

EMBRACE: *Bearing witness, empowering, and mentoring for resilience and growth.*

Empower, Mentor, Bear-witness, foster-Resilience, Accept-diversity, Care, Empower

Title	National/ International Consultant for TMP training
Contact Type	Short-term Service Contract
Closing Date	7 th July
Duty Station	Online

Terms of Reference (ToR)

Background information/context

Saya Foundation is a nonprofit organization founded by passionate educators dedicated to fostering safe and inclusive education for a more equitable society. Our initiatives include comprehensive school support, tailored training programs for religious educators and teachers, online learning activities for children and parents, and the development of educational materials and resources. Through these efforts, Saya Foundation advocates for and raises awareness among stakeholders connected to children and educators.

Our Vision:

An Equitable Society through Safe and Inclusive Education.

Our Missions:

- Saya Foundation aims for a safe and inclusive education by :
- Imparting **technical support** to educators and learners
- Developing and disseminating **educational resources**
- Providing **material and financial support** to educators and learners
- Conducting **evidence-based advocacy** for safe and inclusive education
- Collaborating and networking** with other stakeholders

For more detailed information, visit our website at: www.saya-foundation.org

Overview of the Project

Since 2021, Saya Foundation has successfully implemented the Teacher Mentorship Program (TMP) aimed at supporting pre-service teachers and early-career educators. Recognizing the pivotal role teachers play in society, we believe in providing them with the essential competencies, guidance and support needed to start their professional careers effectively. To date, Saya Foundation has completed up to TMP cohort 11.

This year, Saya Foundation is expanding the impact of the Teacher Mentorship Program through three specialized streams: inclusive education, early childhood care and

development, and language teaching. These streams are designed to provide targeted support to educators in specific areas of need.

This TOR seeks to recruit 1 **Myanmar consultant** and 1 **International consultant** with extensive experience in Inclusive Education and a deep understanding of the Myanmar context. Both consultants will collaborate closely with Saya Foundation's teacher trainer to achieve the project's deliverables.

The ultimate objective is to ensure that participants in the TMP-Language Teaching are equipped with the right mindset, skills, and knowledge to create safe and inclusive learning environments for the children ensuring that all children, regardless of their abilities or backgrounds, have access to quality education. Additionally, completion of the TMP-Inclusive Education along with its certification, will significantly enhance participants' professional careers within Myanmar and beyond.

Objective

The overall objective of this project is to provide comprehensive capacity-building and mentorship support to pre-service teachers and early-career educators focusing on **Inclusive Education**.

The training program, spanning 7 days with both in-person and online components, aims to equip participants with high-quality, inclusive learning materials and training manuals.

Collaborating closely with teachers, partner schools, and experts, Saya Foundation seeks to co-create tailored programs that meet the diverse needs of teachers and children from various backgrounds.

The project emphasizes experiential learning methodologies, inclusion practices, and a partnership model to ensure effective learning outcomes and lasting impacts.

Through collaboration with various education systems such as missionary, monastic, and community schools, the project aims to strengthen capacity across diverse school settings.

Workstation and Travel Requirements

The consultant will work with the team for 10 full days, with some flexibility depending on agreements with Project Team members or other consultants working on the same activities.

Consultants can work remotely from anywhere online. If the consultant is based in Yangon or Mandalay, Saya Foundation's offices in both locations can be utilized. However, the consultant is responsible for bringing his/her own IT equipment and informing the team in advance. The consultant may not be required to travel to other locations.

Scope of Work

The project team is currently conducting research, drafting training plans, and performing internal reviews of the Teacher Mentorship Program with a focus on Inclusive Education. The Consultant will focus on the following activities outlined in the Terms of Reference (TOR):

Collaborate with trainers to develop a 7-day Language Teaching training plan, including guidelines and a course handbook for trainers.

Review, revise, and proofread training materials for the TMP-Inclusive Education program to assure quality, relevance, and effectiveness.

Ensure quality assurance of pre/post assessments and checklists related to TMP-Inclusive Education to optimize the training's effectiveness.

Mentor teacher trainers in developing quality teaching content, plans, and Inclusive Education specific materials.

Assist in designing and refining the interactive learning flow for Inclusive Education on the LMS.

Provide 5 unedited instructional videos on Inclusive Education topics for integration into the LMS.

Requirements

The qualifications and skills required for the role:

A Master's or Ph.D. degree in Education or a related field.

At least 5 years of experience as a training consultant or in a similar role.

In-depth knowledge of curriculum design, instructional methods, and training techniques.

Strong knowledge of Inclusive Education in Myanmar context

Proficiency in technology-based Learning Management Systems (LMS).

Strong collaboration and interpersonal skills.

Excellent organizational and time-management skills.

Expected Deliverables and Timeline

Consultants will in collaboration with Saya Foundation's project team will collaborate to deliver the defined outcomes.

The local consultant will leverage local wisdom to create a training program that is relevant and effective within the Myanmar context. The international consultant will focus on quality assurance based on international standards, ensuring the program meets global benchmarks. The teacher trainer from Saya Foundation will support both consultants in creating the necessary materials.

Together, they will work towards achieving the following deliverables:

No.	Deliverable title	Description	Final Date to Submit	Submit to
1	1 Participant Handbook on Inclusive Education	The handbook aims to furnish participants with essential information, including relevant articles and reading materials. The consultant will collaborate with trainers from the project team to develop this resource.	30 August 2024	Project Lead
2	1 Training Manual on	The training manual is designed to guide trainers by offering detailed information	9 August 2024	Project Lead

	Inclusive Education	and key messages regarding the content and activities essential for conducting the training sessions. The project trainers have already drafted it, but the consultant has to ensure its quality and effectiveness.		
3	5 videos on Inclusive Education topics (15 videos in total)	The videos will be incorporated into the Learning Management System to enhance participants' comprehension. The videos do not need editing and should be raw, but they must be high-quality. Each of the three trainers (SYF trainer, local consultant, and international consultant) should provide 5 videos.	30 July 2024	Project Lead
4	LMS course on TMP-Inclusive Education	The project team has drafted the LMS course flow, but the consultant is required to review, support in revising, and ensure that the LMS course is effective, easy-to-use for participants, and impactful for their learning.	30 September 2024	Project Lead
5	TMP-Inclusive Education Cohort 1 observation and reflection	The local and international consultants will support Saya Foundation's teacher trainer in conducting the jointly prepared training. While it is not necessary for consultants to attend sessions in person, the local consultant may attend some sessions if available. During and at the end of the training, the team will reflect together to address any necessary gaps, improve the training program, and compile a report on the quality, experience, and impact of the training.	25 October 2024	Project Lead

Status updates/reporting

The Consultant shall provide the following status updates for the duration of the services:

Weekly progress updates with the project team.

Close collaboration with trainers and the program coordinator.

Regular updates on the progress of the videos.

General Assumptions:

Collaboration and Communication:

Saya Foundation will provide continuous support and maintain regular communication with the consultants throughout the duration of the project.

Expertise and Experience:

The consultants are assumed to possess the required expertise and experience to carry out the tasks outlined in the TOR effectively and efficiently.

Timely Deliverables:

It is assumed that the consultants will adhere to the agreed-upon timelines and deadlines for deliverables.

Compliance with Standards:

It is assumed that the consultants will comply with all relevant educational standards, guidelines, and ethical practices.

Contextual Understanding:

The consultants are expected to have or quickly gain an understanding of the local educational context, including cultural, socio-economic, and policy environments.

Dependencies:

Data Availability:

The availability and quality of data from internal and external sources are critical for the consultants to conduct accurate analyses and make informed recommendations.

Timely Feedback:

The consultants' ability to make necessary adjustments and improvements depends on timely feedback from the hiring organization and other stakeholders.

Regulatory Approvals:

Any required approvals or clearances from regulatory bodies or authorities must be obtained in a timely manner to avoid project delays.

Payment information

Both the local and international consultants are requested to allocate 10 days of their time for this project.

Full payments will be made in October following the submission of reports. Timesheets must be submitted. A timesheet template will be provided to the consultants at the beginning of the partnership, and consultants need to submit them to the project lead.

Payment will only be made upon receipt of a valid invoice accompanied by the timesheet for the relevant period.

The allocation of days for each activity can be flexible and will be decided after meetings with the project team and other collaborating consultants to divide responsibilities.

Payment will be made based on the contractually agreed daily rate and only for the contractually agreed services.

The fees are inclusive of all costs, overheads, and expenses, including travel, subsistence, and accommodation.

Other important information

Communication and Reporting:

Regular communication and progress updates with the project team are essential. Reports must be submitted according to agreed timelines and formats.

Collaboration:

The consultant is expected to collaborate effectively with the project team, other consultants, and stakeholders to achieve project objectives.

Quality and Compliance:

Ensure all deliverables meet quality standards and comply with project requirements and guidelines.

Confidentiality:

Maintain confidentiality and handle project-related information with care, adhering to any non-disclosure agreements in place.

Feedback and Adaptability:

Be open to feedback and willing to adapt approaches based on project needs and feedback from stakeholders.

Documentation:

Maintain accurate records of activities, expenses, and any other relevant documentation as required by the project.

Professional Conduct:

Conduct all activities in a professional manner, adhering to ethical standards and demonstrating respect for cultural sensitivities and diversity.

Travel and Expenses:

If travel is necessary, ensure all travel arrangements are made in advance and in compliance with project policies. Keep accurate records of travel expenses for reimbursement.

Completion and Handover:

Ensure all deliverables are completed on time and facilitate a smooth handover of responsibilities as required at the end of the consultancy period.

How to apply for the services

Proposal Submission Channels: SYF will receive supplier proposals and quotations through email. info@saya-foundation.org/ pwintyeeewin@saya-foundation.org

Submission Deadline: All proposals and quotations must be submitted by the closing deadline date specified in the announcement (7th July). Late submissions will not be considered.

Required Documents: Suppliers are required to submit a curriculum vitae (CV), detailed proposal, and any other relevant documents as specified in the submission guidelines.