

TERMS OF REFERENCE (TOR)

CURRICULUM DEVELOPMENT



OVERALL PURPOSE OF THE FELLOWSHIP

To develop a General English curriculum for Young Learners at BOOKBRIDGE to be suitable for flexible implementation in Cambodia, Mongolia and Sri Lanka and future BOOKBRIDGE Countries.

BACKGROUND

BOOKBRIDGE is a social enterprise that sets up learning centers as social businesses in rural areas of Cambodia. The learning centers aim to bring quality education to people in need and serve as real life case studies in our “Capability Program” for international executives to learn project planning, working with multiple stakeholders and leading diverse teams in different cultural contexts. Since 2011, we have setup 26 learning centers in Cambodia, Mongolia and Sri Lanka.

In 2015 and 2016, external evaluations of the quality of the language education at our Learning Centers were carried out. One of the key weaknesses identified in this evaluation was that of instructional quality and approach, with the majority of teachers applying traditional teaching methodologies, focusing on rote learning through teacher-centered instruction. In order to improve the overall education and course quality at our LCs, it is vital that teachers be trained on modern and student-centered teaching methods. Additionally, classroom management and positive discipline training is required.

Another weakness identified was that of instructional quality and approach, with the majority of teachers applying traditional teaching methodologies, focusing on rote learning through teacher-centered instruction. A separate Fellowship is open in the area of teacher training and may be filled concurrently to this one.

OBJECTIVES

The Fellow will undertake the following tasks in close and regular liaison with the Country Development Manager and the Country Manager during all phases of the fellowship. The Fellow also will have a mentoring role with the project staff, in particular the Heads of Learning Centers, so as to facilitate a transfer of skills:

- Consult with the Country Development Manager



- Do a short literature review on curriculum in Cambodia or Mongolia
- Do interviews with technical experts on curriculum in Cambodia or Mongolia
- Convene a meeting with the HoLCs and English teaching staff
- Review possible textbooks for use in curriculum
- Review current framework for BOOKBRIDGE *Ready-Set-Go* Curriculum
- Develop an action plan for curriculum development, including HoLCs where possible
- Develop an appropriate curriculum and teacher's guides
- Provide training on use and implementation of curriculum.

METHODOLOGY

The process of curriculum development will be more clearly defined by the Fellow once recruited but should be participatory where possible. It is expected that the first few weeks will be spent mostly on learning the situation on the ground, assessing and learning about the on-the-ground needs and observing teaching and LC operations in order to inform curriculum development.

OUTPUTS

The Fellow will produce:

1. Curriculum overview with goals, objectives, expected outcomes, and assessment standards.
2. Teachers Guide including simple lesson plans for all levels.
3. Assessment tools.
4. Training program on use of the curriculum.

Key Activities

- Welcome and orientation to Cambodia and BOOKBRIDGE
- Visits to all LCs for observation and discussion
- Document review of external and internal evaluations
- Meetings with key stakeholders
- Development of Curriculum overviews
- Developing of simple lesson plans
- Training of staff on curriculum
- Observations of teaching of curriculum
- Revision as required



ARRANGEMENTS & RESOURCES

The Fellow is required to:

- Be based in Phnom or at one of our Learning Centers with frequent travel to all Learning Centers in Cambodia
- Stay in Cambodia a minimum of 12 months
- Provide his/her own laptop computer

CRITERIA

- You have experience in working with children and young adults
- You have already worked with people from different cultures
- You are open towards new cultures, different life styles and mentality
- You have a very good command of the English language
- You are highly flexible, creative and able to work independently
- You are several years of experience in teaching and preferred experienced in teacher training
- You are able to commit yourself at least a minimum of 12 months
- You are proved free from all kinds of criminal acts or child abuses

REPORTING

The Fellow will report directly to Monika Nowaczyk, Country Development Manager.

Contact details

Name	Job Title	Email
Monika Nowaczyk	Country Development Manager	monika@bookbridge.org
Sokhan Khut	Country Manager Cambodia	sokhan@bookbridge.org
Amar Purev	Country Manager Mongolia	amar@bookbridge.org

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