

Terms of Reference for Developing a Training Module and Executing Training of Trainers (ToT)

Project Name:	My Forest Child (MFC)
Donor:	Save the Children Korea
Project Location:	Nalaikh District, Mongolia
Project Duration:	August 2024 – August 2027
Timeline for Consultancy:	November 15 – December 16, 2024

1. Rationale

Save the Children (SC) is one of the leading independent organizations for children in need. Working in 120 countries, we fight for children's rights and help them fulfill their potential. Having started its operations in Mongolia in 1994, SC is implementing projects in Child Protection, Child Rights Governance, Child Poverty, Education, and Health areas in Ulaanbaatar and eight provinces.

SC Mongolia has launched My Forest Child, a climate change response project in August 2024 targeting Nalaikh District of Ulaanbaatar city. Funded by Save the Children Korea, the project aims to build climate-resilient communities in the district through a series of integrated activities focused at environmental restoration, climate change education, and sustainable livelihoods. The main activities of MFC include:

- **Afforestation and Reforestation:** Engaging local communities including children and youth in planting native tree species to improve air quality, restore degraded lands and prevent soil erosion.
- **Climate Change Education:** Implementing educational programs for schools, teachers, and community members to enhance knowledge about climate impacts and encourage adaptive practices.
- **Sustainable Livelihood Support:** Assisting residents in developing sustainable, climate-adaptive livelihoods, reducing reliance on practices that contribute to environmental degradation.

The project supports schools (5), teachers, children, and residents in Nalaikh district by providing them with the knowledge and information critical for them to respond proactively to environmental changes, fostering a culture of sustainability and ecological stewardship.

The MFC project is planning to prepare local trainers (at least 40), who will lead climate education initiatives and drive community action. The trainers will educate not only residents, students and school children about climate change and environmental conservation but will also inspire local communities to adopt sustainable practices. The selected trainers will come from local schools, community groups, and government agencies and will receive intensive training from the consulting team to ensure they are equipped to deliver effective, impactful education.

We are currently seeking a qualified consultant or consulting team to develop the training curriculum and organize Training of Trainers in Nalaikh District.

2. Objective of the Consultancy

The consultancy aims to:

1. Develop a tailored training curriculum and module for the Training of Trainers (ToT), covering topics on climate resilience, ecological restoration, community engagement, sustainable livelihood practices as well as pedagogy to adults.
2. Deliver a high-quality ToT program that enables participants to obtain the necessary skills, tools and knowledge so that they can educate children, youth and residents in Nalaikh.

3. Scope of Work

3.1 Curriculum Development:

- Contextualization: Adapt training content to reflect the specific environmental, cultural, and socio-economic conditions of Nalaikh.
- Adult Learning Focus: Design the curriculum using adult learning principles, ensuring the material is engaging and accessible.
- Module Development: Create comprehensive training modules covering, but not limited to:
 - Fundamentals of Climate Change
 - Impacts of Climate Change
 - Actions and Adaptation Strategies
 - Soil and Water Conservation Techniques
 - Green School and Eco Clubs
 - Case studies and best practices around the world
 - Afforestation Practices and Biodiversity Conservation
 - Community Engagement and Mobilization Techniques
 - Child safeguarding
 - Effective teaching methods for adults, children and youth

3.2 Material Review:

Assess existing materials for climate and environmental education to identify gaps and incorporate relevant content into the training modules.

3.3 Training Resource Creation:

Develop PowerPoint presentations, handouts, practical guides, and community outreach tools, ensuring all resources are accessible and reusable.

3.4 Training Delivery:

Conduct interactive training sessions for 40 attendees, using practical exercises, case studies, and community engagement simulations.

4. Timeline and Milestones

	Milestone	Expected Date
1	Call for service provider (announcement)	November 05 to November 13, 2024
2	Select and contract the service provider	November 13-15, 2024
3	Kick-off Meeting and Curriculum Review	November 18-20, 2024
4	Material Review and Curriculum Draft	November 21-25, 2024
5	Finalization of Training Materials	November 26-29, 2024
6	Training Program Delivery to ToTs	December 2 – December 6, 2024
7	Post-Training Support and Follow-up Including Practice sessions by participants (Only those trainers who have passed the test and teaching practice will be awarded the Certificate of Trainer.)	December 9 – December 13, 2024
8	Final Evaluation Report Submission	December 16, 2024

5. Monitoring and Evaluation

- Baseline and Endline Assessments: Conduct knowledge assessments before and after the training to evaluate Trainers' skills and understanding.
- Feedback and Observation: Collect feedback through surveys, focus groups, and observation of engagement levels during the training.
- Final Evaluation Report: Summarize findings, challenges, and recommendations in a comprehensive report, including a section on improvements for future ToT programs.

6. Deliverables

1. Training Materials: PowerPoint presentations, handouts, practical guides, and community outreach tools in digital and print formats.
2. Documentation of Trainers: Profiles of trainers, including background information and skill assessment results.
3. Evaluation Report: Detailed report summarizing the training program's effectiveness, feedback from participants, and suggestions for future training initiatives.

7. Qualifications and Experience

- At least five years of proven experience in climate change education, sustainable development training, and curriculum design, particularly with adult learners and community leaders.

- Expertise in developing training resources and delivering engaging educational sessions.
- Strong reporting and analytical skills to effectively monitor and evaluate training outcomes.

8. Submission Requirements

Interested applicants should submit the following:

1. Letter of Interest: Outlining your understanding of the assignment and approach to developing the curriculum.
2. List of similar services provided.
3. Detailed Work Plan: A timeline with key milestones and deliverables.
4. Proposed Training Module Titles: Including objectives and a brief description of each module.
5. CVs of Team Members: Highlighting experience in climate education and training delivery.
6. Financial Proposal: An itemized budget for the consultancy.

Expressions of interest containing the above documents should be submitted in English and Mongolian by 5:00 PM on November 13, 2024 to mongolia.procurement@savethechildren.org.

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