

Services to be expected by the Consultant for Subject Specific Manual Integrated Education Learning Program (IELP)

SEF is expecting the following two-fold services from the interested applicants to be offered during their time of engagement with SEF:

Capacity Building of Trainer

- The consultant is expected to conduct Six days Capacity Building Sessions to orient the LSU trainers about the content of the manual and the relevant teaching pedagogies as per following schedule:
- The consultant is expected to orient and brief the LSU-Trainers about the Workshop design

Material Development

- The consultant is expected to develop (name of subject) Trainer Manual from grade I to grade VIII (separate manual for grade I-V and VI -VIII), keeping in view the books of Sindh Text Book Board to facilitate trainers for building their own capacity for cascading the training to program beneficiaries
- The consultant is expected to examine the National Curriculum (NC) before developing any manual/material for the assigned task
- The consultant is expected to analyze the competencies and standards mentioned in National Curriculum to prepare any resource material or design activities to enhance the capacity of the teachers/trainers
- The consultant is expected to submit the detailed report of the NC analysis for further reference to LSU
- The consultant is expected to submit the first Draft (English Only) to the Review Committee Sindh Education Foundation for its review on a below mentioned deadline
- Each training manual is expected to comprise the following sections:
 - Introduction
 - SMART Objectives of the training manual
 - Expected learning Outcomes with Expected Competencies
 - Clear training agenda
 - Outline/Table of Contents of Training Manual
 - List of Abbreviations(*if required*)
 - List of Key Words
 - Subject Specific Content(*on mutually consented topics*)
 - Subject Specific Appropriate Teaching Methodologies(*in relevance with the above-mentioned topics*)
 - Prototype Lesson Plans(*if necessary*)
 - Yearly and Monthly Scheme of Work
 - Subject Specific Assessment Techniques(*if necessary*)
 - Pre-Training Assessment Tool
 - Post-Training Assessment Tool
 - Activity bank suitable for subject specific trainings(*if appropriate*)
 - Power Point Presentations/Additional material needed for conducting trainings(*if necessary*)

Deadline for Manual Submission

It is noted that the deadline for the Manuals from **Grade VI-VIII is June 15, 2012** while the submission deadline for the Manual from **Grade I-V is June 25, 2012**.