

Terms of Reference

CONSULTANCY SERVICES FOR THE TRAINING OF 30 STAFF MEMBERS AT ERDISTON TEACHERS' TRAINING COLLEGE IN THE IMPLEMENTATION OF ONLINE AND BLENDED TRAINING PROGRAMMES

1. BACKGROUND

1.1 Erdiston Teachers' Training College was established in 1948. Since then, it has been in the vanguard of teacher education, providing pre-service, initial and professional training for teachers and other educators at national and regional levels. Over the years, many of the College's programmes have been delivered using face-to-face modalities. However, global trends in education have demanded a shift from mere face-to-face methods to online and blended approaches that allow for flexible and open teaching and learning.

1.2 Moreover, ETTC is seeking to operationalise its Strategic Plan (2015-2020) which has as one of its objectives the implementation of programmes using blended and online modalities. At present, ETTC does not have the requisite human resource to realise this objective effectively. In effect, the faculty has limited capacity to deliver online and blended programmes. This is due to the fact that the financial status of ETTC does not facilitate the employment of an educational technologist. Such a person would be responsible for providing technological support for staff in the implementation of online courses within the College's programmes.

1.3 As a consequence, ETTC is requesting technical assistance to provide support in the revision of courses in order to make them compatible with online platforms. Additionally, the consultant will be required to assist tutors in honing requisite skills for online teaching. This is necessary since ETTC desires to remain on the cutting-edge of education in Barbados and there is a demand for ETTC to respond to the needs of teachers. Technology integration within our programmes will aid us in addressing these needs by implementing programmes using online and blended modalities.

1.4 The primary beneficiaries of this programme will be the lecturers at the ETTC whose repertoire of skills in the design, implementation and evaluation of blended and online teacher education programmes will be broadened. Secondary beneficiaries include student-teachers and administrators who will be able to flexibly access ETTC's offerings. Ultimately, the quality of education in Barbados stands to benefit tremendously from this ETTC initiative.

1.5 According to Barbados' Human Resource and Development Strategy (2011-2016), an enabling environment is one of the pillars necessary for the creation of sustainable growth and economic development. In an educational context, online teaching is one of the ways to provide that enabling environment. Moreover, current trends in teacher education worldwide employ online modalities as a means of widening access to educational programmes. Erdiston Teachers' Training College is the main provider of initial teacher education in Barbados. The Barbados Government is moving towards a policy which will require all persons to be trained before entering the teaching profession. Against this background, the College needs to widen access to

its programmes so that school leavers may have the opportunity to be trained as teachers in a flexible manner. In this regard, online access to the College's programmes would help the Government of Barbados to realise its goal and align the College with global trends in teacher education.

The delivery of the online and blended training programme will provide the opportunity for faculty members to:

- develop skills in the delivery of online and blended programmes;
- convert courses from face-to-face modalities to online and blended modes;
- broaden their repertoire of teaching strategies;
- improve their innovative skill in lesson planning which integrates ICTs and instructional practices to effectively deliver the curricula content using the online platform;
- improve student achievement through an emphasis on self-directed learning;
- create a culture of lifelong learning; and
- utilise the Moodle platform to share web-based information relevant to classroom practice.

2. **OBJECTIVE**

2.1 The objective of the consultancy is to train 30 faculty members in the successful integration of technology into the teaching and learning cycle through the effective delivery of lessons using the online platform.

3. **SCOPE OF SERVICES**

3.1 The Consultant(s) will work closely with the Principal of the ETTC and relevant staff of the Ministry of Education, Technological and Vocational Training in carrying out this assignment. The Consultant(s) shall report to the Principal, ETTC. Specifically, the Consultant(s) will:

- (a) meet with the Management Team of ETTC to undertake a situational analysis to assist with determining the current and future needs of the institution, specifically related to the existing skills and physical resources, and the strategic direction for the project;
- (b) prepare an outline of a plan for moving ETTC online;
- (c) provide the plan to the ETTC and METVT for review and discussion;
- (d) develop training courses to address the needs of faculty;
- (e) deliver training courses to 30 faculty members;
- (f) provide faculty with administrative support to build their confidence and competence in the use of the online platform to deliver lessons;

Comment [SW1]: Dr. Rudder has suggested that the key objective should be "The creation of an innovative and sustainable system of online and blended teaching and learning at the ETTC." In addition, the training should be detailed as a part of the scope of services, rather than a key objective.

- (g) develop a framework for identifying the value of the training to the institution and teacher education in Barbados;
- (h) provide a final report on the project using data collected during the implementation of the project; and
- (i) present final report on initiative to stakeholders for discussion.

4. **TIMING AND QUALIFICATIONS**

4.1 It is expected that the assignment will require a maximum of 70 non-consecutive days over a one-year period. The Consultant(s) shall have post-graduate qualifications and expertise in teaching and teacher education (pedagogy and andragogy) as well as competence in the development of ICT-enabled teacher training materials. The Consultants should also possess knowledge of the education system in Barbados and the region and experience in the development and implementation of online programmes.

5 **PROVISIONS**

5.1 Office accommodation, including internet access, will be made available during visits to the institution.

6 **REPORT PREPARATION**

6.1 The Technical Proposal of the selected firm shall have already outlined a work plan and approach to the assignment, the scope and methodology, the tasks and responsibilities of the different team members and a time schedule for completion of the assignment. The Consultant(s) will be required to submit to METVT and the Organisation of American States the following reports:

- (a) three (3) copies each of an Initial Report, no later than six weeks after commencement of the assignment, which includes the research on the needs of the institution and the proposed plan for the project. ETTC, METVT and OAS will provide comments within two weeks of receipt of the report;
- (b) three (3) copies each of Progress Report, six months after commencement of the assignment which includes the training courses, core course materials, and the schedule of training of faculty of the College. ETTC, METVT and OAS will provide comments within two weeks of receipt of the report;
- (c) three (3) copies each of a Draft Final Report, one (1) month prior to the conclusion of the assignment; and

- (d) three (3) copies each of a Final Report, within one (1) month of the receipt of the comments from ETTC; METVT; and OAS and feedback from the training workshop for ETTC staff but not later than one (1) month after the conclusion of the assignment.

6.2 All reports should also be supplied in an electronic format containing the text, tables and all appendices done in Microsoft Word/Excel.