HI BGD - TERMS OF REFERENCE

**ORGANIZATION: HANDICAP INTERNATIONAL- Humanity & Inclusion (HI) BANGLADESH PROGRAM**

**Title of work:** **ToT on game-based teaching-learning (GBL) approach and developing low/no cost accessible education materials (AEM) to support education of children with disabilities for HI-BGD staff**

**Introduction about Handicap International – Bangladesh**

Handicap International is an independent and impartial international aid and development organisation working in situations of poverty and exclusion, conflict and disaster. Working alongside people with disabilities and vulnerable groups, it takes action and provides testimony in order to meet their basic needs, improve their living conditions and promote respect for their dignity and their fundamental rights. Handicap International is a non-profit organization with no religious or political affiliation. It operates as a federation made up of a network of associations which provide human and financial resources, manage projects and implement its actions and campaigns. Handicap International is present in Bangladesh since 1997.

UNICEF funded Inclusive Education project of HI focuses on enhancing inclusive access to equitable learning and education to children with disabilities of Rohingya Refugee and Host Community at Cox’s Bazar as technical partner of UNICEF since March 2021. It aims to capacity development of the UNICEF Implementing Partners (IPs)- both for their staffs and teachers from learning centres on Inclusive Education and disability-inclusive program or activities which will support the children with disabilities in their learning process both in classroom and individualized support settings.

**Objective of the Training:**

To improve knowledge and capacity of HI staff members (Officers/ Managers) on game-based teaching-learning approach and low/ no-cost accessible education materials (AEM) development for 4–13-year aged children with or without disabilities who are or will be enrolled in inclusive pre-primary or primary education system.

**Areas to Cover**

*For Game-based Teaching-Learning Approach (GBL)-*

* Concept of game-based teaching-learning approach in education process
* Age (4–13-year aged) and education level (pre-primary or primary) wise inclusive game-based teaching-learning framework and strategies in classroom setting
* Practical tips on how teachers/ facilitators/organizers can develop and contextualize inclusive game-based learning activities under specific curriculum of pre-primary and primary level education, special focus might be on- English/ any language, Mathematics, Science, Social Science, & ADL (Activities in Daily Living)
* Ways on disability-inclusion (for children with visual/ hearing/ speech and communication/ intellectual/ psycho-social disabilities or learning difficulties) while developing game-based learning activities in both classroom and individualized support settings
* Templates of need assessment and action plan development for promoting game-based learning

*For low/ no-cost Accessible Education Materials (AEM)-*

* Concept of low/no cost AEM using local resources in EiE (Education in Emergency) context
* Tips on disability-inclusive AEM development for children with visual/ hearing/ speech and communication/ intellectual/ psycho-social or learning difficulty aged 4 to13-year-old considering their level of education (pre-primary or primary);
* How teachers can plan and develop low/ no-cost AEM using local resources and preserve it for further usage in EiE context
* Hands-on practice for developing disability-inclusive AEM for pre-primary/ primary level learners in classroom or individualized support settings
* Templates of need assessment and action plan development for developing low/no cost AEM

**Expected Outcome of The Training:**

After this training, participants will -

* Have in-depth knowledge on game-based teaching-learning approach in classroom or individualized support settings for 4–13-year aged children with disabilities who are or will be enrolled in pre-primary or primary education;
* Have clear and strong understanding on the low/ no-cost accessible education materials using local resources in EiE (Education in Emergency) context;
* Be able to develop hands-on skills so that they can train or guide trainers/ teachers/ community volunteers on implementing GBL and low/ no-cost AEM development to support the learning needs of 4–13-year aged children with disabilities, as well as, children without disabilities in classroom or individualized support settings;
* Be able to improve skills on need assessment and action plan development for disability focused and education level wise inclusive GBL and AEM development
* Have improved understanding on learning domains and roles of trainer for above mentioned areas
* Be able to analyze quality assurance in a training for above mentioned areas

**Expected Outputs/ Deliverables:**

**The consultant is expected to deliver the following outputs at the end of the training**

* Course material including detailed course content, session plan, participant workbooks, and learning aids (raw material (hard/soft), common templates etc.);
* Certificates to the participants;
* The brief training report including pre & post-test analysis and way forward.

**Participants (number and profile):**

* The participants are from diverse technical background - inclusive education, rehabilitation services and mainstreaming of children with disabilities. This team consists of Inclusive Education Officers, Training Officers, Rehabilitation Officers, Inclusion Officers, Team Managers and Senior Technical Officer-Education.
* Participants have minimum 6 months -4 year of experience in Inclusive Education/ Education program in humanitarian context as trainer/ officer/ manager.
* Participants conduct trainings with different types of trainees: staffs, partners, master trainers or teachers of COXB Education Sector; Support teachers, children with disabilities and caregivers;
* Approx. 25 participants have been nominated for this training.

**Timeline:**

3rd/ 4th week of February, 2022

**Training Duration, batches and language:**

* Total 16 hours (2/3 days) offline (preferable) / online (considering COVID 19 situation, if needed) modules can be prepared in consultation with IE Senior Project Manager, Senior Technical Officer- Education, Inclusive Education Technical Specialist and/or HI Area Manager.
* **10 hours for GBL** (game-based teaching-learning approach) and **6 hours for AEM** (low/ no-cost accessible education materials)
* Language can be Bangla (but English PPT)

**Location:**

**Offline** *– Ukhiya Meeting room, Cox’s Bazar*

**or**

**Online** *– MS Teams/ Skype/ Zoom Platform*

**5. Required Qualifications for trainer or training institute:**

The consultant or training institute should have a team with the following requirements:

* Extensive experience in providing training on above topics- GBL (Game based Learning) and low/ no-cost AEM (Accessible Education Materials) Development;
* In depth understanding on different learning needs of children with disabilities and necessary reasonable accommodations and adapted learning strategies to support those needs in classroom or individualized support settings;
* Proven experience in conducting similar training for non-governmental organization employees/ primary school teachers;
* Excellent proficiency in English & Bangla;
* Very good understanding of humanitarian settings and humanitarian-development nexus.

**Administrative Compliance required:**

* Interested candidates MUST submit Cover letter and CV of (maximum 4 pages; with references), Company profile(s) – if it’s a firm/ organization and documentation of legal status, and registration as a Company (Trade License, E-TIN, VAT Registration).
* Technical proposal (maximum 10 pages) including the proposed methodologies and proposed schedule.
* Financial Proposal (all included) VAT & TAX as per Bangladesh Government applicable rules, field visits (Transportation), and any other logistical cost (Training materials/module printing and any other relevant cost).
* HI shall not accept any advance payment against this work.

**Submission Method:**

Interested and suitably qualified individual trainer or firm can submit your Proposal/Quotation by e-mail to: [logistics@bangladesh.hi.org](mailto:logistics@bangladesh.hi.org); Your email must not exceed 10MB with Ref: PSR BGD-2022-DHAK-0014.

**Submission deadline: 5 February 2022 (on or before 11.59 PM).**

**Selection Criteria**

Purchase/Selection committee of Handicap International will select most favourable Technical and financial proposal (should must be submitted together) and following tentative weightage criteria will be used of short listing:

* + Methodology of the Training- 30%
  + Previous Experience - 30%
  + Profile of Consultant/Firm – 20%
  + Financial Proposal- 20%

Purchase/Selection committee may take the interview with the top two applicants.

**Responsibility from HI**

HI will be responsible to arrange the venue, food, multimedia, notebooks.