



**SECONDARY EDUCATION QUALITY IMPROVEMENT
PROJECT (SEQIP)**

TERMS OF REFERENCE FOR TRAINERS/FACILITATORS

**WE ARE INVITING INTERESTED PERSONS TO SUBMIT APPLICATIONS FOR
TRAINERS/FACILITATORS OF TEACHERS AT SECONDARY LEVEL FOR
MATHEMATICS, BIOLOGY, CHEMISTRY, PHYSICS AND ENGLISH AND AT PRIMARY
LEVEL FOR MATHEMATICS, SCIENCE AND ENGLISH ON BEHALF OF THE TEACHERS
SERVICE COMMISSION**

**16TH APRIL 2019
NAIROBI**

BACKGROUND INFORMATION

The Teacher Service Commission (TSC) is implementing part the component 1 of the Secondary Education Quality Improvement Project (SEQIP) on ‘improving the quality of teaching in targeted areas’. The project development objective (PDO) is to improve student learning in secondary education and transition from primary to secondary in targeted areas. The PDO will be measured through the following performance indicators both in aggregate and separately for boys and girls: (i) average test scores in Science and Mathematics subjects at form 2 in public schools in targeted sub-counties. These terms of reference refer to subcomponent 1.2 on enhancing teacher professional development.

DESCRIPTION OF REQUESTED SERVICES

The trainers/facilitators will be required to train teachers and support them in the implementation of school-based teacher support system (SBTSS). The service provider shall be responsible to the Project Coordination Units at the National and County levels to perform the following duties and responsibilities:

1. train teachers through a smart cascade system
2. take care of training materials provided to the centre for Teacher Professional Development during the training
3. conduct review meetings
4. observe lessons in targeted schools at least once per term for those not serving as teachers
5. provide pedagogical support and supervision to teachers on SBTSS for those not serving as teachers
6. record and upload data on school lesson observation and support to teachers at least once a month for those not serving as teachers
7. write training reports on SBTSS Intervention

In carrying the duties, the trainer/facilitator shall be expected to constantly consult with the project coordinating units on effective implementation of SBTSS activities

The proposed activities are as follows:

1. Attend preparatory training
2. Prepare training materials
3. Train teachers
4. Support peer learning
5. Mentor and coach teachers at school level
6. Write and submit training reports
7. Attend meetings
8. Observe lessons
9. Upload data to the website

The training under SEQIP will help address the following challenges:

1. Low teacher mastery of subject content and pedagogical content knowledge
2. Low learning outcomes

The goals of the training will be to:

1. increase teacher mastery of subject content and pedagogical content knowledge
2. improve learning outcomes

NB: The trainer/facilitator will be expected to be available on full time basis during the training

Duration of service

The above defined service will be undertaken for twelve months from the date of signing the contract

TERMS OF PARTICIPATION

The interested applicant is to submit the following documents in English language:

1. Application for the requested service (max 2 pages)
2. Current curriculum Vitae including List of relevant trainings conducted and references

The documents should be sent by mail/hand delivered to respective TSC County Directors not later than 30th April 2019:

See list of the 30 targeted counties page 5.

TERMS OF SERVICE

1. Name of client is Teachers Service Commission
2. The appointment shall commence on the date of signing the contract
3. The appointment is a one-year renewable contract However; circumstances may dictate earlier termination.
4. The title of the appointment is trainer/facilitator
5. The service will be provided at INSET centres in targeted counties
6. The service will be provided during stipulated times in the year
7. The working hours are 8 hours per day starting 8.00 am to 5.00 p.m
8. The TSC will pay a training/facilitation allowance for number of days the service is provided.
9. There are no collective agreements which directly affect the terms of service

SELECTION CRITERIA

Selection of trainers/facilitators at all levels shall be done competitively to achieve competent officers to conduct training. Key competencies to consider entail; knowledge in pedagogy, subject matter and emerging issues relevant to classroom practices, competence in developing training programmes and adapting modules to local needs. Selection of trainers/facilitators will be done by an appropriate selection panel constituted by TSC.

CRITERIA FOR SELECTING TRAINERS/FACILITATORS

Primary Level

To qualify as a primary level Trainers/facilitator, one must satisfy the following basic requirements:

- a) Minimum qualification of a P1 certificate in Primary Teacher Education from a recognized institution.
- b) Exemplary professional competence as a teacher demonstrated by learners' performance.
- c) Served as a teacher for at least five (5) years in either a primary school or Primary Teacher Training College
- d) Demonstrated proficiency in computer use and applications.
- e) **Must** be serving in the county of choice
- f) **Must not** be a serving head or deputy head teacher.

NB: Retired teachers who demonstrate the above requirements and are not above 65 years of age are encouraged to apply

Added advantage

- a. Bachelor's degree in education
- b. Attended previous SMASE courses
- c. Active member in subject association activities
- d. Involvement in pupils' science fairs
- e. Holder of Trainer of Trainers certificate
- f. Resourcefulness in terms of publication of academic papers, books and periodicals in a relevant subject area
- g. Kenya National Examination Council examiner

Secondary Level

To qualify to be recruited as a trainer/facilitator at Secondary school level, one must satisfy the following basic requirements:

- a) Minimum qualification of a Diploma in Education from a recognized institution
- b) Exemplary professional teacher competence demonstrated by subject performance
- c) Served as a teacher for at least five (5) years
- d) Demonstrated proficiency in computer use and applications.
- e) **Must** be serving in the county of choice
- f) **Must not** be a serving school principal or deputy principal

NB: Retired teachers who demonstrate the above requirements and are not above 65 years of age are encouraged to apply

Added advantage

- a) Degree in education
- b) Attended previous SMASE courses
- c) Active member in subject association activities.
- c) Involvement in students' ICT, engineering and science fairs.
- d) Holder of Trainer of Trainers certificate.
- e) Resourceful in terms of publication of books & periodicals in relevant subject areas.
- f) Kenya National Examination Council examiner.

PERFORMANCE STANDARDS

The performance of the successful trainer/facilitator will be measured against the following standards.

1. Increased teacher mastery of subject content and pedagogical content knowledge
2. Improved average student test scores in science, mathematics and English subjects at form 2 in public schools in targeted sub-counties
3. Improved average pupil test scores in science, mathematics and English subjects at class in public schools in targeted sub-counties
4. Increased percentage of teachers involved in virtual peer to peer learning
5. Conduct at least 5 visits to target secondary schools

6. Conduct at least 17 visits to target primary schools

LIST OF 30 TARGETED COUNTIES

S/NO	COUNTY
1	BARINGO
2	BOMET
3	BUNGOMA
4	BUSIA
5	ELGEYO MARAKWET
6	GARISSA
7	HOMABAY
8	ISIOLO
9	KAJIADO
10	KAKAMEGA
11	KILIFI
12	KISII
13	KITUI
14	KWALE
15	LAIKIPIA
16	MACHAKOS
17	MAKUENI
18	MANDERA
19	MARSABIT
20	MIGORI
21	MURANGA
22	NANDI
23	NAROK
24	SAMBURU
25	TAITA TAVETA
26	TANA RIVER
27	THARAKA NITHI
28	TURKANA
29	WAJIR
30	WEST POKOT
	GRAND TOTAL