

TERMS OF REFERENCE (TOR) FOR DIPLOMA IN EDUCATION MANAGEMENT FOR HEAD TEACHERS

INTRODUCTION

The Education Programme in Kakuma Refugee camp currently has 13 ECDE centres, 21 primary schools. LWF also manages 12 Accelerated Education Centres existing within schools in Kakuma refugee Camp. The Kenyan curriculum is used in all levels of schooling with primary and secondary schools registered with the government and able to conduct national exams for certification of learners at the end of the primary and secondary school cycle. Despite the high teacher learner ratios, learners sitting for KCPE have performed exceptionally well with pass rates over 80% in the last 2 years. In order to align with the MoE guidelines the existing schools are under the management of Head teachers registered with the government in anticipation of handover to the government in subsequent years.

THE RATIONALE

The key difference between a school that succeeds and a school that fails is the vision, commitment and leadership skills of the school managers. Regrettably, the majority of school Managers are not equipped with the requisite know-how or resources they need to lead major change processes in their schools. The problem, however, goes well beyond the school environment. The broader environment that affects school performance also involves the parents, family members, friends and the wider community that a school functions in. The extent to which parents and other community members are involved in the school – and understand their responsibilities in relation to the educational process – plays an important role. The training is aimed at equipping schools managers with the tools and techniques to optimize on the strengths of their respective teams' unique capabilities, and achieving the vision and missions of their schools, the programme ignites a catalytic approach to school leadership and transforms them into drivers of technological and entrepreneurial change.

GENERAL OBJECTIVE

The aim of the diploma in Education Management is to equip 24 primary head teachers with the knowledge and skills to competently improve access, equity and quality of education.

SPECIFIC OBJECTIVES

By the end of the course, the school managers should be able:

- a) Demonstrate an understanding of education laws policies and reforms
- b) Practice transformational education management
- c) Manage resources for optimal outcomes
- d) Understand how to successfully develop child-friendly schools
- e) Apply competencies needed to lead curriculum implementation effectively
- f) Promote the practice of ICT integration in educational institutions

- g) Lead the implementation of science , Technology and Innovation(STI) in education effectively
- h) Use effective guidance and counseling, techniques for reducing schools disturbances and handling, crises situations
- i) Demonstrate an understanding of the course work by writing a project paper

COURSE OUTLINE

The course outlines are as follows:

- a) Education law, policy and reforms
- b) Transformation Education Management
- c) Curriculum Management
- d) ICT Integration in Education
- e) Science, Technology and Innovation
- f) Guidance and Counseling
- g) Effective Resource Management
- h) Child Friendly Schools(CFS)
- i) Action Based Research Project

DURATION OF TRAINING

The head teachers will be trained for 912 hours for the course work and 160 hours for the project. This gives a total of 1072 hours (**Compressed to six months**). The training is anticipated to kick off on February 2019 and be finalized on July, 2019

ENTRY REQUIREMENTS

- Bachelor's degree
- P1 Teacher Training Certificate
- ECDE from KNEC or Ministry of Education DICECE certificate
- Currently an head teacher

TUTION METHODOLOGY

- Face to face tutorials
- Use of Modules
- Interactive Work or Group Work

EXAMINATION

To sit for the diploma in Education Management Exam, one must have;

- Been registered for the course
- Registered for the examination
- Submitted all module assignments and the research project

LWF shall provide for:

- Guidance throughout all phases of execution.
- Logistical arrangements

- Availing participants as per the agreement
- Make arrangements for training venue and training materials
- Approval of all deliverables including final sign offs for the purpose of making payments.

The consultant will be expected to:

- Prepare schedules for tutorials
- Provide modules to the head teachers
- Maintain an attendance register for learners during entire training period
- Administer and facilitate examinations
- Facilitate the sessions with support from the LWF education team
- Monitor the learners progress
- Organise for graduation day
- Award certificates to successful learners
- Write sessions reports

Deliverables from the trainer:

- Provide training materials to the learners
- Submit high quality and comprehensive training report.

QUALIFICATIONS AND REQUIRED COMPETENCIES

- **Certified public institution in Education Management.**

APPLICATION PROCESS

Interested Institutions should submit a cover Letter, CVs of their trainers. The letter of application should be a **maximum 4 pages** inclusive of the financial budget (***consultancy fee, accommodation and meals, meals for the learners***) briefly describing how the consultant intends to undertake this assignment within the strict time lines provided.

LWF reserved the right to accept or reject any or all applications without giving reasons for its decisions thereof. Proposals with the subject line "**EDUCATION MANAGEMENT FOR HEAD TEACHERS**" should be submitted to lwf.closetender@gmail.com so as to reach our office on or before 30th January, 2019 by 5.00pm.

NB: consultancy fee shall be subjected to 5% Withholding Tax