



DRAFT

TERMS OF REFERENCE (ToR) for Trainer/Facilitator- Enabling Writers Training Workshop

A. Introduction and Background

Nascent Solutions is looking for a Certified Bloom Trainer/Facilitator to organize two 4-day Enabling Writers Training of Trainers (TOT) Workshops in English and French geared to provide practical, hands-on skills on creating grade-level and decodable story books using Bloom Book Writing software.

Nascent is an Africa focused women-led international development organization founded 2004 with the mission of harnessing the creative entrepreneurial skills of target beneficiaries and strengthening their capacity to champion the development agenda of their communities. In the last 15 years, Nascent has mobilized resources and implemented programs in food security, nutrition, education, and maternal and child health, impacting the lives of over 10 million people in several African countries.

Nascent 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. 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 grade-appropriate supplementary reading materials to support literacy activities.

B. Purpose of this Consultancy

The purpose of this consultancy is to conduct two 4-day blended Enabling Writers Training of Trainers (TOT) Workshops (in-person and virtual) to support the development of appropriate grade- level and decodable books. Participants of the TOT training will be assigned to the Adamawa, East, North and North West regions of Cameroon. Target beneficiaries will include primary school teachers, college faculty, local writers, book illustrators and government officers. Qualifying TOT participants will be required to cascade the Bloom training and qualify to enroll in the Bloom Trainer Certification course.

C. Consultancy Scope of Work

Under the Supervision and in close cooperation with the Nascent education team, the Bloom expert will implement the following tasks:

1. Develop Enabling Writers workshop/training methodology, activities, and training/workshop schedule, and submit to Nascent for review and feedback.
2. Finalize Workshop methodology and training schedule.
3. Develop Decodable and grade -Level Reader templates.
4. Organize two 4-day blended training of trainers' workshops in English and French.

5. Design and conduct an evaluation of the Training workshops
6. Prepare and submit a Training report

Nascent will provide age/grade appropriate word lists or plain text, list of all graphemes, teaching order of graphemes, leveling criteria, and formatting criteria for the levels.

Deliverables

1. A detailed workplan and roadmap for the development of training/workshops, including training strategy (inception report)
2. Training materials: key training materials in English and French for the trainers/ facilitators including PowerPoint presentations, assignments, handouts, etc.
3. Decodable and grade -Level Reader templates
4. Successful delivery two blended Training of Trainers workshops, one in English, one in French.
5. Technical support to participants during the training workshop
6. Final report after the completion of the TOT workshops

D. 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 Enabling Writers Workshops in Sub-Saharan African context
- Experience in delivering Training of Trainers Training in developing countries; classroom teaching experience is added advantage. Experience in delivering virtual Bloom training is preferred.
- Bloom Trainer Certification is required
- Thorough understanding of the Bloom Book Writing Software
- Experience with the Cameroonian or Central/West African education context.
- Demonstrated understanding of the French learning contexts.
- International firms must include at least one Cameroon-based trainer on their team

How to Apply

E. Expression of Interest:

Interested candidates should apply by submitting the following documents in a single PDF no later than **Monday, August 24, 2020**. 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 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, and a sample outline of the training schedule. 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 (if any) and any other necessary costs.

F. Proposal Selection Process

The selection process of the trainer/facilitator will be based on the set of criteria developed by Nascent evaluation committee to grade proposals. All proposals will be evaluated using a combined scoring method. The Technical proposal contributes 60% of the score and the financial proposal 40%. The shortlisted candidates or firm may be requested to make a formal presentation prior to the final decision. Performance period begins September to December 2020.

Any Questions

Please contact Dr. Truphena Choti, Director of Education Programs at tchoti@nascents.org