



## IOM Terms of Reference for Teacher Training in Khartoum

April 2018

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### 1. Context of assignment

IOM activities in Sudan cover a broad spectrum of migration related issues, including assistance to Internally Displaced Persons and Host communities, capacity building of the Government of Sudan on migration management, including migration policy and governance, border management and counter-trafficking, research on migration trends and patterns, direct assistance to vulnerable migrants, as well as awareness raising among migrant communities on risks of irregular migration.

In October 2015, IOM Sudan established a Migrant Resource and Response Centre (MRRC) in Khartoum. First of its kind in Sudan, the MRRC acts as a hub for information and services to migrants in Khartoum, both directly as well as through referrals. IOM Sudan is also in the process of establishing an MRRC in East Sudan. Within the context of its collaboration with and outreach to the various migrant communities in Khartoum, the MRRC team also works with migrant community schools to provide support to migrant children at risk of school drop-out and provide targeted capacity building and training to school staff as required and within the limits of the resources available. Specifically, the MRRC team works with five migrant community schools operating in Khartoum: 2 Ethiopian community schools; 2 Eritrean community schools and 1 Congolese community school. The schools are funded, resourced and staffed by the communities.

Based on the needs identified, IOM aims to build the capacity of teaching and administrative staff within these schools. The improved standard of teaching and management is expected to have a positive effect on teacher retention, school systems and student attainment and in the long term lead to better educational outcomes within migrant communities.

### 2. Purpose of the Assignment

The purpose of this assignment is to improve the standards of teaching within migrant community schools in Khartoum through providing (1) a teacher training course for teaching staff covering key aspects of educational pedagogy and (2) a training on school management for the schools' management teams. In doing so, IOM will build the capacity of migrant schools to contribute to improving educational attainment of migrant children in view of improved socio-economic outcomes of migration communities.

### 3. Core functions and responsibilities

The selected service provider will be expected to provide **one or both** of the following services:

#### (A) 5-day teacher training course to community school teachers

- Conduct a 5-day comprehensive teacher training course to a group of 23 teachers from 1 migrant community school in Khartoum;



- Included in the training course should be sessions on: The principles of education; psychology of education; behavior management; developing schemes of work and lesson planning; differentiation; and parental engagement.
  - Training to include practical learning opportunities for participants;
  - Service provider to distribute course material to participants;
  - Conduct 2 one-day follow-up visits at the school focused on providing mentoring; each day is expected to consist of a min. 5 hours of training; light refreshments and lunch should be provided;
  - Course is expected to take place between 13 and 31 May 2018.
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- Note that conditional on the success of this training, 81 teachers from 4 other migration community schools will be trained.

And/ or

(B) 3-day management staff training course to community school management staff

- Deliver one 3-day comprehensive training course on school management for 15 staff from 5 migrant community schools in Khartoum;
- The training course must include sessions on: Improving teaching and learning standards; monitoring attainment; school finances; safeguarding; and parental engagement;
- Service provider to distribute course material to participants;
- Training to include practical learning opportunities for participants;
- Conduct 1 follow-up visit per school focused on providing mentoring; each follow-up visit is expected to include 5 hours of training; light refreshments and lunch should be provided.
- Course is expected to take place between 13 and 31 May 2018.

**4. Key outputs**

- Detailed draft agenda for the duration of the training courses;
- Training materials;
- Report on the evaluation visits carried out to the school.

**5. Required qualifications and experience**

- Service provider is expected to be an accredited education training provider in Sudan with a minimum of 8 years of experience in provision of education training;
- Trainers have to be fluent in English and Arabic.



## 6. Timing

- The provisional timetable for the service provider is as follows:

Date	Activity
06.05.2018	Submission of Proposal
07.05.2018	Review and selection of service provider by IOM
13.05.2018	Preparation of agenda and course outline, review by IOM
13.-31.05.2018	Training of teachers
01.06.-15.06.2018	Follow-up evaluation visits to migrant school
28.06.2018	Submission of draft report, review by IOM and finalization

## 7. Application Process

Interested service providers can submit

- 1) a *complete* proposal for both services (i.e. 5-day teacher training *and* 3-day management staff training)  
or
- 2) individual proposal for one service *only* (i.e. 5-day teacher training *or* 3-day management staff training)

Service providers completing a proposal for the 5-day teacher training course should include in their budget the cost for the first training of 23 teachers and the costs for the subsequent training of 81 teachers over two sessions.

The interested applicant is invited to submit to IOM Sudan specific documents as stated below:

- Updated CVs of team members and contact details;
- A proposal discussing the training curriculum, including a work plan (agenda and time line with available dates to deliver trainings) that will be adopted in carrying out the tasks in the ToR;
- A financial proposal in US Dollars, covering all related fees, including but not limited to printing of course material, hall rent and catering.

Proposals consisting of above three elements shall be submitted electronically to Mohamed Nujumi, [mnujumi@iom.int](mailto:mnujumi@iom.int) and Anne-Katrin Feigl, [afeigl@iom.int](mailto:afeigl@iom.int) by 06 May 2018.