



## **RE-ADVERTISED Consultancy Opportunity**

### **TERMS OF REFERENCE**

#### **Tools Development and Trainer-of-Trainers in French Literacy Instruction for Early Grades**

**Due: Friday, September 20, 2019.**

##### **A. Introduction and Program Overview**

Nascent Solutions is implementing a five-year McGovern-Dole International Food for Education and Child Nutrition (MGD-FFE) project in Cameroon funded by the United States Department of Agriculture (USDA). The project is designed to improve the literacy skills of school-age children through improved literacy instruction, student attentiveness, and student attendance. The project supports 265 primary schools in the Adamawa, East, North and North West regions of Cameroon. Nascent utilizes a balanced approach to literacy instruction, with an emphasis on the key components of reading. The program provides continuous instructional support through a team of coaches working with groups of teachers.

##### **B. Purpose of this Consultancy**

The purpose of this consultancy is to develop French literacy instructional tools and conduct training for a pool of 30 trainers (literacy coaches, project staff and ministry of education officers) geared to provide practical, hands-on skills covering both *how* to teach and *what* to teach in French early grade reading classrooms. The TOT training is a 5-day training conducted in Adamawa, Cameroon.

##### **C. Consultancy Scope of Work**

Nascent is looking for interested international curriculum development/trainer(s) to undertake but not limited to the following tasks:

##### **Phase 1: Develop literacy instructional training materials**

- a. Review the French Cameroon curriculum for the purpose of tailoring the training program to meet the region's literacy skill gaps.
- b. Develop a proposal for the training curriculum, including training objectives, training topics and duration; discuss with Nascent for feedback and approval;
- c. Design a clear structure of the training materials (e.g. structure what letters/sounds are taught and when, with more frequent letters taught first so students can quickly start

sounding out real words) and discuss with Nascent for feedback and approval; Such tools must ensure context relevance, cultural and gender sensitivity.

- d. Develop the training materials, including trainer's facilitator's guide and teachers' handbook;
- e. Submit the draft version of the comprehensive set of training materials for approval

## **Phase 2: Training of Trainers (Literacy Coaching)**

- a. Design instructional tools and guidelines for the training of literacy coaches. Design a training course and training material for the TOT course.
- b. Conduct a 5-day training course (TOT) in French for a group of literacy coaches, project staff and ministry of education officers. The literacy coaches will provide training for teachers in their respective regions using materials developed above.
- c. Upon successful delivery of the training and approval from Nascent, conduct annual refresher TOT trainings with these group for the next 3 years.
- d. Provide reports on the training of trainers in English.

### **D. Deliverables**

- I. **A detailed workplan** for and roadmap for the development of the tools including Scope and Sequence for each module developed according to the template agreed with Nascent, which should include:
  - **Course outline:** Course objectives, course duration, training outcomes, course topics, training methodology, testing and certification if needed.
  - **Course structure and content:** Timetable and content for each training session of 90 minutes for every training day of the whole training duration;
  - **Lesson plans:** Lesson/ session title, lesson objectives, teaching methodology, main activities of each training session of 90 minutes.
- II. **Training materials:** Submit key training materials for the trainers/ facilitators including power point presentations, assignments, handouts, etc. which are required in the lesson plans. This curriculum and training materials will be used for the TOT training planned for October-November 2019. For the purpose of the training of trainers, the training program should be designed with the objective of enabling the TOTs (Literacy Coaches) deliver the training to teachers in their respective regions.

The Consultant(s) are expected to work from their home country while developing tools and be available for a week field travel to Cameroon between October 2019 and November 2019. Upon successful completion of all the deliverables and to the satisfaction of Nascent, the consultant(s) will be retained for subsequent refresher trainings occurring in 2020 through 2022.

### **E. Required Experience and Qualifications**

This consultancy is open to any individual consultant or consulting firms/ institutions whose activities are related to the objective and meet the following profile:

- High proficiency in English and French

- Expertise in literacy and demonstrated experience leading literacy programs in Sub-Saharan African context
- Experience with Early Grade Reading Assessments (EGRA) and Stallings Classroom Observation system
- Experience in delivering Training of Trainers Training in developing countries; classroom teaching experience is added advantage.
- Understanding of Teacher Coaching Models and peer learning methodologies.
- Experience with the Cameroonian or Central/West African education context.
- Demonstrated understanding of the French learning contexts.

**F. Responsibilities for Nascent**

Nascent will arrange and directly pay for the items below. These should not be included in the proposed budget.

- Ground transport within Cameroon
- Accommodation within Cameroon
- Venues and food at trainings/meetings
- Per diem for meals and incidentals
- Printing and copying of manuals, and any other routine office supplies
- Internet

**How to Apply**

**G. Expression of interest:**

Interested candidates should apply by submitting the following documents in a single PDF no later than **Friday, September 20, 2019**. Applications will be reviewed on a rolling basis; interested candidates are encouraged to submit applications early. All submissions must be made via email to [recruitment@nascents.org](mailto:recruitment@nascents.org) and must be in **English only**.

All expressions of interest should include:

- **Technical Proposal that** includes a brief capacity statement/ profile about the applicant with particular emphasis on relevant experience; understanding of the ToR and task to be accomplished. The CVs should not be more than 4 pages long.
- **Financial Proposal (budget and budget narrative) that includes** cost estimates for services including daily consultancy fees, travel costs and any other necessary costs. Please note that expenses paid directly by Nascent and listed above should not be included in the proposal.

**Any Questions**

Please contact Truphena Choti (PhD), Director of Education Programs at [tchoti@nascents.org](mailto:tchoti@nascents.org)