



Terms of Reference

International Consulting Recruitment for the Development of a Socio Emotional Skills Module for Grades 7th and 8th (Education Sector – Cabo Verde)

1. Background

The Government of Cabo Verde received a loan of US \$10 million from the World Bank to finance the Education and Skills Development Enhancement Project (PREDC). The main objective of the project is to strengthen foundational skills in education and improve the relevance of training programs.

The Government of Cabo Verde is extending its basic education system from six to eight years with the overall objective to improve learning and retention of students in secondary schools. A revision of the full curriculum will accompany this expansion. This project will support the basic education reform through improved quality inputs, including a better adapted and modernized curriculum, better alignment of curriculum and teaching practices with expected learning outcomes, and increased autonomy to local actors, allowing them to adjust education services to the specific needs of the served communities and students.

Key aspects of the curriculum reform include the introduction of foreign languages (English and French) in Grade 5, the teaching of Portuguese as a second language (as Creole is often the mother tongue for most students), a revision and update of the approach to teaching science and mathematics, and the introduction of ICT in schools.

The basic education curriculum reform will also include a focus on the acquisition of 21st century skills. The entire curriculum revision methodology has followed a holistic approach, through which the government has integrated cross-cutting themes (collaboration and teamwork, critical thinking, problem solving, and so on) into all aspects of the new curriculum. The revised curriculum will also include specific modules to develop socioemotional skills for students of Grades 7 and 8. These Terms of Reference are for the development of this socio-emotional skill module to accompany the new curriculum.

2. Justification

The Government of Cabo Verde recognizes that formal Education plays a key role, not only in generating knowledge, but also in helping young people develop the skills they need to meet the challenges of the XXI century.

Education received in schools should not only be limited to the teaching of subject areas; from an early age, children also need to learn to develop the skills in dealing with everyday difficulties and challenges. The development of appropriate social and emotional skills is essential in the process of preparing children for adulthood. Both schools and families have a key role to play in this process.

The school must not only help students to develop theoretical and practical knowledge, but also to develop other skills and competences that essential for their full integration into society. It should be also a true laboratory of life, developing strategies so that students can understand problems, building solutions and have in the teacher a mediator of knowledge. It is in the classroom that children and young people will learn to live with differences, to respect the ideas of classmates, to face and understand problems, to seek solutions, to learn to follow rules, and how to talk and work with others. The classroom should also teach students how to deal with emotions, learn from mistakes, to develop self-confidence, and learn how to win and lose.

There has recently been a high value placed on social-emotional skills within the labor market. These skills are considered by many to be key in increasing employability and productivity of individuals. In the work force of today, the vast majority of jobs require not only specific knowledge and technical expertise (hard skills) but also a high level of social and emotional skills. Individuals need to be able to work as a team, to resolve interpersonal conflicts, to be motivated to take initiative, to know to lead as well as collaborate, to communicate with others, and how to appropriately manage high levels of stress and challenges that may arise.

In Cabo Verde, according to the Basic Law of the Educational System (Legislative Decree n^o 13/2018 of December 7), the current educational context is part of the transformation agenda, in which the qualification of human capital is fundamental.

In this context, the Special Projects Management Unit (UGPE – *Unidade de Gestão dos Projetos Especiais*) which supports the implementation of the Education and Skills Enhancement Development Project, intends to recruit a consulting firm to develop the socio-emotional skills module and accompanying teacher guide, intended for teachers of 7th and 8th grade. This firm should also develop an action plan for teacher training in order to implement and train teachers in the use of the new module.

3. Consulting Objectives

3.1. General objective

- Provide 7th and 8th grades teachers with the skills and knowledge needed to help students develop appropriate socio-emotional skills, in order to help students, develop positive social relationships and responsible decision-making.

3.2. Specific objectives

- a) Identify a set of socio-emotional skills for the 7th and 8th grades that should be developed in order for students to develop appropriate attitudes and skills to control emotions, achieve goals, demonstrate empathy, maintain positive social relationships and responsible decision-making;
- b) Identify active methodologies that will enable teachers to understand the importance in developing socio-emotional skills;
- c) Elaborate a training module in socio-emotional skills and a teacher's guide on a transversal approach of teaching socio-emotional skills for the 7th and 8th grade;
- d) Develop an action plan for training teachers on the new socio-emotional skills module (using a cascade training approach);
- e) Conduct the training of teacher trainers of the 22 municipalities in use of the materials on socio-emotional skills;
- f) Conduct the training of teachers of the 7th and 8th grades, Pedagogical and subject coordinators of the Santiago island, in use of the materials on socio-emotional skills.

Direct beneficiaries: 7th and 8th grades teachers; Pedagogical and subject coordinators.

Indirect beneficiaries: 7th and 8th grades students; Basic Education subsystem; parents/ families.

4. Consulting Tasks

- a) Analysis and review of materials relating to socio-emotional skills and best practices in teaching these skills at the international level;
- b) Conduct a diagnosis regarding the transversal integration/inclusion of socio-emotional skills into the curriculum for the 7th and 8th grades;
- c) Prepare a training module for the implementation of socio-emotional skills in the 7th and 8th grades;
- d) Prepare the teacher's guide on socio-emotional skills to accompany the training module;
Prepare a training plan (for trainers and teachers);
- e) Conduct a training of trainers from the 22 municipalities of Cabo Verde;
- f) Train 7th and 8th grade teachers, Pedagogical and subject coordinators from Santiago island, in use of the materials on socio-emotional skills;
- g) Review and finalization of materials.

The Consulting firm is responsible to ensure that all training activities incorporate active teaching pedagogies and techniques.

The Consulting firm is responsible for carrying out all planned training, ensuring all logistics for this purpose.

5. Results and products to be presented by the consulting firm

- **R1:** Work Plan and methodology elaborated.
- **R2:** Diagnosis of the inclusion of socio-emotional skills in the 7th and 8th grade curriculum.
- **R3:** Elaboration of training module on socio-emotional skills and accompanying Teacher's Guide to work with students of 7th and 8th grade;
- **R4:** Preparation of Training plan for teachers;
- **R5:** Training of trainers from the 22 municipalities of Cabo Verde;
- **R6:** Training 50% (280 teachers approximately) of teachers of the 7th and 8th grades, Pedagogical and subject coordinators from the Santiago island in use of the materials on socio-emotional skills;
- **R7:** Review and finalization of materials (module and teacher's guide);
- **R8:** Elaboration of E-learning training model, including modules/content, for the Ministry of Education's Moodle Platform.

The preliminary versions of products from R2 and R3 are subject to 1) review by the Ministry of Education/Republic of Cabo Verde; and 2) the training module and the teacher's guide should be reviewed by the technical committee, after the training of teachers and pedagogical and subject coordinators from the Santiago island.

All products shall be prepared in Portuguese. The facilitating of meetings to improve documents is the responsibility of the consulting firm who will be supported by the National Directorate of Education of the Ministry of Education / Republic of Cabo Verde.

The final versions of all materials, once approved by the National Directorate of Education, must be delivered in print (2 copies) and in digital/electronic (MS Word or equivalent) format on a USB-Pen drive.

Results	Associated Products	Payments/ date
R1: Work Plan and methodology	Product 1: Work Plan and methodology	10% With Plan approval
R2: Diagnosis of the inclusion of socio-emotional skills in the 7th and 8th grade curriculum.	Product 2: Diagnostic Report on the inclusion of socio-emotional skills in the curriculum of the 7 th and 8 th grades	20% With approval of the Diagnostic Report
R3: Elaboration of training module on social-emotional skills and accompanying Teacher's Guide to work with students of 7th and 8th grade.	Product 3 Training module on social-emotional skills Product 4: Teacher's guide to work on social- emotional skills.	40% with the approval of the Training Module and the teacher's guide

R4: Preparation of Training plan for teachers.	Product 5: Teacher training plan on socio-emotional skills	30% after approval of the e-learning module, review and finalization of materials and presentation of the training report.
R5: Training of trainers from the 22 municipalities of Cabo Verde.	Product 6: Training 50% (280 teachers approximately) of teachers of the 7th and 8th grades, Pedagogical and subject coordinators of the Santiago island, in use of the materials (module socio-emotional skills a teacher's guide).	
R6: Training 50% (280 teachers approximately) of teachers of the 7th and 8th grades, Pedagogical and subject coordinators from the Santiago island in use of the materials on socio-emotional skills;	Product 7: Review and finalization of materials.	
R7: Review and finalization of materials (module and teacher's guide).	Product 8: Training of a team of trainers, with representatives of the 22 municipalities.	
R8: Elaboration of E-learning training model, including modules/content, for the Ministry of Education's Moodle Platform.	Product 9: E-learning training material.	

6. Period of the consulting

The consultancy will last 90 working days distributed by nine (9) months.

7. Consulting Conditions

The consulting firm will sign with UGPE a mixed Contract-Lump-Sum, in which the payment of the remuneration will be made through acceptance and approval of the products and reimbursable costs by submitting receipts of expenses incurred at actual cost.

The consulting firm should provide in its methodological and financial proposal all the local travels it intends to undertake to carry out the consultancy.

8. Consulting Qualifications

It is intended that the application submitted by the consultancy firm unequivocally reflects the assurance of having the technical skills and proven experience in the needed areas to complete this consultancy.

The consulting firm must have the following competencies and profile:

- a) At least 10 years of proven experience in carrying out similar services;
- b) Relevant knowledge and skills and experience in the development of socio-emotional skills and competences focused on Education specifically, in the elaboration of educational guides and manuals and development of training modules;
- c) Experience in preparation of didactic-educational materials such as manuals and training guides, e-learning / distance;
- d) Work experience in developing countries, in projects related to the Education Sector;
- e) Experience in project management;
- f) Proficiency (oral and written) in Portuguese;
- g) The technical team must have the following profiles:
 - i. 1 (one) Specialist in socio-emotional skills with advanced higher education (master's degree or higher) in Developmental Psychology, Psychology, Social Sciences, Educational Sciences or related fields, with at least, 10 years of experience in the field;
 - ii. 1 (one) Expert in designing student manuals and guides for teachers, with at least, 5 years of experience;
 - iii. 1 (one) Certified Trainer, with at least, 5 years of experience in working with platforms of training e-learning/distance;

9. Institutional arrangement, management and supervision of consulting

The consulting work will be carried out under the direct supervision of the National Directorate of Education in coordination and collaboration with the Directorate General of Planning, Budget and Management.

The Consultancy shall also report to the Special Project Management Unit (UGPE) in all matters directly related to the contract.

A technical committee will be set up, in which is composed of representatives of the National Directorate of Education and the Directorate General of Planning, Budget and Management to review and validate all the products, before being submitted for final approval.

The Technical Committee shall also:

- Provide all necessary data and information for the work;
- Validate the methodology and the work plan;
- Validate the methodological instruments;
- Participate in all stages of the work;
- Appreciate and express the technical opinion on the final products, before validation.

10. Intellectual and technical property of the products to be developed by the consulting.

The products developed by this consultancy will be the intellectual property of the Ministry of Education of the Republic of Cabo Verde and with all its elements.