

**TERMS OF REFERENCE
FOR
“Professional Development of teachers“
Environmental Protection Society
in collaboration with
Pakistan Poverty Alleviation Fund (PPAF)
Program For Poverty Reduction (PPR) Batch 72.**

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

1. Agency profile:

Environmental Protection Society (EPS) is a local, non-political, non-ethnic and non-religious organization working in the Khyber Pukhtunkhwa since 1991. During its 25 years of services, the Society accomplished a number of mile stone in Social Mobilization/institutional development, WASH, Livelihood & food security, Community Physical Infrastructure Schemes, Health, Education and Disability. During this period EPS completed successfully more than 70 projects in partnership with national, international and UN agencies. EPS played its active role in relief, rehabilitation, early recovery phases and development during earthquake, conflict and flood of 2010.

Environmental Protection Society (EPS) entered into partnership with PPAF in 2010. The project aimed to target the ultra-poor and vulnerable poor of the three union councils Kuza Bandai, Tootano Bandai and Kanju in Tehsil Kabal of District swat. It has accomplished social mobilization with community institutions in place. Organizations (COs, VOs and LSOs) were formed. Community resource persons (CRPs) were trained, assets transferred to individual as well as groups. Individual and collective enterprises were established. These interventions were further supported with interest free loans provisions to individuals in union councils of Kuza Bandai, Tootano Bandai, Hazara & Kuz Abakhel.

EPS and PPAF has signed an agreement for implementing a Social Mobilization, livelihood Enhancement and protection , Establishment of Basic Educational and health services ,CPI program under Programme for Poverty Reduction (PPR) project in two Union Councils Hazara & Kuz Abakhel of tehsil Kabal, swat.

2. 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

2.1. 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.

2.2. 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

2.3. 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“

2.4. Project Area and Number of sessions

Participants: 30 Teachers from UC Hazara & Koz Abakhail each with 50% female ratio.

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

Total no. of Trainings: Two (five days)

3. Scope of work

EPS intends to engage individual resource person Male to conduct five days training on teachers professional Development for males & one female resource person to conduct female training on teachers professional development.

This scope of work has two training events. Training will comprise of five days.

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 arrange their own transportation to training venue, in case if training is held in a periphery, EPS will provide pick & drop to resource person, from EPS field office to training venue and back.
- A comprehensive report on the process and delivery of the training to be submitted.

EPS will provide refreshment to all training participants, training hall and stationary.

4. Qualification for individual Applicant:

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

- Minimum Master level qualification in case of individual, Applicant or firm, preferably Master in Sociology, Anthropology, English, Urdu or Education with B.ed/M.ed.
- **Male TOTs on professional development training** will require male individual.
- **Female TOTs on professional development training** will require female individual.
- Should have minimum seven to ten years' experience in conducting professional development trainings.
- Shall have proved experience in report writing.

5. 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.

8. 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.

9. Duration of contract;

EPS intends to enter into an agreement for one teachers professional development training, commencing from agreement date with the selected individual or firm.

10. Source of Funds (SOF)

PPAF has provided the financial support to EPS for the trainings.

11. Payment schedule;

Payment will be made in two installments,

- 1st installment will be paid at the end of the training.
- 2nd and final installment will be made on submission of training report.

12. Application process;

The consultant/firm shall send a five days training module/Agenda along his CV/profile and financial proposal in hard form to the following address with in five days of advertisement. T&F proposal should not exceed three pages, Consultants are requested to submit three pagers CVs. Any telephonic call influencing the hiring process will result in disqualification. Any query regarding the consultancy will be entertained only through mail (info@eps-swat.org)

E-mail: info@eps-swat.org
Web site: www.eps-swat.org

Interested consultants firms/individuals should apply with in five days of advertisement. Selection of consultant/firm will be on the basis of appropriate module, experience in community trainings and reasonable financial quotes.

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

Kindly quote rate for training on quotation form (Page 5) and attach with application. Please provide cost breakdown for training. Please note that EPS does not provides lodgeing, food & transportation costs. All the above mentioned should be covered in training fee.

Request for Proposal (Training Services)

QUOTATION FORM

S.#	Description	Unit Rate	Required	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: _____