



**TERMS OF REFERENCE
FOR
“Professional Development of teachers“
Environmental Protection Society
in collaboration with
Pakistan Poverty Alleviation Fund (PPAF)**



Subject: Request to acquire services of a consultant /Individual for Professional Development training of teachers

1. Background:

EPS is implementing a project in collaboration with Pakistan Poverty Alleviation Fund (PPAF) titled “Programme for Poverty Reduction (PPR)” in two Union Councils of district Swat, tehsil Kabal. The main activities of the project are concentrated in UC Koz Abakhel and Hazara of Tehsil Kabal, Swat.

The project focus on strengthening, capacity building & advocacy initiatives for enrolment drives embraces of CRPs training to further enhance capacity of community on RTE, action plan & educational mapping leading to advocacy campaigns in target area. District development forum & round-tables of stakeholders.

Project also focusses on institutional support to identified schools in project intervention area for improvement & strengthening encompassing PTMCs capacity enhancement, teachers professional development trainings, events for student, provision of lab equipment's & teaching toolkits. Realizing the fact of geographic situation of intervention area project will support institutions in environment, gender mainstreaming & DRM. To address the access issue the project also emphasises on establishing enterprises around education to address access issue.

Summary of the Project

1.1. Overall objective

Promoting & improving access to inclusive, affordable, reliable and integrated educational service that contributes in poverty alleviation of poor and underserved communities across Pakistan.

1.2. Specific objectives

- Promote demand driven educational needs through participatory planning, linkage building, and programmatic integration, improved downward accountability of service providers and through synergies with specialized educational agencies.
- Support innovations in educational service delivery methods and encourage knowledge sharing to promote sustainable community based initiatives with entrepreneurial spirit

1.3. Objectives of Professional Development training

- To build capacity of in service teachers on joyful learning.
- Teachers should be able to learn new teaching methodologies
- Enable participants to understand the standards of quality education.
- Enable teachers to understand the rights of child.
- To introduce the teachers to innovative and activity based joyful learning methods for making the learning process attractive.
- To enable teachers to execute good classroom management skills in the classroom
- Participant should adopt activity based joyful learning skills in subject based teaching
- Orient teacher on the use of teaching kit and its use in the classroom.
- Strengthen the syllabus contents with the help of teachers
- Develop understanding of teachers on the child psychology.
- Female consultant to disseminate key messages on MHM & its impact on female education.

- Capacity building of teachers on language acquisition & dissemination of language skills to children.
- Inclusive education & gender mainstreaming.
- Usage of ICT innovation in teaching learning process.
- Teachers are sensitized that „children are equally intelligent, but their learning styles may be different“.
- Teachers are capable to know that children are treasure of knowledge; and we (as adults) lack capacity to explore them.
- Teachers may recognized that children are equally creative, but suffer when they do not have appropriate learning environment.
- Teachers learn that “Fear is one of the top barriers among children that directly disrupt the process of learning and creativity“

1.4. Project Area and Number of sessions

Participants: 18 Teachers from UC Hazara & Koz Abakhail each with 50% female ratio.

Duration: Two weeks (after date of signing agreement with EPS)

Numer of Events: Two events of five days each.

2. Scope of work

EPS intends to engage individual resource persons one Male and one female to conduct five days training on teachers professional Development one each for for male & female resource persons of union council Hazara and Kuz Abakhel of tehsil kabal District Swat..

The scope of work includes;

- Producing training schedule/ agenda, conducting training on the basis of module.
- The resource person will be responsible to follow the attached training contents/module.
- The resource person will reach the training venue on his/her own responsibility.
- A comprehensive report on the process and delivery of the training to be submitted.

Training hall, participants transportation, stationary and food will be EPS responsibility.

3. Qualification for individual Applicant:

Key individuals/firms should meet the following requirements and qualification:

- Minimum Master level qualification preferably Master in Sociology, Anthropology, English, Urdu or Education with B.ed/M.ed.
- **Male professional development training** event will require male individual.
- **Female professional development training** event will require female individual.
- Should have minimum five years’ experience in conducting professional development trainings.
- Shall have proved experience in report writing.

4. Other conditions:

All travel expenditure/arrangements should be covered in the total cost of consultancy, the consultant/ firm will carry full responsibility for all those arrangements.

5. Deliverables:

S.No	Description	Schedule
1	Training Module	Will be submitted along the technical and financial proposal
2	Training	Will be organized within one week of approval
3	Training report	Will be submitted in a week time after the training.

7.Duration of contract;

A specific agreement with selected individual will be signed by EPS to specify the time for conducting event and modalities of payments.

8.Source of Funds (SOF)

PPAF has provided the financial support under the Program for Poverty Reduction to EPS for the trainings.

9. Application process;

The individual shall send a five days training module/Agenda along his CV/profile and financial proposal in zipped folder through email & in hard form to the following address within one week of the advertisement. Any telephonic call influencing the hiring process will result in disqualification. Please do contact for any clarification on 0946-9240254.

Manager HR & Admn
Environmental Protection Society (EPS)
Darbar Saidu Sharif, Swat, Khyber Pakhtunkhwa.
E-mail: info@eps-swat.org
Web site: www.eps-swat.org

Note: EPS has the right to accept or reject any proposal without assigning any reason.

Kindly quote rate for training on quotation form (Page 4) and attach with application. Please provide cost breakdown for training. Please note that EPS does not provides transportation,boarding lodging, food & transportation costs. All these should be covered in training fee.



Request for Proposal (Training Services)

Closing Date:

QUOTATION FORM

S.#	Training	Number of Event	Rate per event	Total
Total	*****	*****	*****	

Name: _____ Date: _____

Address: _____

Contact Person: _____ Contact numbers: _____

Email: _____

Sign/Stamp:

I have read all the terms and conditions mention above and agree with.

Signature: _____

Stamp: _____