LWF/DWS operation in Maban (Upper Nile States) are mainly in Education and Mainstreamed Child Protection for refugees and host communities through funds from UNHCR, BPRM and SIDA through ACT Church of Sweden (Act CoS).

With the principle of ‘leaving no one behind’, the inclusion of persons with disabilities has become an increasing priority in the 2030 Agenda for Sustainable Development. To ensure children with disabilities (CWDs) are not left behind, there is a need for incentive primary school teachers to be trained on how to deliver Inclusive education to their learners living with disabilities. LWF provides education in the 4 refugee camps in Maban in 3 Secondary Schools, 24 Primary Schools and 36 ECD centres (out of which 6 in the host-community). In total 7671 (3978F, 3693M) children attend the ECD centres and 32988 (16762F, 16226M) learners attend Primary, ALP and secondary education. In total 475 (181F 294M) learners with disability are enrolled in the educational programs. An assessment is planned to be conducted to identify the other children living with disabilities. A special program is implemented by a mentor teacher for the learners with visual impairment, however more activities are needed for learners living with other disabilities and the school-environment needs to become more disability-friendly.

Considering the COVID-19 pandemic preventive measures, LWF intends to train 24 incentive teachers as Special Needs focal persons using audio-devices and training manuals. The expected outcome of the training is to see that teachers will be able to help children overcome the specific barriers they experience due to their disabilities and to improve the quality of education provided to the learners living with disabilities.

**Purpose of Assignment:**

1. Goal and Objective:

**The goal of the training is to enhance the selected teachers’ knowledge, skills and abilities to handle learners with special needs.**

The training aims at equipping selected teachers with pedagogical skills for them to acquire knowledge, teaching, assessment and evaluation skills that include professional values, attitudes and behaviors appropriate for teachers to work with children with disabilities in schools.

The lessons to be developed and recorded are to help LWF team in Maban achieve the overall goal: Children with disabilities access education and community-based rehabilitation services, leading to fulfilment of potential, a sense of dignity and participation in society.

**The specific objectives of the training are;**

1. To produce professionals who create awareness about special needs/differences and develop skills of identifying these needs to support and prevent possible exclusion of learners at risk.
2. To produce professionals who work with and encourage regular school-teachers to use alternative and supportive teaching approaches and improve quality of learning.
3. To produce resource persons to provide support to the mainstream teachers having learners with special needs in their classes.
4. To facilitate the inclusion of children and youth with special needs into the mainstream schools with the appropriate attitude, skills, and knowledge.
5. To provide professionals in education who can identify, and assess the needs, problems, and potentials of different children with special needs and provide psychosocial and psycho educational interventions.
6. To produce professionals who can develop teaching and learning materials from locally available materials for special needs learners
7. Provide technical guidance and a practical checklist for the incentive teachers to identify learners living with disabilities and their specific needs.
8. Provide training to incentive teachers on inclusion principles to address attitudinal barriers of themselves, colleagues, parents, learners and other community-members.
9. Provide technical guidance to the incentive teachers to improve access, inclusion and well-being of learners with disabilities in the school environment
10. Provide training on practical ways to improve the educational services delivered to learners living with disabilities.
11. **Scope of Work/ Work Assignments:**
12. The scope of work shall entail carrying out the training for a minimum of 24 participants drawn from 4 camps in Maban refugee camp currently managed by LWF. It will cover course work, micro-teaching, and Continuous Assessment Tests

Areas to be covered:

Develop and record 10 audio-lessons on the topics:

* + - * Inclusion principles
      * Identifying learners with physical disabilities/hearing impairment/visual impairment with a practical check-list and a simple study on the causes of the disabilities.
      * Specific education needs of learners living with physical disabilities
      * Specific education needs of learners living with hearing impairment
      * Specific education needs of learners living with visual impairment
      * Practical lesson-suggestions for including learners living with the disabilities
      * Identifying learners with mental-health concerns and disorders like autism, down syndrome and trauma, with a practical check-list.
      * Specific education needs of learners with mental-health concerns and disorders in the education-environment
      * Practical lesson-suggestions for including learners with mental-health concerns
      * Practical guidance and check-list to ensure accessibility, inclusion and well-being of learners living with disabilities to be implemented by the SNE Focal Points.

Develop a training manual with notes for the 10 topics presented and practical assignments applicable to the education situation in Maban.

1. **Proposed methodology**

The training will be conducted at remotely because of the current COVID 19 crisis to the teachers in Maban which is a remote area with intermittent internet connectivity.

The trainees shall be expected to adopt appropriate teaching strategies that ensure change of attitude to learners with special needs and retention of knowledge and skills for practice. eg child centered approach, that will be enable the trainee to manage large, mixed ability and multi-level classes effectively

The trainer shall develop appropriate ways of evaluating the trainees

1. **Training period**

It is anticipated that the training shall be conducted and completed over a period of 20 days.

1. **Accountabilities and Responsibilities**

The trainers shall report directly to the Education Coordinator r or his/ her designate, under whose docket the training will be conducted. In line with the organizations core values, all trainers will be required to sign a code of conduct and child protection policy.

ype of supervision that will be provided:

Under the supervision of the Education Coordinator, working closely with the Team Leader and the Special Needs Office who will ensure quality and provide specific feedback on the audio-lessons, training manual, practical assignments and technical guidance.

LWF shall provide:

* Guidance throughout all phases of execution.
* Approval of all deliverables including final sign offs for the purpose of making payments.Terms of payment The payment schedules shall be described in the contract
* LWF shall make all payments herein agreed upon after making the mandatory statutory deductions and other deductions such as taxes,as specified.

The consultant will be responsible for;

- Submitting a detailed proposal in conformity with the TORs specified herein

- Submission of all the required statutory documentation

- Production of deliverables in accordance with contractual requirements

- Preparation of a detailed follow‐up plan after the training.

1. **The training Process**

The training will be carried out in conformity with the principles, standards and practices of LWF. Trainees will be expected to attend all sessions, take all tests The Training Program

The trainers will prepare a program to conduct the training. The work plan will describe how the training will be carried out, bringing refinements, specificity, and elaboration to the terms of reference. It will be approved by LWF and form part of the agreement between the parties for how the training will be conducted.

**Presentation of Initial training output**

The trainers will present initial output (Draft report) and the outline of the training to the Education Coordinator before submission of the final reports in a week’s time after the day of training.

**Training Report**

The trainer will prepare a draft and then final consultancy reports in standard reporting format with a clear structure and table of contents.

1. **Deliverables**

The trainer will prepare:

* + 1. The training program
    2. Pre and Post training tests
    3. Training manual and other training material
    4. A draft consultancy report
    5. A final report with practical recommendations after the training

These deliverables are to be:

* + Prepared in English only.
  + Submitted to LWF electronically via email and/or electronic media storage devices.
  + Submitted in spiral bound hard copy format (3 Copies each)

Consultancy Work plan

Within two days of receiving the organization’s comments on the draft work plan, the consultant will produce a final consultancy work plan.

Draft Consultancy Report

The consultant will submit a draft consultancy report for review by the education coordinator and the Team leader) preferably 1 week after the close of the training.

Final Consultancy Reports

Within one week of receiving the EC’s comments on the draft reports, the consultant will submit final consultancy reports, including a consultancy executive summary.

1. **Qualifications and required competencies and documents to submit.**

University (preferably advanced) degree in Special Needs Education.

Experience & Competencies

* + Proven expertise in facilitating in-service teacher training on special-needs-education
  + Proven teaching experience in a refugee context in South Sudan
  + Proven understanding of the context and educational setting in South Sudan

Languages

* + Fluency in written and spoken English required.

What to submit:

* Cover Letter explaining why you are the most qualified for this consultancy including dates of availability.
* CVs of the pool of trainers to undertake the consultancy
* Scanned copy of highest degree and other relevant testimonials
* Detailed profile that has referees or equivalent assignments done
* A detailed methodology to be used to carry out the assignment.
* Prove of a curriculum to be used
* Detailed work plan.
* Detailed financial proposal with all related costs

1. **Consultant’s Work Place:**

Considering the COVID-19 pandemic preventive measures, the consultant will work from his/her home and is expected to send the audio’s (mp3) and training manuals via email.

1. **SUBMISSION OF APPLICATION DOCUMENTS**.

The required documents should be sent by email to ***lwfssd.consultancy@gmail.com*** and with the words “Consultancy for SNE Teacher Training”, as the title of the mail.

LWF reserves the right to reject any application(s) without disclosing the reasons. The deadline for application submission is 31st May, 2020 at 1800hrs EAT**.**

**LWF aligns and embeds ethics for safeguarding the interests/rights of children and all other vulnerable groups in all its research and communication. The consultant will have to sign to LWF code of conduct and child protection policy and will be expected abide by principles of non-discrimination, Child participation, informed consent, identification of risks, confidentiality and misuse of information.**