Terms of reference and call for consultancy services
1.0 Introduction
These Terms of Reference (TOR) also serve as a request for proposals from competent firms or qualified individuals that are interested in the delivery of training course/modules for instructors of vocational training institutions in Hoima, Buliisa and Masindi. The ToT will cover the aspects of pedagogy/andragogy as well as health, safety and rights in the context of an emerging oil economy in Hoima and Buliisa Districts in Uganda. The project details regarding contents of proposals and submission procedures are explained herein.

1.1 Programme background:
Living Earth Uganda (LEU) a natural resources and environmental management NGO based in Uganda in partnership with Living Earth Foundation, UK, have secured funding from European Union and DFID to deliver a project titled Jobs and Oil: Improving Access to youth employment in Western Uganda. The project is designed to support communities affected by the incoming oil and gas industry in Hoima, Buliisa and Masindi Districts, Western Uganda and at national policy level. The underlying impulse for the action is the desire for the achievement of MDG 1; the reduction of poverty in Uganda, through transparent and equitable use of oil revenues hinged on sustainable improvements in access to employment and improvements to lives, livelihoods and the environment and MDG 3; the promotion of gender equality and empowerment of women in Hoima and Buliisa Districts.

1.2 Objective
The cardinal objective for this intervention is to increase the quality of skills provision – by strengthening the capacities of instructors and trainers in BTVET institutions in Hoima, Buliisa and Masindi Districts.

2.0 The task in relation to the project
A consultative process, involving all key stakeholders in the action is aimed at designing a vocational programme which meets the needs of the oil industry and the local economy with a firm focus on providing employable skills which will be later piloted and mainstreamed in conjunction with the Ministry of Education Science Technology and Sports (MESTS), more so with the BTVET/TIET department, Uganda Vocational Qualifications Framework (UVQF) and other key stakeholders like the Ministry of Gender, Labour and Social Affairs.

In order to address the issue of offering the desired vocational program, a training if trainers (ToT) anchored on the adoption generic, didactic teaching skills aimed at addressing knowledge gaps in pedagogy and andragogy among tutors of vocational training institutes in Hoima.

Separate modules on employment rights and health and safety in the workplace have been developed and will also be delivered to instructors and students in the target districts.

3.0 Specific Objectives for the consultancy
1. Deliver a teacher/instructor training program in form of training of trainers (ToT) workshops on the developed modules.
2. Deliver tailor-made training workshops targeting the identified gaps in the current BTVET curriculum such as workplace health, safety and rights.
3.1 Methods to be used
The training programme will be on anchored on the adoption generic, didactic teaching skills aimed at addressing – knowledge gaps in pedagogy and andragogy among tutors from the vocational training institutes in the region. The training shall focus on the development of instructional approaches that will engender but not limited to;
- Adopting student-centred methodologies
- Assessing prior knowledge
- Promotion student participation
- Effective communication – speaking and listening
- Checking comprehension
- The development and use visual aids
- The development of effective assessment approaches

3.2 Skills/ Competencies
a. Relevant experience of working with BTVET institutions and training of instructors
b. Relevant experience in the development and delivery of ToT to instructors
c. Relevant experience in curriculum development for BTVET and working with MESTS authorities/departments.
d. Related training, qualification in the BTVET sector

4.0 Preparations of proposals
You are therefore requested to quote for these services by submitting separate technical and financial proposals for the consultancy including CVs for team as per the details herein. You are advised to carefully read the complete request for proposals document before you embark on preparing your proposal.

4.1 Scope
The consultants will be charged with the delivery of training program for instructors in BTVET institutions in the region focusing on pedagogy as well as health safety and workers’ rights.

4.2 Time Frame Work Effort & Timeliness
The assignment will be executed in a series of 5 days’ TOT workshops in a period not exceeding 9 months up to December 2016.

5.0 Expectations/activities for LEU and the Consultant

5.1 LEU commit its self to undertaking the following assignments
✓ Identify the instructors of vocational institutes in Hoima and Buliisa Districts to be trained.
✓ Contact and on behalf of the consultant engage the vocational institutions for the ToT
✓ Schedule the trainings
✓ Prepare workshop/training venue
✓ Prepare the training logistics

5.2 The consultant is expected to do the following
✓ Develop the training program based on the ToT modules already developed (please refer to the attached outline in the appendix).
✓ Deliver the ToT to the instructors
5.3 Deliverables
Specifically, the expected results from this exercise are as follows
- A training of trainers program
- Training reports for the ToTs

6.0 Reporting
The team will work closely with and report directly to the Project Manager LEU (Jobs and Oil project) on all matters pertaining to the assignment.

7.0 Preparation of the financial proposal
Financial proposals should include the following documents and/or information

A detailed budget in Uganda Shillings where all the costs to be incurred are to be clearly specified indicating the all the taxes payable.

8.0 Submission of the proposals
Interested consultant(s) should deliver, or email their proposal (both technical and financial) to The Executive Director, Living Earth Uganda, Plot 409, Canon Njuba Road Nakulabye, P.O. Box 28694, Kampala, or Plot 11, Tayali Drive, Hoima Town, or by email to swithermt@livingearthuganda.org.com and john@livingearthuganda.org not later than Tuesday 29th March, 2016 at 5.00pm.
# TOT CONTENT OUTLINE FOR INSTRUCTORS

<table>
<thead>
<tr>
<th>Unit</th>
<th>Terminal Performance Objectives (TPO)</th>
<th>Content /Training Details</th>
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| 1. TVET Background and its operation | ● Appreciate the current trends in TVET | ● Paradigm shift in Technical/Vocational Education and Training  
● Objectives of Technical/Vocational Education and Training  
● Planning for Competence Based Education and Training  
● Training Management Cycle  
● Professional Ethics and roles of an instructor |
| 2. Preparation for instructional Delivery | ● Prepare relevant instructional documents for effective training | ● Planning in Competence Based Education and Training  
● instruction documents and their Importance  
● and effective use relevant of instruction documents | Instructional Preparation |
| 3. Visualization of Instructions | ● Develop effective instructional visuals | ● Introduction to visualization  
● Levels of visual abstraction and colour basics  
● Lettering for effective visuals  
● Visual layouts and balance  
● Techniques of visual development |
| 4. Instruction techniques for both skill and knowledge | ● Carry out micro instruction of both skill and knowledge lessons using relevant methodology | ● Platform  
● Effective  
● Application  
● Practice a |
| 5. Introduction to Training Evaluation | ● Evaluate students learning and performance | ● Concepts of training evaluation and assessment  
● training evaluation  
● and Assessment of trainees  
● assessment tools |
| 6. Occupational Health and Safety Management | ● Manage health and safety in the workplace | ● Employee rights, welfare and labour legislation  
● health and safety (Duties and responsibilities for organization and individual).  
● concerns in occupational health and safety.  
● identification, investigation, and reporting.  
● planning and accident prevention  
● engineering and Housekeeping (Machines and tools/equipment and personal protection)  
● and Injury management  
● disposal and environment protection |

Employee  
Occupational  
Gender  
Hazards  
Safety  
Safety  
First Aid  
Waste