



CALL FOR CONSULTANCY

Capacity Development on Facilitation Skills for Provincial-level Trainers of In-service Teacher Training in Lao PDR

Terms of Reference

Type of Contract:	Contract for Individual Consultant
Duration:	As soon as possible through 31 August 2018
Closing date:	30 March 2018

The United Nations Educational, Scientific and Cultural Organization (UNESCO) Office in Bangkok is seeking applications for an Individual Specialist to provide technical assistance in the development of a trainer's manual on facilitation skills for provincial-level trainers of in-service teacher training, as well as to facilitate a training of trainers workshop for provincial-level education officials responsible for delivering in-service teacher training workshops in Lao PDR.

Background:

The “**Capacity Development for Education 2030 (CapED) in Lao PDR: Capacity Development Support for Teacher Education in Lao PDR**” is a UNESCO’s country-supported programme designed to align with the SDG4-Education 2030 agenda, with a particular focus on teacher development. Through CapED, UNESCO provides targeted assistance and strengthen national capacities to enhance the quality of both pre-service and in-service teacher education, with a view to improving the quality of the teaching force in Lao PDR. The provision of in-service training to general education teachers at the provincial level is under the responsibilities of the Provincial Teacher Development Centers (PTDCs) as per its mandate identified in the Ministerial Agreement on the Establishment and Functions of the Provincial Teacher Development Center, dated 12/09/2014. The PTDC serves as the teacher-training arm of the Teacher Development Section within the Provincial Education and Sports Service (PESS). Currently, there are PTDCs established in nine provinces, namely Bolikhamxay, Champasack, Houaphan, Khammouane, Luang Prabang, Oudomxay, Phongsaly, Sayaboury and Vientiane province. For the provinces that do not have a separate PTDC, the responsibility to provide in-service teacher training falls under the Teacher Development Section in the respective PESS.

Given the important roles of the PTDCs and the PESS’s Teacher Development Sections, the CapED programme supports the capacity development of PTDC officials in nine provinces and PESS officials in 18 provinces to enable them to fulfil their responsibilities more effectively. It is hoped that their enhanced capacities will help them plan and deliver effective in-service training that meets the learning needs of the teachers they serve, contributing to the improvement of in-service teacher training systems in Lao PDR.

At the first step of the capacity development process, a capacity and training needs analysis was carried out in July 2017 to assess the existing capacity of PTDC and PESS officials, and identify the gaps between current and required levels of knowledge, skills and abilities to perform their tasks effectively. The results of the analysis revealed that there are capacity gaps among PTDC and PESS officials in three main areas, namely (i) strategic planning and management, (ii) training facilitation, and (iii) monitoring and

evaluation. In line with these results, UNESCO has developed a plan to provide technical assistance and financial support to enhance capacities of the PTDC and PESS officials in the identified areas.

Between November 2017 and February 2018, UNESCO supported the capacity development on strategic planning and project management for provincial-level education officials responsible for planning and project management through customized training sessions using a training module. The training module was built upon the existing materials used in the training of educational policymakers and planners provided by the Institute for Educational Administration Development.

At the next step, UNESCO will provide capacity development support to ensure that the trainers from PTDC and the Teacher Development Sections of PESS have basic training and facilitation skills for facilitating inspiring, engaging and effective in-service teacher training.

Objectives:

1. To develop essential skills for effective facilitation of provincial-level trainers from the Provincial Teacher Development Centers (PTDCs) and the Teacher Development Section of the Provincial Education and Sports Services (PESSs) in 18 provinces; and
2. To develop a trainer’s manual on facilitation skills for provincial-level trainers of in-service teacher training in Lao PDR to be used as a guideline for facilitating their in-service teacher training in the future.

Work Assignments:

Within the framework of the UNESCO programme “Capacity Development for Education 2030 (CapED) in Lao PDR: Capacity Development Support for Teacher Education in Lao PDR”, under the overall authority of the Director of the UNESCO Asia and Pacific Regional Bureau for Education, Bangkok, and the direct supervision of the Chief of Section for Inclusive Quality Education, ED/BGK/IQE, the Individual Specialist shall provide technical assistance in the development of a trainer’s manual on facilitation skills for provincial-level trainers, and facilitate a training of trainers workshop for provincial-level education officials responsible for delivering in-service teacher training workshops.

The Individual Specialist shall specifically perform the following tasks:

1. Review the existing training modules and materials relevant to essential facilitation skills that can be used as reference materials for the development of a trainer’s manual on facilitation skills for provincial-level trainers;
2. Prepare a proposal for the capacity development on facilitation skills for provincial-level trainers of in-service teacher training in Lao PDR. The proposal should specify the scope, approaches and work plan for the capacity development, in consultation with the Department of Teacher Education, Ministry of Education and Sports (MoES), and UNESCO Bangkok Office. The draft proposal should be submitted to UNESCO Bangkok Office by 27 April 2018;
3. In line with the approved proposal, communicate with the focal point of the MoES’s Taskforce for the Development of a Trainer’s Manual on Facilitation Skills to prepare for a workshop to develop a trainer’s manual including designing a workshop agenda. The Taskforce consists of approximately 15 competent trainers and facilitators from relevant MoES departments. The contact details of the Taskforce’s focal point will be provided by UNESCO Bangkok Office;
4. Travel to Lao PDR to provide technical guidance and assistance to the Taskforce in the development of a trainer’s manual on facilitation skills for provincial-level trainers. This includes facilitating a workshop on “Development of Trainer’s Manual on Facilitation Skills for Provincial-level Trainers”

(tentative title), to be organized by the Department of Teacher Education, Ministry of Education and Sports, with support from UNESCO Bangkok Office. The workshop is tentatively scheduled for five consecutive days from 14 to 18 May 2018 in Vientiane Capital. The objectives of the workshop are to (i) identify the capacity development scope on facilitation skills for provincial-level trainers from the Provincial Teacher Development Centers (PTDCs) and the Teacher Development Section of the Provincial Education and Sports Services (PESSs) who are responsible for delivering and facilitating in-service teacher training, and (ii) develop a trainer's manual on facilitation skills to be used in the subsequent training of trainers workshop for provincial-level trainers. The training manual should be designed to enable the target users to have basic knowledge and skills for facilitating training workshops for in-service teachers using appropriate techniques and tools, including planning, conducting, debriefing, reflecting, and evaluating a training session. It should also be designed so that the provincial-level trainers can use as a guideline for facilitating their in-service teacher training in the future;

5. Review the draft trainer's manual on facilitation skills and provide comments for improvements of the draft manual to the Taskforce;
6. Review the revised trainer's manual, and provide technical support to the Taskforce in the finalization of the trainer's manual;
7. Prepare a detailed agenda and necessary training materials for a "Training of Trainers Workshop on Facilitation Skills for Provincial-level Trainers" (tentative title). The training of trainers (ToT) workshop targets the provincial-level trainers from the PTDCs and the PESS's Teacher Development Section who are responsible for delivering and facilitating in-service training for teachers in their respective provinces. The objectives of the ToT workshop are to (i) train the provincial-level trainers from the PTDCs and the PESS's Teacher Development Section so that they are equipped with necessary knowledge and facilitation skills for delivering and facilitating in-service teacher training, and (ii) strengthen the capacity of the provincial-level trainers in facilitating effective training workshops for in-service teachers in their respective provinces. The detailed agenda of the ToT workshop and accompanying training materials should be submitted to UNESCO Bangkok Office by 15 June 2018;
8. Travel to Lao PDR to facilitate a "Training of Trainers Workshop on Facilitation Skills for Provincial-level Trainers" (tentative title), to be organized by the Department of Teacher Education, Ministry of Education and Sports, with support from UNESCO Bangkok Office. The ToT workshop is tentatively scheduled for five consecutive days from 9 to 13 July 2018 in Thalat, Vientiane province (exact venue to be identified);
9. Prepare a summary report on the capacity development on facilitation skills of provincial-level trainers of in-service training highlighting their enhanced facilitation skills, together with recommendations for the next steps of capacity development. The draft summary report should be submitted to UNESCO Bangkok Office by 15 August 2018;
10. Revise the draft summary report on the capacity development on facilitation skills of provincial-level trainers of in-service training based on comments from UNESCO, and submit the final summary report, together with proof of travels to Lao PDR, such as electronic air tickets and boarding passes, to UNESCO Bangkok Office by 31 August 2018.

In line with UNESCO's overall gender mainstreaming strategy, the Individual Specialist is expected to integrate a gender perspective and apply gender analysis and mainstreaming concepts whenever feasible.

The work shall be completed by 31 August 2018 at the latest.

Deliverables and Timeline:

Within the consultancy period, the Individual Specialist is expected to prepare and submit the following key deliverables:

No.	Deliverables	Timeline
1.	Proposal on capacity development on facilitation skills for provincial-level trainers of in-service teacher training	27 April 2018
2.	Detailed agenda for a ToT workshop on facilitation skills and accompanying training materials	15 June 2018
3.	Draft summary report on capacity development on facilitation skills of provincial-level trainers	15 August 2018
4.	Final summary report on capacity development on facilitation skills of provincial-level trainers	31 August 2018
5.	Proof of travel, such as electronic air tickets and boarding passes	31 August 2018

Terms of Payment:

The total consultancy fee will be paid to the Individual Specialist in three instalments as shown below:

No.	Deliverables	Date of Submission	Payment
1.	Proposal on capacity development on facilitation skills for provincial-level trainers of in-service teacher training	27 April 2018	30%
2.	Detailed agenda for a ToT workshop on facilitation skills and accompanying training materials	15 June 2018	50%
3.	Final summary report on capacity development on facilitation skills of provincial-level trainers, and proof of travels	31 August 2018	20%

Travel:

For Individual Specialist who resides outside of Lao PDR, UNESCO Bangkok Office will cover expenses related to his/her travels to Lao PDR to facilitate a workshop and a training of trainers workshop according to the agreed work plan in consultation with the Department of Teacher Education and UNESCO Bangkok Office. These expenses include (i) round-trip economy airfare for the most direct route between the Individual Specialist's country of residence and Vientiane, Lao PDR, and (ii) daily subsistence allowance based on UNESCO's reduced standard rates. In compliance with UNESCO administrative rules, any other expenses, such as private insurance and vaccination, will be the responsibility of the Individual Specialist.

Supervision and Working Agreement:

Under the overall authority of the Director of the UNESCO Asia and Pacific Regional Bureau for Education, Bangkok, and the direct supervision of the Chief of Section for Inclusive Quality Education, (IQE), the Individual Specialist will work closely with the Capacity Development for Education 2030 (CapED) Team in Bangkok. Technical guidance will be provided by UNESCO Bangkok staff, through regular communication by distance (via email, Skype, phone, etc.) and face-to-face if possible.

Qualifications, experience and competencies:

The Individual Specialist should demonstrate extensive knowledge on and experience in capacity development on essential skills for facilitating in-service teacher training, especially within context of the Asia and Pacific region. More specifically, the Individual Specialist should meet the following requirements:

Education:

- An advanced degree (Master's Degree or equivalent and above) in a field related to education, social development, or other relevant field of studies;
- Specialization in facilitation of training sessions, training of trainers, workshops, and meetings.

Expertise:

- Knowledge on and experience in in-service teacher training or other relevant areas;
- Knowledge and familiarity of the education system, particularly teacher education system, in Lao PDR would be an advantage;
- Experience of working with government ministries, particularly the Lao Ministry of Education and Sports, teacher training colleges, as well as UN agencies and NGOs on teachers and/or education-related projects, would be an advantage.

Skills:

- Excellent facilitation skills;
- Outstanding communication skills, with a good command of the Lao and English languages.

Application:

Interested individuals are invited to submit their updated CVs and a cover letter supporting their application and indicating an estimate number of working days and the consultancy rate per day, to the UNESCO Bangkok Office at the e-mail address below **by 30 March 2018**.

To the attention of:

Chief, Section for Inclusive Quality Education

UNESCO Bangkok Office

E-mail: ige.bgk@unesco.org

Only short-listed candidates will be contacted.