

REQUEST FOR PROPOSAL (RFP)

Issued: 11 July 2020 RFP # (346)

Background

Social Development and Research Organization for Afghans (SDROA) is a non-governmental organization. We are implementing educational programs in various provinces of Afghanistan that enhances the capacity of the youth to step up as leaders in the future. The various educational, capacity building, and awareness programs will provide opportunities for those who are seeking to unlock their potentials and move forward to contribute in the nation building.

Introduction

The COVID-19 pandemic has affected the education sectors globally and institutions are being challenged to organize their programs through alternative approaches. SDROA has been conducting virtual English language classes/programs to address the needs of the community during this unprecedented time. The ELTs have been running classes online using Google Meet, ZOOM, Google Classroom, and WhatsApp messenger. Online instruction has its own challenges and the English teachers are required to be equipped with skills and strategies to address these challenges and learn how to teach effectively and efficiency in an online environment. The purpose of this online training will be to provide the teachers with necessary skills and enhance their capacity to teach online.

Requirements:

Under the direction of the English Program Manager, the training material developer and trainer will develop materials and content for a 20-hour Online English Language Teacher Training. The trainer is responsible to plan, design, develop and implement interactive and relevant materials and activities according to ELTs' needs especially focusing on online instructional skills and handling online instructional challenges. He/she is also required to provide timely drafts of training material development as requested and revise them if necessary. The incumbent should also train the ELTs online based on the developed materials and activities.

Curriculum Development and Delivery:

- Plan, design, develop, and implement professional development online teacher training curriculum to address online instructional skills and strategies.
- Develop a work plan and timeline to deliver content and drafts of materials as required.
- Design and develop complex and interactive lessons, presentations, and activities with relevant audio-visual graphics.
- Include the teacher training curriculum learning objectives and assessments for each module and the whole training program.

- Design and develop the training curriculum and materials, using advanced instructional design methodologies that can be applied to English teachers with different instructional proficiency, allowing the trainers to seamlessly deliver the content virtually.
- Analysis of the pre and post training assessment (I-Can Statement survey) and develop an array of recommendations for the future trainings.
- The incumbent can work with a co-trainer but the compensation should be included in the payment plan as a single package.
- The incumbent may be requested to deliver this training package two times given the number of teachers who need this training.

Qualifications

- Minimum of Bachelor's Degree and experience with ESL or EFL.
- MA in TESOL or some Education graduate work preferred.
- Experience in online training sessions delivery preferred.
- Experience in conducting teacher trainings and material development.
- Proficient in MS Office Suite and Google products, ZOOM, Google Meet and other relevant applications and tools for teaching online.
- Experience creating interactive PowerPoint presentations.
- Willing to work independently and with our team to meet rigorous deadlines.
- Self-motivation and ability to work with little or no supervision.
- Proven ability to oversee all technical aspects of the training from start to finish.
- Strong attention to details.

Certificates, Licenses, Registrations

- Professional training, online instructional design, or facilitation certifications from accredited organizations and institutions are preferred.

English Language Online Professional Teacher Training Material Development and Training Delivery Submission Guideline

Current Curriculum

The LLCs English Language teachers were teaching the New Interchange Fourth Edition Series in their physical classes before the pandemic. They are familiar with teaching multi-skill books and have taught students from intro to advanced level. Currently, with the online classes, the teachers have been teaching two classes, Academic Writing and Speaking Skills with a group of intermediate plus young adult students.

The Audience

There are 45-60 English language teachers who will participate in this training. The majority of the English teachers have 3 to 5 years of teaching experience with various instructional proficiency and are between 20 to 30 years old. Almost all of the ELTs have no background of online teaching and this is a totally new experience for them. The ELTs have been running classes online using Google Meet, ZOOM, Google Classroom, and WhatsApp messenger. Online instruction has its own challenges and the English teachers are required to be equipped with skills and strategies to address these challenges and learn how to teach effectively and efficiency in an online environment. The purpose of this online training will be to provide the teachers with necessary skills and enhance their capacity to teach online.

Training Schedule: 20 hours/Between 8:00 AM to 4:00 PM Afghanistan Time/Late-July, 2020. The training can be scheduled 4hrs/day over five days.

Submission Requirements

1. The incumbent is required to submit a work plan with timeline to deliver the content and materials for the training (Excel file).
2. The incumbent should select one of the training topics outlined in the next page and submit a sample lesson. The sample lesson should have clear goals and objectives including the supporting materials (facilitators/participants guide notes, activities, and links to any audio-visual graphics) and references. (Word file).
3. Submit an updated CV along with three references who can verify the candidate's training and materials development capability (PDF file)
4. Submit a compensation/payment plan that shows Level of Effort per hour including preparation time (Excel file).

Submission Deadline: July 20, 2020

Submission Email: apply@sdroaf.org

Note: The incumbent may be requested to deliver this training package two times given the number of teachers who need this training.

Online Training Topics

#	Topics	Expected Session Time Including Break Time
1	Online Teaching Challenges and Recommendations	60
2	Maintaining Student Motivation While Learning Online	60
3	Online Teaching Tips and Tools in Under Resource Context	90
5	Online Student Engagement Activities: Warm Ups, Games, Class energizers	90
6	Online Student Assessment Tools: Google Form Quiz, Google Classroom, In-class assessment	150
7	Speaking Skills Activities for Online Classes	120
8	Academic Writing Activities for Online Classes	120
9	Listening Skills Activities for Online Classes	120
10	Reading Skills Activities for Online Classes	120
11	Lesson Planning for Teaching Live Sessions	120
12	Online Safety for Students and Teachers	90
13	Final Recap and Summary	60
	Total by Minutes	1200
	Total by Hour	20

The teacher training should encompass contemporary teaching techniques and methodology overall. Considering the teachers' need the incumbent is expected to design, develop and deliver an integrated, interactive and comprehensive online professional development training package. The incumbent may choose to bring changes in the order of the training topics outlined above as necessary to make the content delivery more relevant or smoother for the audience.