

Terms of Reference

Consultancy - Learning for Sustainability Program Development

Purpose

The project is designed to upgrade The Island Foundation's Learning for Sustainability program infrastructure and internal capacity. The project aims to strengthen the Learning for Sustainability program to enhance students' development of knowledge, building of 21st Century skills (critical thinking, collaboration, confidence and creativity) and general engagement in learning which they will use throughout their lives.

General requirements

The Island Foundation will be contractually responsible for the supervision of the successful consultant's assignment and performance against the deliverables listed in this terms of reference. The consultant will be responsible for carrying out any studies, interviews, workshops and other engagements to fulfill the requirements of this terms of reference. The consultant will also carry out any additional services that The Island Foundation may reasonably require relating to the design of this project. The services shall be carried out in accordance with generally accepted standards of professional practice.

Scope of work

- Review and assess the Learning for Sustainability program units, including unit descriptions, lessons and activities, teaching methods and draft materials in collaboration with the program team to understand learning program purpose and goals.
- Undertake a needs assessment to develop recommendations for improvements to the design of the Learning for Sustainability program.
- Review and revise the learning program framework to outline program scope and sequence, including the structure for delivering against learning outcomes and skills outcomes over three years of participation.
- Develop an impact observation and measurement framework for student learning and skills development across the Learning for Sustainability program.
- Design and lead the piloting of learning program framework materials (outlines, lessons, activities and impact observations) and lead revision process.
- Develop and lead train the trainer course for The Island Foundation staff.

Deliverables

1. A detailed work plan including outlining the requirements of the consultancy with timeframes, to be submitted within one week after signing the consultancy contract.
2. Develop learning unit outlines, lessons and activities under a workable framework to deliver appropriate theoretical and practical lessons for primary school age children to build knowledge, skills and engagement over three years of participation.
3. Mapping and upgraded integration of English language skills development across the program over three years of participation.
4. Good quality theoretical and practical training materials in English and Bahasa Indonesia for each program unit (EG: training on unit outlines, lesson plans, activities development, skills development).
5. Professionally developed student impact observation and measurement tools that accurately track the level of student understanding of the material and development of higher order thinking and life skills for each program unit. These tools must include examples of activities that can be delivered at the end of each program unit that are manageable by the program team.
6. Regular practical training for the Program department on the updated program units and related materials.
7. Design and oversee the roll out of revised Learning for Sustainability program framework, including the creation of a practical program handbook and delivery schedule.
8. Incorporate community engagement activities where work produced in class can be shared with the community to help raise awareness, generate feedback and influence broader behavior change.
9. Documentation of lessons learned and recommendations for additional improvements.
10. Develop onboarding and training materials for new Program team employees.
11. Final report documenting work undertaken.

Essential Required Qualifications

- Minimum Bachelor of Education or related fields with minimum seven years of relevant work experience - Master degree preferred.
- Proven experience in conducting similar assignments or consultancies.
- At least five years of experience in curriculum development or related fields.
- Proficient knowledge of international and local standards of curriculum development, in particular knowledge of the integration of higher order thinking and life skills.
- Evidence of engagement with education reform in Indonesia.
- Demonstrable understanding of equality and social inclusion concepts and approaches in the international development and/or not-for-profit sectors.
- Fluency in Bahasa Indonesia and proficient in English.
- Excellent report writing and communication skills.

Duration

It is expected that the consultancy will last for a period of 40 weeks at three days per week (equivalent to 120 days) - scheduling can be negotiated with the successful candidate.

Resources provided

The Consultant shall provide his/her own working equipment (hardware and software). Should the consultant be required to travel, The Island Foundation will assist with office space and equipment.

Location

The consultancy will be home-based with travel to the program location in Bintan Regency, Kepulauan Riau.

Travel

All anticipated travel costs must be included in the proposal. In general, The Island Foundation will not support travel costs exceeding those of an economy class ticket.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon between The Island Foundation and Consultant prior to travel and will be reimbursed.

Management

The consultant will be managed by the Executive Director, with support from the Partnerships Manager. Also, a working group will be established with the Program Manager and external advisers to ensure that the outcomes of the consultancy are aligned with international pedagogy, organisational values, team capacity and the local context.

The Consultancy Work Plan will establish key deliverables and milestones, and will guide overall monitoring and evaluation of the Consultant's performance.

Sustainability

To ensure sustainability of the consultancy project, training of the Program team has been incorporated throughout the deliverables.

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See next page for application process.

How to apply

Interested consultants who meet the above-mentioned criteria are invited to submit their proposal to: consultancy@theislandfoundation.com with the subject “Consultancy – Learning Program Development”.

All proposals should include:

- A cover letter.
- Proposal that includes an explanation about the applicant with emphasis on previous experience in related areas/projects; understanding of the ToR and tasks to be accomplished, addressing how the candidate meets the expertise requirements.
- Profile of the applicant and curriculum vitae.
- Financial Proposal that provides cost estimates, including daily consultancy fees.
- Contact details
- References (email and phone number of at least 3 recent references).

Selection process

Applications will be evaluated based on technical and financial criteria to assess how well the proposal meets the requirements of this Terms of Reference. Only shortlisted candidates will be notified.