

EDUCATION AND TEACHER TRAINING SPECIALIST
ADB EAKPF Project



I. Details:

- Name of Consultant: [NAME]
- Name of Organization: Teach for the Philippines
- Address: Unit 201 Asia Tower Condominium Paseo de Roxas corner Benavidez Street, Makati City, Philippines

- Primary Contact:
 - Name: Lirio Josefina G. Mapa
 - Position: Teacher Training Manager
 - Email: lirio.mapa@teachforthephilippines.org
 - Phone: +639178480631

II. Norms and Expectations

1. Read, understand and internalize the Core Values of Teach for the Philippines. Let these be your guide.
2. Be prepared to give and receive feedback. Refer back to Norm # 1.
3. Get to know and understand the Employee Manual and Code of Conduct. These reflect TFP's standards, which you will be expected to uphold throughout your engagement.
4. Language Requirements: Excellent English and Filipino
5. Skills Requirements: Creative, proactive, high sense of responsibility, organized, collaborative, communicative, willing to roll up sleeves
6. Technical Requirements: Strong education/training/facilitation background, familiarity and ability to use Google Workspace applications, experience writing modules/lesson plans, understanding of the Philippine public education system/context, knowledge and background in digital learning/functional literacy/life skills
7. Equipment Requirements: Laptop with Google Workspace, Zoom capability, stable internet access, Viber or Telegram

III. Contract Overview and Detailed Calendar

TERMS OF REFERENCE FOR CONSULTING SERVICES
EDUCATION AND TEACHER TRAINING SPECIALIST

A. Background

The TA seeks to enhance the quality of education in Asia and the Pacific through innovative initiatives for teacher professional development through the development of learning modules and training for teachers on digital literacy and technology education. TFP has been collaborating with DepEd to place TFP-trained teachers in poorly-resourced public schools. TFP teachers are selected from qualified, motivated college graduates' applicants based on academic achievements and content knowledge.

TEACH FOR THE PHILIPPINES, INC.

Unit 201 Asia Tower Condominium · Benavidez cor Paseo de Roxas Street, Legaspi Village, Makati City 1229 · Philippines
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TFP is proposing to develop additional learning modules and training for teachers that will enhance their digital literacy and allow them to maximize technology for instruction and the delivery of education interventions to as many as 200,000 students in the public schools. These modules will target improved proficiency for teachers in the use of digital office tools (documents for word processing, spreadsheets, use of online presentation tools), teleconferencing technology and online platforms. The modules and training will also target concepts around Digital Citizenship including but not limited to digital literacy (differentiating between factual and fake information), digital etiquette, digital responsibility and digital security. Material on the identification and prevention of Cyberbullying will also be included.

Secondly, these additional modules will equip teachers with skills to support remote and digital instruction of students. It will include modules and training for the different modes and models of distance education such as print-based, audio-based, multimedia-based, web-based and mobile technologies. The modules will focus on delivering instruction for the development of functional literacy (reading and numeracy) and socio-emotional skills.

The method for delivering the modules will also be mixed to account for differences in access (online or limited online capabilities) across the projected/target participants. TFP is well-versed in navigating this as its current programs in functional literacy and socio-emotional skills for parents and students are rolled-out through online sessions via teleconferencing or chat-based asynchronous methods that leverage SMS and phone calls for low-technology contexts.

B. Scope of Assignment

The role of the EDUCATION AND TEACHER TRAINING SPECIALIST (ETTS) is to enhance Teacher Professional Development for primary and junior secondary education in Philippine government schools. The ETTS will lead the development of new curricula and training material for pre-service and in-service professional development of teachers, covering 1,000 government teachers, through the in-service teacher training (INSET) of the Philippines Department of Education. Training materials developed through this TA will be available in an open domain.

The individual will reference training needs analysis done through prior TFP Projects and create modules relevant to teachers of Elementary and Secondary Schools. These modules integrate training strategies and global best practices, are based on Professional Development standards and curriculum competencies set by the Department of Education, and will be rolled out in pre- and in-service professional development sessions for public school teachers.

All modules must be culturally and gender sensitive so that they are relevant nationwide.

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The individual must work with the organization’s Program & Training Team in order to design a 250-hour curriculum, create a monitoring and evaluation plan, and develop monitoring and evaluation tools. They will also be consulted by TFP’s Marketing & Events Team for the delivery of modules through a Learning Management platform and the Data & Impact Assessment team for the development of data tracking systems and monitoring the training impact.

The ETTS will work with the Program & Training (P&T) Team, International Consultants, and Module Writers to ensure that the following deliverables are met:

- a. Main Outputs / Deliverables:
 - i. Preparation and Completion of Results Map / Training Curriculum
 - ii. Preparation and Completion of Quality Assurance (QA) Rubric for Module Review
 - iii. Preparation and Completion of Monitoring and Evaluation (M&E) Framework/Plan and Tools

- b. Other Outputs / Deliverables:
 - i. Oversee Preparation and Completion of Modules in accordance with the Results Map/Training Curriculum and QA Rubric
 - ii. Onboard Module Writers in accordance with the Results Map/Training Curriculum and QA Rubric
 - iii. Oversee Development of M&E Tools in accordance with the M&E Framework/Plan, including onboarding for M&E Tool Writers
 - iv. Prepare Final Curriculum Documents and Reports

The ETTS will report to the Program & Training (P&T) Director/Manager.

C. Schedule

The Contract Period is expected to begin on February 14, 2022 and will run for a duration of ~15 weeks until May 27, 2022. Working hours are from 8:00AM to 5:00PM, excluding weekends and holidays, or as agreed upon between the P&T Director/Manager and the consultant. Consultants are expected to attend scheduled meetings with either the P&T Director/Manager, International Consultants, and/or Module Writers within the contract period.

The indicative Contract Timeline will be as follows:

Indicative Timeframe	Activities and Tasks	Deadline
Day 1	Orientation and team alignment meeting - Review of Relevant Resources/References	-

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	- Understanding of expectations and agreement on deliverables/timeline	
Week 1 to 3	Preparation of Results Map/Training Curriculum and Module Quality Assurance (QA) Rubric	March 4, 2022
Week 4	Onboard Module Writers and QA reviewers	March 11, 2022
Week 5 to 6	Oversee Module Development	March 25, 2022
Week 7 to 9	Review Quality of Training Modules; Preparation of M&E Framework/Plan	April 15, 2022
Week 10 to Week 11	Onboard M&E Tool Writers and oversee M&E Tool development	April 29, 2022
Week 12 to Week 13	Review and approve final Modules and M&E Tools	May 13, 2022
Week 14 to Week 15	Prepare Final Curriculum Documents and Reports	May 27, 2022

D. Expertise Required

Bachelor's degree required, preferably in Social Sciences, Education, Psychology, Community Development or Management. Graduate degree in a related field is a plus. Extensive background (minimum 5 years) in teaching or developing and implementing curricula and education programs required. Proven ability to work well with a diverse team and diverse cultures. Proven knowledge of andragogy, pedagogy, module development and assessment.

Filipino Citizen or Resident. Fluency in Tagalog and English. Outstanding interpersonal and communication skills - communicating up, down, laterally, and externally. Excellent attention to detail. Excellent organizational skills. Strong written skills. Problem solving experience across a range of domain areas - including strategy, organization and operations. Ability to juggle multiple tasks at once and deliver excellently. Ability to make decisions and execute them. Strong technological skills (including knowledge of Google Workspace Apps) are required. Results-oriented and proactive/able to use initiative. Ability to deliver results on deadline.

E. Schedule of Payment (indicative)

You will be provided a total payment of Php 187,500.00* for 15 weeks (net of taxes) for the completion of your services, payable through the following terms:

- 30% of total payment, 1-2 weeks after completion and approval of the Results Map/Training Curriculum and the Module Quality Assurance (QA) Rubric.
- 30% of total payment, 1-2 weeks after completion and approval of M&E Framework/Plan and tool development.

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- 40% of total payment, 1-2 weeks after submission of final curriculum and reports.

**Amount stated above is inclusive of personal costs for internet usage and communications.*

Indicative Payment	Outputs and Deliverables	Indicative Payment Schedule*
30% of total payment	Submission of Results Map/Training Curriculum and Module Quality Assurance (QA) Rubric	<i>1-2 weeks after Indicative Submission Deadline</i>
30% of total payment	Submission of M&E Framework/Plan	<i>1-2 weeks after Indicative Submission Deadline</i>
40% of total payment	Submission of Final Curriculum and Reports	<i>1-2 weeks after Indicative Submission Deadline</i>

** Payments will be made 1-2 weeks after major outputs/submissions, to allow for processing of deliverables and the payment cheques*

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