Terms of reference for consultancy services
1.0 Introduction
These Terms of Reference (TOR) qualified individuals that are interested in the development and delivery of a teacher training course/modules for teachers of Mathematics and Science(s) in secondary schools. The intervention is also referred to as Science, Technology Engineering and Maths (abbreviated to STEM). The STEM program will be implemented in Secondary schools in Hoima and Buliisa. The ToT will cover the aspects of teaching methodology in view 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, Comic Relief 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 and Buliisa Districts, Western Uganda and at national policy level.

1.2 Objective
The cardinal objective for this call is to better the quality of skills provision in STEM subjects – by strengthening the capacities of teachers of mathematics and Science based subjects in secondary schools in Hoima and Buliisa through tailor made instructional approaches.

2.0 The task in relation to the project
A consultative process, involving all key stakeholders in the action is aimed at designing a training programme which meets the needs of the local secondary schools with a firm focus on providing appropriate teaching skills that will make the teaching of mathematics and sciences more innovative and attractive to students. This program will later be later piloted and mainstreamed in conjunction with the relevant departments in the Ministry of Education and Sports (MoES).

In order to address issue of offering the desired program, a ToT anchored on the adoption generic, didactic teaching skills aimed at addressing – knowledge gaps in pedagogy and andragogy among teachers of Mathematics and Science based subjects in Hoima and Buliisa will be designed and delivered to 50 teachers.

3.0 Specific Objectives for the consultancy
1. To design a consultative process, involving all key stakeholders in the action that will engender the delivery of a STEM programme that shall meet the needs of the local secondary schools.
2. Design a teacher training program and conduct a ToT on the developed training approaches to the teaching sciences and mathematics in secondary schools. Specifically, five subjects of Mathematics, Chemistry, Biology, Physics and Agriculture will be targeted.
3. Develop a training program aimed at piloting a STEM program in 10 secondary schools in Hoima and Buliisa.
4. In consultation with the MoES, develop an extension program for the STEM subjects
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 teachers of mathematics and sciences (STEM Subjects) in secondary schools in Hoima and Buliisa. 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 approaches
- Effective communication – speaking and listening
- Checking comprehension
- The development and use of tailor made instructional materials aids
- The development of effective assessment approaches
- The development and use of appropriate technologies

3.2 Skills/ Competencies
a. Relevant experience of working with Secondary Schools and of teachers of STEM subjects
b. Relevant experience in the development and delivery of ToT to teachers of STEM subjects
c. Relevant experience the development of training programs for STEM teachers including working with MoES authorities/departments for their adoption.
d. Related training, qualification in the sector with emphasis to STEM subjects in secondary schools

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 activity will aim designing of an in service teacher training programme in collaboration with the Ministry of Education and Sports and in consultation with relevant department(s). After the orientation and scoping meeting, be required to develop and deliver a training program for teachers of Sciences and Mathematics in Hoima and Buliisa. You will also oversee the delivery of STEM subjects by the trained teachers in the selected secondary schools.

4.2 Time Frame Work Effort & Timeliness
The activity process will take approximately 15 working days.
5.0 Expectations/activities for LEU and the Consultant

5.1 LEU commit itself to undertaking the following assignments
✓ Identify the STEM teachers in Secondary Schools in Hoima and Buliisa Districts to be trained.
✓ Contact and on behalf of the consultant engage the Secondary Schools for the training(s)
✓ Schedule the trainings
✓ Prepare workshop/training venue
✓ Prepare the training logistics

5.2 The consultant is expected to do the following
✓ Undertake a one 2 day orientation/scoping workshop for the STEM teachers.
✓ Develop the training program for the teachers after the orientation and scoping workshop
✓ Deliver the ToT to the Secondary School Teachers of Mathematics and Sciences
✓ Oversee the implementation of the STEM program in the secondary schools

5.3 Deliverables
Specifically, the expected results from this exercise are as follows
- Training modules for training of trainers (TOT) program for the teachers
- A training program for piloting the STEM subjects in Secondary School in Hoima and Buliisa.
- Produce a training report for the STEM teachers

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 exercise of module development).

7.0 Request for Proposals
LEU invites proposals from organisations, or individuals, with the experience and skills described above. Joint bids are welcome. Tenders should include:

i. A cover letter introducing the consultant/organisation and how the skills and competencies described above are met, with concrete examples.

ii. A 2-page outline of the proposed assessment process including:
   a. Proposed outline methodology
   b. Management arrangements

iii. An indication of the amount the consultant expects to be paid as fees

iv. A 1-page CV for each evaluator
v. One example of a previous similar assignment undertaken

8.0 Submission of the proposals
Proposals should be emailed to info@livingearthuganda.org with a copy to swithern@livingearthuganda.org and john@livingearthuganda.org by **Mid-day on Friday 23 January, 2015**

NB: Please note that only successful applicants will be contacted.

9.0 Further information, please contact:

Project Manager
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Telephone: 256 414 531246 or 0758 881237