



Terms of Reference

Technical Assistance to Support New Basic Education Curriculum (grades 3-6), March – August 2015

The Ministry of Education of Timor-Leste has recently completed a curriculum revision and reform. This reform commenced in 2013 with preschool and grades 1-6, and continued through the middle of 2014. While the new curriculum is now completed, the Ministry now is elaborating detailed lesson plans to ensure effective implementation of the new curriculum, as well as accompanying didactic materials. For this, the Ministry is currently seeking a consultant to help support the process of elaboration of child-centered and effective literacy lesson plans. Please read the following and apply to the address listed at the bottom by 26 February, 2015.

1. Background

The new curriculum mentioned above will be accompanied by a simple guide for teachers, including daily lesson plans, to help them to determine the content that should be taught each day with appropriate activities and methodologies, including when and how to assess each unit. In order to maximize successful implementation of the new curriculum, it is essential for Timor-Leste to provide a strict structure to its teachers in order to ensure quality and standardization. It is hoped that over time, with the gradual increase in quality of teaching, the teaching and learning process may also become more autonomous, encouraging teachers to eventually use more of their own creativity in lesson planning. For the time being, however, a strong centralized structure is needed, and has been requested by the teachers themselves.

2. Justification

Children will be taught basic literacy skills in Tetun, which is both an official language in Timor-Leste and the language that, according to the most recent census, the majority of people here in Timor-Leste speak. Because of this, and the general importance of literacy itself, Tetun is the largest subject area. Tetun is also a challenge because the grammar has never before been taught to children as part of an educational program. The teaching of literacy in Timor-Leste follows the systematic language progression from first to second to third language, and this requires very carefully crafted lesson plans. In addition, the system of assessment needs to be transformed and appropriately aligned with the outcomes of the new curriculum. All this implies an intricate and meticulous process that requires a team of various national and international professionals working together to ensure a final product that can effectively teach literacy and be easily used by teachers, in the contexts of their respective schools and situation.

3. Purpose of the consultancy

The purpose of this consultancy is to support the Curriculum Directorate to:

- 3.1 Work within a team of linguists and teachers to ensure that literacy lesson plans from grades 3-6 are written using very effective, child-centered pedagogy and classroom activities;
- 3.2 Ensure that said lesson plans respond to student and teacher needs, and contribute to high learning outcomes;
- 3.3 Organize the compilation of learning materials needed to support these lesson plans;
- 3.4 Work with other discipline teams to ensure integration and cohesion between subjects;
- 3.5 Work with the literacy team to ensure accurate and effective assessment modules; and
- 3.6 Work with the literacy team to ensure that international best practice is adapted to provide optimal success in the Timorese context.

4. Work Assignments, Deliverables and Time Frames

The lesson plans from grade 3 to grade 6 should be finished by the end of the consultancy.

5. Supervisor

The consultant will be supervised by the Cabinet of the Vice Minister for Pre-Primary and Basic Education. There are an international and national coordinator for the Curriculum Project who will be the direct supervisors of the consultant, and the project is under the National Directorate of Curriculum and School Assessment.

6. Office Space Requirements

An office space for group work and individual writing will be provided by the Ministry of Education. It is advised that the consultant provide his or her own laptop.

7. Terms of Consultancy

Contract is for 6 months

Salary commensurate upon experience.

Consultant is entitled to one economy class roundtrip airline ticket. Ministry of Education will facilitate work visas.

8. Schedule of Payments

Payment will be processed monthly, and is conditional of deliverables and attendance.

9. Requirements

- An advanced degree in the arts, social science and/or education. Ability to write clear content-based lesson plans incorporating hands-on learning a must.

- At least 5 years of teaching experience at primary level, using child-centered, active pedagogy. Previous work with children from different cultural backgrounds and languages desirable.
- Extensive knowledge and interest in early grade literacy techniques required.
- Knowledge of Timorese culture and language desirable. Willingness to learn required.
- Ability to work within a team essential.
- Ability to adapt to local culture and situations essential to ensure effective work.
- Excellent writing skills required.
- Familiarity with the context in Timor-Leste and a broad understanding of the education system is an asset.
- Ability to work in multi-cultural environment.
- Ability to develop materials and design training programs
- Ability to work under stress and produce quality work in a prescribed time frame.

10. To Apply:

Please send current Curriculum Vitae, along with letter of interest, on or before 26 February, 2015, to:

Curriculum Reform
 Cabinet of the Vice Minister for Preschool and Basic Education
 Attn: Debbie Katzman
 Ministry of Education
 Vila Verde, Dili Timor-Leste
Email: curriculumreform.minedtl@gmail.com