



Terms of Reference

Evaluation of Teacher Training

Background of SCA

SCA has been operational in Afghanistan for over 30 years. Currently, SCA operates in 14 out of 34 provinces in Afghanistan. The SCA presence in Afghanistan consists of the Kabul Management Office (KMO), five Regional Management Offices and three Liaison Offices. SCA receives funds from various international and private donors, mainly from the Swedish International Development Agency (Sida). With more than 6,000 Afghan employees, it is one of the largest organizations in Afghanistan. In recent years, SCA has shifted from being a mainly humanitarian organization by incorporating development programming. SCA utilizes the Rights Based Approach in its programming. SCA supports education, health, and disability programming and contributes to development in rural areas. SCA puts more emphasis on capacity development of individuals and organizations, including civil society organizations, with the aim of enhancing their capacity to advocate for their rights. SCA also supports empowerment and rights of women throughout its programmes.

Vision:

The vision of SCA is *'An Afghanistan free from poverty, violence and discrimination, where human rights are respected and all live in dignity, enjoy equal opportunity and social justice'*

Mission:

The mission of SCA is *'To empower individuals, communities and local organizations, primarily in rural areas and with particular focus on women, girls, boys and vulnerable groups such as people with disabilities, so that they may participate fully in society and influence their own development'*.

SCA's Education Programme

SCA has been involved in implementation of education projects that include capacity development, advocacy and service delivery since 1984. Currently the programme is being implemented in 70 districts across 14 provinces. Through the Education Programme SCA aims to provide equal access to quality educational opportunities. SCA's Education Programme aspires to: Improve students access to education and provide an inclusive learning environment for all children; Enhance effective teaching and quality in education; Support community-based organisations in target communities and professional associations to be more self-organised, representative and to fulfil their responsibilities in the promotion of, and advocacy for accountable and responsive education services and; Provide support to Education authorities to enable them have the required capacity to ensure sustainable, inclusive and effective education services in Afghanistan

Background information: Enhanced effective teaching and quality in education

Teachers are the most influences factors in students learning outcomes. Thus, SCA recognizes that the quality of teachers and quality of teaching plays key role in overall learning outcomes of students. SCA annually trains specific number of teachers in its supported community based schools who demonstrate and practice improved pedagogy in classrooms. The grade passing rates of students is a clear indicator to provision of quality education in SCA supported schools.

Main trainings initiated by SCA are: inservice teacher trainings, subject knowledge and teaching competencies, pedagogy, Project based learning, Mentorship, Special Education Needs and Inclusive Education.

Overall objective:

The overall objective of the evaluation is to assess the extent to which SCA's teacher trainings programmes contribute to the improved learning outcomes of the students.

The specific objectives of the evaluation are to:

- a) Determine the extent to which recommendations of the *Evaluation of Teacher Training Programmes conducted in 2012 have been implemented by the Swedish Committee for Afghanistan in its teacher trainings.*
- b) Determine the extent to which the current SCA teacher training programme relates to the National Education Strategic Plan (2017-2021)
- c) Determine the extent to which SCA incorporates equity, gender and inclusion in its teacher training *programme.*
- d) Determine the Quality, Relevance, Efficiency, Effectiveness, Impact, Sustainability and Coherence of SCA's teacher training *with focus on*
 - I. Preparation of teacher training (*Quality, relevance and appropriateness of modules used, capacity and qualifications of facilitators and teachers, timing and duration*)
 - II. Actual training (*Modus operand, methodologies*)
 - III. After the training (*Follow up support to the trained teachers, standardized tools used etc.*)
- e) Identify and document successes, challenges and lessons learnt from the implementation of the teacher training for the period 2018-2020
- f) Review tools for pre and post assessment of training participants and recommend changes for improvement.
- g) Review current teachers training manuals (include gender and inclusion) and recommend changes for improvement.
- h) Make recommendations to improve SCA's implementation of its in-service teacher training programme.

Scope of the evaluation

The evaluation will focus on sample teacher training programmes that have been implemented by SCA between 2018-2019 in provinces and areas covered by SCA. These include Kabul, and the following Regional Management Offices: Jalalabad Regional Management Office (JRMO), Mazar Regional Management Office (MRMO), Wardak Regional Management Office (WRMO), Ghazni Regional Management Office (GRMO) and the Kunduz Liaison Office (KLO) subject. The areas to be visited will be guided by security considerations.

The consultant will be conducting the Teacher Training Evaluation study in the following provinces with given related population in below table.

Population Data Table for Teacher Training Evaluation (TTE)

No	RMO	Province	Type of Class	# of Teachers			# of Students																												# of Class					
				M	W	Total	Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8		Grade 9		Grade 10		Grade 11		Grade 12		Total									
							Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls						
1	JRMO	Laghman	CBE	57	23	80	0	155	172	166	319	383	112	112	118	120	66	114	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	967	1050	74		
			N/CBE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
			CC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
2	WRMO	Bamyan	CBE	55	40	95	0	232	139	96	147	108	155	70	113	96	87	82	87	91	101	80	25	30	0	0	0	0	0	0	0	0	0	0	0	1088	885	82		
			N/CBE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
			CC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3	GRMO	Ghazni	CBE	313	72	385	0	1928	493	1826	480	1859	305	1314	259	717	148	535	0	23	0	31	0	33	0	0	0	0	0	0	0	0	0	0	0	2279	8266	349		
			N/CBE	19	0	19	0	43	55	90	82	57	52	41	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	276	231	19
			CC	2	7	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	51	0	13	0	11	0	75	4		
4	KLO	Kunduz	CBE	233	130	363	0	1348	1641	1410	1071	884	949	614	441	373	205	302	0	214	6	94	0	73	0	28	0	18	0	0	0	0	0	0	0	5688	5358	356		
			N/CBE	36	9	45	0	197	156	106	132	71	133	68	0	0	25	12	2	8	0	0	0	0	0	0	12	0	0	0	0	0	0	0	0	0	687	474	46	
			CC	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	0	13	0	0	0	0	0	0	0	0	29	2	
5	MRMO	Samangan	CBE	115	35	150	0	449	890	323	501	83	135	71	147	102	245	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2051	1028	133		
			N/CBE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
			CC	0	6	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	0	0	0	0	0	0	16	0	0	0	0	0	0	0	0	0	36	2	
6	TMRMO	Badakhshan	CBE	14	74	88	0	223	311	281	344	279	160	161	73	123	51	80	21	49	14	32	19	32	0	0	0	0	0	0	0	0	0	0	1305	1260	81			
			N/CBE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
			CC	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	0	18	0	24	0	53	3			
Total				844	405	1249		4575	3857	4298	3076	3724	2001	2451	1151	1531	827	1125	110	405	121	237	44	184	0	131	0	49	0	35	14341	18745	1151							

Coaching Class (Cc): CC refers to educational setting defined exclusively for those teenage girls or women who have left school or been dropped out from education due to any reasons.

Community Based Education (CBE): Community Based Education (CBE) is outreach education into underserved areas that is part of the formal education system in Afghanistan.

Nomad Community Based Education (N-CBE): Refers to the CBE setup where the service delivery is focused on Nomadic children.

Approach and methodology

This individual consultant will undertake a desk review of key MoE and SCA strategic documents, modules, reports and past evaluations relevant to the current evaluation. The individual consultant will also hold discussions with key informants from MoE, SCA and other development organizations. The individual consultant will propose additional approaches and strategies (in the Inception report) for undertaking this consultancy including attending some teacher training sessions in at least two regions drawn from East, South, North and North East regions of the country.

Main respondents and key informants

The main respondents of the evaluation will include:

- i. Ministry of Education staff including Local Education Authorities and school supervisors
- ii. SCA staff in Kabul and the field in the above Regional Management Offices (RMOs),
- iii. Head teachers and schoolteachers and
- iv. Students

Guiding Principles and Values

SCA core values underpin all contractual activities given to professionals working with or for SCA. It is therefore paramount at this juncture for the individual consultant to understand these values as stated below;

- a) Full respect of the Afghan people's rights to sovereignty, cultural heritage and religious Integrity
- b) Full neutrality and impartiality vis-à-vis people of different religion, gender and ethnic origin
- c) Equal access to all services for the Afghan people, including women's rights to survival, protection and development

These values should be well guarded by all professionals working with and for SCA in order to maintain acceptability in all areas of our operations. The individual consultant is therefore required to find out what works and what does not work in specific circumstances and specific regions

so

that mistakes and misunderstandings are avoided. Some of the ways in which ethical considerations are upheld are for the individual consultant to:

- d) Seek audience with the relevant staff in matters of data collection, taking photos, interacting with female staff, children, male staff and communities at large. This includes seeking formal consent or assent as applicable among all respondents.
- e) Maintain absolute confidentiality with all sorts of information gathered
- f) Seek and maintain SCA's levels of good relationship with partners e.g., local education authorities, local NGOs, INGOs, UN Agencies, security personnel, and SCA staff in general.
- g) Report most professionally, areas of concern that might affect the contractual work at hand. Then make follow-ups to seeking solutions to those concerns.
- h) Use language that is acceptable with all persons the individual consultant works with. Maintain high respect of human rights, neutrality, cultural values as well as religious values.
- i) It is recommended that the individual consultant avoid discussions on religious matters as they are held very closely to the hearts of Afghans.

Management of Task

A panel consisting of staff from the Planning, Monitoring, Evaluation and Reporting Unit (PMERU) and the Education Programme Unit staff at the Kabul Management Office led by the Education Programme Manager or his/her designate will review the proposal and assign the job. The Education team will take care of the administrative issues of the consultation.

SCA will offer information on security issues, housing or accommodation issues, travel within the project sites, accompaniment to project sites and assisting in helping get staff who will be engaged throughout the evaluation. SCA will, upon satisfaction of the individual consultant's experience, inception report, field work and data collection, data analysis, development and successful submission of the final report from the field pay the individual consultant its dues in accordance with the agreed and signed contractual agreements. SCA will also hold the right to contact the individual consultant to clarify issues that may have not been noticed earlier.

Swedish Committee for Afghanistan's (SCA) Commitment towards the Individual consultant

SCA is the contracting agency for the proposed evaluation. SCA through its PMERU and Education team based at the Kabul Management Office (KMO) and Regional Management Offices are the main stakeholders in this evaluation.

SCA through the Education Programme Manager will provide the following support and undertake the following roles and responsibilities to the individual consultant :

- a) Provide relevant project-related information, reports and documents
- b) Provide any other liaison and costs associated with the contract
- c) SCA will provide the necessary security updates, accommodation and transportation within Afghanistan during the duration of the consultancy if required
- d) Process consultancy fees as per the agreement. The payment will be deposited into the bank account of the individual consultant
- e) SCA will provide independent translator for field level data collection on need basis.
- f) SCA Management will provide technical support to the researcher when needed and review and approve documents specified in deliverables section.

Duties and responsibilities of the individual consultant

The role of the individual consultant will include:

- a) Review of key programme documents necessary for the evaluation
- b) Development of workplan and conformity to scheduled timeframes
- c) Determine samples and sample sizes
- d) Conduct field visits, data collection and analysis
- e) Attend at least two on-going trainings in at least two Regional Management Offices
- f) Conduct a debriefing session at Kabul Management Office (KMO) by highlighting the main findings prior to further review, incorporation of feedback from SCA and submission of the 1st draft of the final report
- g) Submission of inception, draft, final report and any other required reports or documents as reflected in the deliverables

While the above outline provides the minimum of what SCA expects to be done and covered by this evaluation, the individual consultant will propose additional approaches and strategies for undertaking this evaluation.

Professional qualifications required

- a) At least a post graduate degree in education, teacher training, curriculum designing and implementation, pedagogy or social sciences from a recognized university for the lead consultant (*Curriculum Vita of team members to be attached*).
- b) At least 5 years practical experience in teacher education for the lead consultant
- c) Proven experience in evaluation of general education programmes, teacher education/training and professional teacher development by government ministries, NGOs and private firms by the lead consultant and other consultants who will be evaluating the teacher training (*Attach any two consultancies conducted*)
- d) Have a good understanding of the aspirations and challenges of rural communities in Afghanistan is desirable.
- e) Results-oriented and committed to complete assignments within an agreed timeframe

Language Required for the Consultant:

- f) Demonstrated proficiency in oral and written English. Good knowledge of spoken Pashto and Dari for lead local/Afghanistan applicants is desired

Deliverables and Timelines

The individual consultant will be hired for 20 days as shown below:

Expected outputs and payment schedule			
	Deliverables	Days	Payment
1	Inception report: <i>To be submitted within 3 days by the individual consultant after signing of the contract. The inception report will cover a summary of consultancy, the methodology to be used, sample and sampling and a draft work plan to guide implementation. The inception report will be preceded by: A briefing from SCA and receipt of key programme documents; Desk review of key documents by the individual consultant and development of data collection tools and schedules.</i>	5	20%
2	Field visit, data collection and analysis <i>Based on agreed sample size and regional management offices. The individual consultant must have visited the Regional Management Offices, met teachers, SCA Master Trainers and evaluated the training contents,</i>	15	-

	<i>methodology and attended at least two on-going trainings in at least two Regional Management Offices - one training in each RMO.</i>		
3	Presentation of findings: <i>The individual consultant will conduct a debriefing session at the Kabul Management Office (KMO) by highlighting the key findings at the end of the evaluation period prior to submission of the 1st draft of the final report.</i>	1	-
4	Draft report: <i>The draft evaluation report (soft, hardcopies and summary power-point presentation) will be submitted to the Education Programme Unit for discussion. The feedback of the draft will be given to the individual consultant within seven days after receipt of the draft report for review.</i>	6	40%
5	Final report: <i>The final report (soft, hardcopies and summary power-point presentation) shall be submitted by the individual consultant to SCA not later than two weeks after getting SCA's feedback on first draft based on an agreed format.</i>	3	40%
Total		30	100%

Payments will be done upon submission and approval by SCA of deliverables 1, 4 and 5 as indicated above.

Confidentiality

All information in the contract between the two parties shall be considered as confidential and not be shared with anyone unless legally obliged to do so.

Evaluation

The evaluation is quality and cost-based selection, 70% for quality and 30% for the cost. SCA will provide the contract to only one service provider/individual consultant.

Quality Evaluation (technical)

Technical and Quality Evaluation plus Oral interview (70%)

1. Individual capacity/credentials (Maximum 20 points)

- a) Consultant profile, relevant to the TOR
- b) Consultants' previous experience in conducting similar related / evaluations
- c) Technical capacity and qualification of the lead consultant (CV to be attached)
- d) Demonstrated likelihood to complete the evaluation within the stipulated period

(Each sub theme will be rated between 0-5 points)

2. Technical proposal (Maximum 30 points)

- a) Completeness and comprehensiveness of the proposal
- b) Demonstration of understanding of the TOR
- c) Methodology/approach to the evaluation
- d) Detailed Implementation Plan indicating the start and end dates
- e) Previous experience in conducting similar evaluations

(Each sub theme will be rated between 0-6 points)

3. Oral Interview (Maximum 20 points)

4. Financial evaluation (Maximum 30 points)

Award of contract

Award will be made to the consultant whose quotation achieved the highest combined technical and financial score. If the final score is equal between two bidders, the score of quality will prevail.

Proposal Submissions

Interested International and national consultants' should send out their application to evaluations@sca.org.af and for any relevant technical question, please send out your questions to baqi.yunasi@sca.org.af by latest **5th November 2020**. The application and submission should include:

- a) An application letter and CV of the lead consultant and two work related referees. Also attach the CVs of key team members' (if any) qualifications and experience relevant to the assignment
- b) A brief proposal of maximum 15 pages (excluding annexes) indicating the consultant's understanding of the terms of reference, proposed methodology and workplan to guide implementation
- c) Financial Proposal detailing the consultant(s) daily professional fees, travel costs and any other costs related to this evaluation and consultancy (Afghanistan tax, which is 2% for registered and 7% for non-registered individual consultants will also be included in consultant fees).

CONSULTANT/PRICE SHEET

Items	Unit	Qty	Price per unit (AFS/USD)	Sub-total (AFS/USD)
Individual consultant 's daily fees	Days	30		
Others (indicate details here), you may add more rows as needed				
Total				
Comments				

Note: In accordance with Article 72 of Afghanistan Tax Law, please consider 2% taxes in your unit prices. SCA will deduct all applicable taxes while making payments. International consultants are required to consider 7% taxes.