

Terms of Reference

Development of Teacher Training Manual and Sample Lessons in Punjab

1. Background: Why LSBE Must be Tracked in Curriculum & Textbooks

According to the World Health Organization (WHO), Life Skills are abilities for adaptive and positive behavior that enable individuals to deal effectively with the demands and challenges of everyday life. Such skills pertain to psychological competencies and help people make informed decisions, solve problems, think critically, communicate effectively, build healthy relationships, empathize with others, cope with emotions and stress, and manage their lives in a healthy and productive manner.

Life Skills are the right of every child to learn these skills according to their age and manage their lives in health and productive manner. Keeping in view the importance of Life Skills, this is very essential to make these skills part of school curricula and **trained teachers** how they can impart these skills in students.

ITA has conducted a study to map the Life Skill Based Education in Punjab curriculum and textbooks from grade 1 to 10. This study was conducted with the collaboration of Punjab Curriculum and Textbook Board. This shows the willingness of the government. So ITA completed this mapping in November, 2019 that what is already in curriculum and text books and what needs to be included instead of starting whole practice from scratch.

Now, ITA wants the Development of a comprehensive Teacher Training Manual and Sample Lessons. This manual will use for the training of master trainers and teachers. This is very essential to equip the teachers that how they can delivery and impart life skills in students. Because teacher is most powerful agent of change and if they are properly equipped through training then certainly, they will impart quality skills in students. Through teachers we can out reach the students at massive scale.

2. Project and Task Overview:

Young Omang aims to be an effective voice for young people's bodily autonomy and rights in Pakistan. Idara-e-Taleem-o-Aagahi (ITA)'s project "Young Omang" crafts intervention for Development of Teacher Training Manual for master trainers/teachers and develop lesson plans support concern department on how to integrate LSBE in lessons.

The proposed assignment intends to develop a proper teachers' training manual on Life Skills Based Education (LSBE).

3. Scope of Work:

The objective of this assignment is to develop a comprehensive Teacher Training Manual and Sample Lessons. Teacher training manual will be used for the training of master trainer and teachers of Govt./Private schools. This manual will cover all the topics of LSBE:

COMMUNICATION AND INTERPERSONAL SKILLS	DECISION-MAKING AND CRITICAL THINKING SKILLS	COPING AND SELF-MANAGEMENT SKILLS
<ul style="list-style-type: none"> • Interpersonal communication skills Verbal/non-verbal communication <ul style="list-style-type: none"> ○ Active listening ○ Expressing feelings, giving feedback without blaming ○ Receiving feedback • Negotiation/refusal skills <ul style="list-style-type: none"> ○ Negotiation and conflict management ○ Assertiveness skills ○ Refusal Skills 	<ul style="list-style-type: none"> • Decision-making/Problem-solving skills <ul style="list-style-type: none"> ○ Information-gathering skills ○ Evaluating future consequences of present actions for self and others ○ Determining alternative solutions to problems ○ Analysis skills regarding the influence of values and attitudes about self and others on motivation 	<ul style="list-style-type: none"> • Skills for increasing personal confidence and abilities to assume control, take responsibility, or bring about change <ul style="list-style-type: none"> ○ Building self-esteem and confidence ○ Creating self-awareness skills, including awareness of rights, influences, values, attitudes, rights, strengths and weaknesses ○ Setting goals ○ Self-evaluation/self-assessment/self-monitoring skills
<ul style="list-style-type: none"> • Empathy building <ul style="list-style-type: none"> ○ Ability to listen and understand another's needs and circumstances and express it • Cooperation and Teamwork <ul style="list-style-type: none"> ○ Expressing respect for others' contributions and different styles ○ Assessing one's own abilities and contributing to the group • Advocacy Skills <ul style="list-style-type: none"> ○ Influencing skills and persuasion • Networking and motivation skills 	<ul style="list-style-type: none"> • Critical thinking skills <ul style="list-style-type: none"> ○ Analysing peer and media influences ○ Analysing attitudes, values, social norms, beliefs and factors affecting them • Identifying relevant information and sources of information 	<ul style="list-style-type: none"> • Skills for Managing Feelings <ul style="list-style-type: none"> ○ Managing anger ○ Dealing with grief and anxiety ○ Coping with loss, abuse and trauma • Skills for Managing Stress <ul style="list-style-type: none"> ○ Time Management ○ Positive Thinking • Relaxation techniques

3 sample lessons will be developed for class 4, 5 and 6 (one for each), which will help to understand that how we can integrate life skills-based education in lesson and this will be used as guide line for department and authors as well.

4. **Terms of Reference:**

The consultant/s will develop a teachers' training manual and sample lessons in Punjab. The consultants will also develop LSBE integrated sample lesson which will be used as guideline for concerned department on how to integrate life skill-based education in lessons.

5. **Outputs:**

- Holding preliminary meeting with ITA team to discuss ToRs, scope and timelines of consultancy.
- Draft training manual, to be reviewed by ITA/committee.

- Draft sample lessons, to be reviewed by ITA/committee
- Final teacher training manual and sample lessons, revised based on feedback by ITA/committee.

6. **Financial:**

The payments will be made in three installments:

- 30% initial payment
- 30% upon submission of final training manual
- 40% upon satisfactory approval of final training manual

7. **Timeline:**

Preliminary meeting with ITA	August 30 th
Draft training manual and Sample lessons	September 05 th
Revised training manual after feedback	September 10 th
Final Submission	September 17 th

Guidelines for proposal submission all proposals should reach the following address in a sealed and signed official envelope, no later than 5PM (Pakistan Standard Time) on 28th August 2020:

Manager Admin

Idara-e-Taleem-o-Aagahi (ITA)

1/A Canal Park, Gulberg II, Lahore

For any clarifications regarding this call for proposal, you may contact Mr. Qazi Ehsanullah at gazi.ehsan@itacec.org.

For general queries, you may reach us at our phone number (+92) (42) 35711107-9