



Terms of Reference (ToR) for Project Consultant

Project Consultant to Manage Online Learning Platforms and Train Teachers Online

1. Background:

TEN/MET is a consortium of 253 education Civil Society Organizations (CSOs), dedicated to revolutionizing education and advocating for equitable, inclusive, and quality education in Tanzania since 1999. The organization envisions a national education system that ensures all learners have access to inclusive, equitable, and quality education. TEN/MET is conducting a project on **Blending Technology and Teaching: Developing and Operationalizing an Effective ICT Training Program for Teachers using a Cascading Approach**. The project addresses Tanzania's education challenges in adapting to the Fourth Industrial Revolution (4IR) by proposing a blended teacher training program in ICT. With a focus on digital literacy, the initiative aims to bridge the skills gap, enhance teacher competence, and prepare students for the 21st-century workforce. The funds allocated for this project are entirely dedicated to public purposes. The objective is to develop a Training of Trainer program, cascading digital literacy skills to **200** teachers, conducting face-to-face training for **150** teachers, and guiding them to train **500** teachers and **5,000** students. Anticipated outcomes include improved ICT skills among teachers, enhanced access to quality ICT education for students, more interactive classrooms, increased teacher capacity to address diverse learning needs, and the creation of a collaborative and sustainable ICT learning community. Overall, the project aspires to elevate the quality of education and prepare Tanzanian students for the digital challenges of the future.

2. Context:

Tanzania is steadfast in implementing national policies for inclusive and equitable quality education, as articulated in the Education Sector Development Plan (ESDP 2022-2026). To address challenges of access, quality, equity, relevance, and management efficiency, technology plays a pivotal role. TEN/MET aims to leverage technology to enhance education but recognizes the need for improved skills among students, teachers, and schools.

3. Rationale:

The imperative for this initiative stems from the pressing need to empower teachers with the knowledge and skills required to seamlessly integrate Information and Communication Technology (ICT) into the teaching and learning process. TEN/MET recognizes that training teachers on ICT integration is pivotal for fostering a sustainable impact, allowing them to serve as catalysts of change who can cascade their acquired expertise to fellow teachers and students across the designated project zones.

In engaging with government institutions and development partners, TEN/MET aims to influence policies that not only provide access to quality education but also emphasize the critical role of technology in enhancing the learning experience. The organization acknowledges that the effective use of ICT in education demands a skilled teaching force capable of navigating digital tools and platforms.

The COVID-19 pandemic underscored the urgency of digital education, revealing disparities in the ability of teachers and students to adapt to online learning. By strategically focusing on equipping teachers with the proficiency to integrate ICT into their teaching methodologies, TEN/MET seeks to address these disparities. The goal is to create a multiplier effect where trained teachers become advocates and mentors, disseminating their knowledge to colleagues and students in the **25** project schools across various zones.

In essence, the rationale is rooted in the belief that by imparting ICT skills to teachers, the project will not only enhance the quality of education within the immediate context but also contribute to building a cadre of teachers capable of driving sustainable change and innovation in teaching and learning practices throughout Tanzania.

4. Objective:

TEN/MET seeks to engage a consultant to manage online learning platforms and train teachers, enhancing their technological capacities in integrating ICT into teaching and learning in schools.

5. Scope of Work:

The consultant will closely collaborate with the TEN/MET secretariat, utilizing various country status reports to identify knowledge gaps in integrating ICTs into teaching and learning. Proposed methodology may include; delivering training to 200 master trainers in digital literacy and ICT integration in an intensive four-day format, combining online and face-to-face components. This training will equip trainers to cascade digital literacy skills to other teachers effectively.

Online Training

Pre-Training Preparation:

- Orientation: Brief orientation session on Zoom/Google Meet and digital tools.
- Technical Setup: Ensure all participants have the necessary technology access.

Digital Literacy and Pedagogical Integration

- Overview of digital literacy and its importance in education.
- Hands-on demonstration of basic ICT tools (e.g., word processing, presentation software).
- Interactive discussion on integrating ICT into teaching practices.

Cascading Training Techniques

- Overview of the cascading approach and adult learning principles.
- Role-playing activities to practice training techniques for cascading knowledge.
- Q&A session to clarify key concepts and address participants' questions.

Methodology:

- Interactive Engagement: Utilize Zoom's interactive features (e.g., breakout rooms, polls) for active participation.
- Peer Learning: Encourage participants to share experiences and challenges in integrating ICT.

Assessment:

- Formative Quizzes: Short quizzes and polls during sessions to assess understanding.
- Homework: Develop a basic digital lesson plan to be used in the face-to-face session.

Face-to-Face Training

Advanced Digital Skills and Micro-Teaching

- Recap: Quick review of key concepts from the online session.
- Advanced Tools: Hands-on activities with more advanced digital tools (e.g., multimedia creation, virtual classrooms).
- Micro-Teaching: Participants conduct short ICT-integrated lessons, followed by peer and facilitator feedback.

Facilitating Cascading Training

- Workshop: Focused workshop on conducting cascading training sessions.
- Practical Application: Practice delivering mini-training sessions using the cascading model.
- Action Planning: Develop quick action plans for cascading the training to other teachers.
- Wrap-Up and Certification: Final assessment and brief certification ceremony.

Methodology:

- Hands-On Practice: Emphasize practical, hands-on activities to build confidence.
- Collaborative Learning: Facilitate a collaborative environment for peer feedback and support.
- Continuous Feedback: Provide real-time feedback during micro-teaching and practice sessions.

Assessment

- Summative Assessment: Evaluate micro-teaching and cascading session practice.
- Certification: Award certificates to participants who demonstrate readiness to cascade the training.

Post-Training Support

- Online Community: Set up a support group (e.g., Teachers WhatsApp Group) for ongoing collaboration and resource sharing.
- Follow-Up: Plan a short **online** follow-up session to address any challenges in cascading training.

Deliverables:

- Propose and manage an online learning platform in collaboration with TEN/MET ICT and knowledge management expert.
- Oversee the development of the teaching modules/manual.
- Conduct a 2-day online training for 200 teachers from the 25 project schools across zones.
- Conduct a 2-day face-to-face training for at least 100 model teachers from the 25 project schools across zones.
- Generate comprehensive training reports.
- Provide consultative technical support to the teachers for not more than 6 hours a week.

6. Required Skills and Experience:

- Advanced university degree (Masters or equivalent) in development studies, education, or a related field.
- Minimum of five years of relevant experience in managing online learning platforms/approaches.
- Experience working with multilateral organizations and/or NGO/civil society organizations.
- Excellent written and oral communication skills.
- Aptitude to work with flexibility and strategic thinking, both individually and as part of a team.

7. Submission Deadline:

Technical and financial proposals must be submitted in a well-sealed envelope addressed to the National Coordinator at TEN/MET's offices or via email (recruitment@tenmet.or.tz) by **September 7th October, 2024**.

Required Submission Documents:

- One-page cover letter summarizing relevant experience.
- Detailed CV.
- Financial and technical offers.
- List of previous work related to this assignment.
- List of three service references.

8. Timeframe:

The assessment will commence immediately after the signing of the contract and conclude within 7 days.