

Terms of reference (ToR)

A consultant to improve on the developed TVET teachers' pedagogical skill training manual.

Purpose:

The consultancy is to incorporate the new suggestions from the draft TVET pedagogical skill curriculum into the manual that was developed by FCA in collaboration with all the relevant stakeholders to train TVET during the EMPOWER project.

Background:

In 2021, FCA in collaboration with the MoGEI directorate for TVET conducted a consultative workshop to review the training manual that was used for TVET teachers' training in the EMPOWER I project and introduced international practices for TVET teachers' pedagogical skill training. The plenary suggested that the manual be aligned to 3 domains of knowledge, skills, and attitude and must include all the missing topics, to be reorganized to ensure coherent sequencing of the topics to meet the international best practices. In addition, the TVET pedagogical training to cover 128 hours that organized into 4 modules of 32 hours each.

In December 2022, a workshop was conducted to draft the structure of the curriculum for TVET pedagogical skills based on the 2021 recommendations.

Justification:

Training of the TVET trainers/instructors to improve their pedagogical skills and teaching practices, is needed in addition to the vocational expertise that they already possess. This, therefore, calls for improvement of the existing manual that is/was used for the training of TVET teachers in line with the draft curriculum. The current manual is not a training manual. It is like a handout which does not qualify to be called a manual. There is a need to structure and standardize it into an appropriate standard training manual that has a format, e.g. sequence of session, competencies, session objectives, session activity, time, and resources with references for trainers. The recommendation from the TVET Ad hoc committee from the April 2023 validation workshop calls for the addition of new content to improve the manual. FCA will also use this opportunity to ask the consultant to add the new content to the manual. Therefore, a consultant with extensive experience in training material development, teacher education, and capacity building/trainer of teachers will be required to undertake this assignment. The consultant should be able to conduct a pilot training to test the incorporated content in a workshop together with other TVET stakeholders.

Responsibilities of the consultant:

Working closely with FCA's Education Advisor and education team, to undertake the following duties:

- Reorganize the content of the current training manual to ensure coherent sequencing.
- Incorporate the new content into the manual as defined in the draft curriculum. (contents/topics to incorporate include;
 - ✓ *Introduction to communication and coaching skills,*

- ✓ *Classroom, workshop, and site management,*
 - ✓ *Safety at workplace,*
 - ✓ *Tests and measurements in TVET,*
 - ✓ *Professional Ethics & code of conduct,*
 - ✓ *Environmental Conservation & Climate Change,*
 - ✓ *21st century skills,*
 - ✓ *Quality control and quality assurance in TVET,*
 - ✓ *Introduction to research proposal and research methods,*
 - ✓ *Business entrepreneurship,*
 - ✓ *Leadership, administration, and management and*
 - ✓ *Inventory & store management*
- Facilitate a 2-day review workshop with TVET Ad hoc committees and TVET teachers.
 - Develop a detailed activity plan and submit it to FCA education advisor.
 - Prepare and submit a final report detailing recommendations and defined actions for the use of the manual.

Responsibilities of FCA:

- In collaboration with the MoGEI directorate for TVET, FCA shall organize and mobilize the Ad-hoc committee for TVET for the 2-day review workshop.
- Shall remunerate the consultant upon completion of the assignment and submission report to FCA as expert fees for manual improvement and 2 days' review workshop facilitation.

Reporting:

The Consultant shall report FCA Education Advisor and shall ensure quality and timely delivery of the expected results as per the schedule.

Timeline:

The assignment is proposed to take within a period of 15 days (October 30th to November 17th, 2023) however, these proposed days can be agreed upon based on the technical assessment by the consultant about the assignment.

S/No	Activity Description	Days
01.	Development and improvement of the content of the manual. Writing of new content and incorporating it into the existing manual would also be expected.	10 Days
02.	Facilitate workshop for manual review and recommendations	2 Days
03.	Final report upon completion of the assignment.	3 Days
	Total Days of Consultancy	15 Days

Payment structure

Task/assignment	Estimated Amount (USD)	Comment/remarks
1. Structure and improve the old manual to the required quality standards/format		This can be done offline while submitting accomplished deliverables. Virtual meetings shall be organized to discuss progress and milestones
2. Writing of 12 (twelve) new contents into the existing manual		
3. Facilitating a 2-day's manual review workshop in Juba		The consultant shall undertake this in Juba
Total		

- APPLICATION PROCEDURE
- The closing date for receipt of applications is Wednesday 8th November 2023 before 1600HRS CAT.
- The interested candidates should submit their applications by email with the heading "TRAINING MANUAL IMPROVEMENT" to Procurement.Ssuco@kirkonulkomaanu.fi
- The applications should include.
- A one-page cover letter indicating the consultant's expression of interest.
- Technical Proposal.
- A Financial proposal in USD Only. This includes technical fees other related costs relevant to the consultancy. FCA shall withhold 20% of the technical fees as per South Sudan taxation policy.
- The Detailed Curriculum Vitae of the Lead Consultant with at least 3 professional referees (official emails ONLY)
- 1 sample report of similar previous consultancy undertaken.