

TERMS OF REFERENCE

Development and implementation of a pilot program to improve awareness on climate change among youth and general public through scaled up implementation of the innovative interactive learning toolkit, "the Climate Box", for the secondary education system of the Republic of Moldova.

BACKGROUND

The goal of the UNDP "Climate Change Education and Awareness Project – Climate Box" is to strengthen a set of important capacities for Moldova to make better decisions to meet and sustain global environmental conventions. Climate Box toolkit, which was previously developed by UNDP in Russian and English languages, consists of an illustrated textbook, the Climate Quiz game, a wall map illustrating the possible effects of climate change on nature and mankind, a poster with tips on how to reduce your carbon footprint, and a disk with all of the toolkit materials. The project in Moldova envisages the development of an adapted version of the toolkit to Moldova's climate context, its translation into the local language and piloting among selected schools.

It is expected that the pilot programme will improve the awareness and understanding of global/local environmental issues among the youth through introduction of climate change classes in the secondary education system in the Republic of Moldova as the main beneficiary.

The implementation initially envisages:

- at least 5 pilot schools engaged in the project;
- not less than 5 classes from each of the selected schools with at least 40% of secondary classes;
- at least 125 teachers and methodists (educational experts) trained on application of the Climate Box toolkit and climate change topic.

OBJECTIVE

The overall objective of this assignment is development and implementation of a pilot program to improve awareness and understanding of climate change among youth in the Republic of Moldova.

The action will deliver indirect climate change benefits through:

- Promotion of low carbon and resilient lifestyle and behaviour among youth and general public;
- Increasing knowledge and practical skills about the ways of energy and water saving and other ways to reduce GHG emissions at the household level and at schools;
- Increasing knowledge for climate risks at the global, regional and local levels and enhancing practical skills for improved resilience to climate risks and impacts at the households level;
- Building awareness about individual carbon footprint and creating incentives for reducing the carbon foot print at individual and household level through contests, school projects, social media campaigns;
- Building awareness about social aspects of vulnerability to climate change, including gender dimension of climate change impacts and vulnerability, and about interlinkages between the Climate Action and SDGs, etc.

The process of adaptation of the "Climate Box" to local context should include the following grouped activities:

1. Identification of key stakeholders for adaptation and piloting of the "Climate Box".
2. Organization of a series of expert and stakeholder consultations to present the CB and identify needs for adaptation to local context and languages. Roadmap for adoption of the local "Climate Box" into the national curricular or off-curricular activities.
3. Adaptation of the CB to local context of the Republic of Moldova, including:
 - Translation to local language;
 - Preparation of additional materials/chapters on the local climate change context;
 - Preparation/adjustment of the teachers' aid chapter based on the national school curricular;
 - Obtain expert review by national educational experts/reviewers;
 - Finalize the toolkit according to the comments received;
 - Publish the toolkit in local language;

4. Presentation of the project and draft materials to the ministries of education and other relevant authorities.

SCOPE OF WORK

Under the overall guidance of the UNDP Project Coordinator, in close coordination with the nominated by Ministry of Education, Culture and Research of Republic of Moldova responsible persons and the Regional Technical Advisor of the Climate Box project, the Company is expected to perform the following tasks:

- 1) Develop a detailed working plan on implementation of assignment, including interim indicators based on the Indicative Plan (Attachment A to ToR);
- 2) Inventory of existing methodical materials for teacher's capacity building system and training materials for the schools on the issues related to Climate Change. Analyze curriculum and standards to determine opportunities for adaptation information.
- 3) Development of the methodical manual (include Programme for training teachers) on capacity building of teachers and methodists on promoting "Climate Box" materials in the secondary schools (retraining of teachers under the Ministry of Education, Culture and Research of Republic of Moldova). Legitimation of the manual for using in secondary schools of the Republic of Moldova.
- 4) Provide support to the Ministry of Education, Culture and Research of Republic of Moldova in selection process to participate in piloting:
 - at least 5 pilot schools;
 - at least 125 teachers and methodists.
- 5) Adaptation to local context and translation to Romanian language of the "Climate Box" toolkit. Provide support in of the adopted version of the "Climate Box" in the printing house agreed with UNDP (verification of graphical materials, proofreading and etc.)
- 6) Development of recommendations on adopting of training materials developed for school educational process;
- 7) Conducting capacity building training activities for teachers of pilot schools together with the Ministry of Education, Culture and Research of Republic of Moldova, the Regional Technical Advisor and international team of trainers and authors of the Climate Box (not less than 3 events, at least 50 participants each), including: development of agenda, cover rent of venue, expenditures for transportation and living allowances, printing of certificates etc.
- 8) Provide support in the implementation of the educational process in at least 5 pilot schools on the basis of the developed training materials for the 2019-2020 school year:
 - Working with the school methodists of the pilot schools;
 - Involvement of teachers and methodists on the basis of covering the extra time to develop methodological approaches for the preparation of lessons based on the developed materials and reports on conducted activities (3 professionals for each pilot school);
 - Conducting of no less than one campaign in each pilot school;
 - Support the training sessions based on the developed materials;
 - Development and conducting the competition for the best methodological approaches implementation of the developed educational materials in the educational process.
- 9) Organization and carrying out, with the logistical support of the UNDP Moldova, the Conference on the dissemination of experience in the implementation of the developed educational materials;
- 10) Support UNDP Moldova and Ministry of Education, Culture and Research of Republic of Moldova in organisation of the national youth contest of projects on climate change and selection of the best projects for the international contest (under overall guidance and support of the international team of experts and the Regional Technical Advisor):
- 11) Development and submission to UNDP Moldova of the final report and model of the publication on the results of the conducted activities.

FINAL DELIVERABLES

№	PRODUCT	TERMS	PAYMENT STRUCTURE
1	<ul style="list-style-type: none"> • Detailed Work Plan on implementation activities agreed with UNDP Moldova and Ministry of 	Within five months after contract signing	40%

	<p>Education, Culture and Research (if representative appointed);</p> <ul style="list-style-type: none"> • Report on inventory of teaching and learning materials (Report, a list of the identified materials, a list of recommendations); • Lists of pilot schools, classes and teachers/methodists agreed with UNDP Moldova; • Adapted “Climate Box” for using in secondary schools in Russian and Romanian languages; 		
2	<ul style="list-style-type: none"> • Methodological manual and Programme for training teachers; • Agenda and LOPs with signature of the teacher’s capacity building workshop • Selected best youth projects on climate change for the international contest 	Within six months after contract signing	40%
3	<p>Narrative report on implemented activities whole assignment with reflection following information and attachments:</p> <ul style="list-style-type: none"> • Description of support provided to pilot schools in implementation of the developed educational materials; • Agenda and LOPs with signature of the final conference on discrimination best experience among other schools. 	Till the end of August 2019	20%

REPORTING REQUIREMENTS

Reporting and accountability:

Contractor will be submitting the reports based on the results achieved in agreed format stating all actions taken during the assignment. Report to be submitted after each deliverable result achieved and agreed with the nominated by Ministry of Education, Culture and Research responsible persons and the UNDP Project Coordinator according to schedule. Upon completion of the assignment the Contractor will submit final/interim reports with all documents developed for the whole assignment approved by UNDP Moldova serve as a justification for interim and final payments. In case of necessity, the Contractor should finalize the expected products before making a final payment.

Terms of payment

The Contractor will report according to the schedule from the date of contract signing based on the results achieved in agreed format stating all actions taken during the assignment

The Contractor will cooperate on a daily basis with the governmental institutions involved into development and implementation educational programme.

QUALIFICATION REQUIREMENTS FOR TECHNICAL EVALUATION

- Availability of legal documents of the organization (legal registration in the Ministry of Justice of Republic of Moldova);
- Three or more years of previous experience in secondary education assignments and at least 1 related to environment protection educational materials developed is considered an advantage;
- Experience in joint activities with Ministry of Education, Culture and Research of Republic of Moldova;
- At least one successful case in legitimation of any document for using in secondary schools;
- Detailed methodology and tools, which will be used for implementation of the tasks within TOR including mechanism of building cooperation with the governmental institutions and all relevant stakeholders;
- Detailed calendar plan on implementation of all activities under this TOR;
- Presence of the following key expert:
Expert on Secondary Education Methodology:
 - Master’s degree or equivalent in humanities or social science;
 - At least 10 years of working experience in the field of education and/or pedagogics;

- Not less than five publications which prove his (her) analytical skills;
 - Experience in development of government educational standards, programs and curricula as official membered of appropriate working groups;
 - Language skills: fluency in Russian and Romanian, English is an advantage.
- Climate Change Expert:
 - Master's degree in the field of technical, economy or natural sciences;
 - not less than 5 years of experience in the field of climate change;
 - participation in development not less 1 educational or awareness material within last 3 years;
 - Language skills: fluency in Russian and Romanian, English is an advantage.

Indicative Plan*

of Development and implementation of a pilot program to improve awareness and understanding for the secondary education system through localized “Climate Box” materials.

#	Name of activities	Preliminary implementation period	Preliminary reporting results
1.	Inventory of existing methodical materials for teacher’s capacity building system and training materials for the schools on the issues related to Climate Change. Analyze curriculum and standards to determine opportunities for adaptation information.	First month	Narrative report on inventory. Recommendations
2.	Provide expert support to the Ministry of Education, Culture and Research in selection process to participate in piloting: - at least 5 pilot schools; - at least 5 classes in every school selected; - at least 125 teachers and Methodists.	First month	List of pilot schools. List of pilot classes in every school. List of pupils and Methodists for pilot adoption implementation
3.	Provide support in the evaluation of the initial background knowledges of teachers and Methodists about Climate Change.	Second month	List of contact persons
4.	Adaptation and translation to Romanian and Russian languages of the “Climate box” – manual for pupils on Climate Change and legitimation of the manual for using in secondary schools.	First, second and third months	E-versions of adapted “Climate Box” in Russian and Romanian languages
5.	Provide support in replication of the adapted version of the “Climate Box” in the printing house agreed with UNDP (verification of graphical materials, proofreading etc.)	Fourth month	Layout of the publications in Russian and English languages accepted by UNDP Communication Specialist
6.	Development of recommendations on adaptation of developed training materials into the school educational process; Development of the methodical tutorials (guidelines) on capacity building of teachers and Methodists	Fifth month	Methodical tutorial (manual). Advanced professional development program for teachers and Methodists, institutions and advanced professional development centers
7.	Conducting together with the Ministry of Education, Culture and Research capacity building training for teachers of pilot schools. Additional expenditures: rent of venue, covering of transportation expenses and living allowances, handouts, printing of certificates and etc.	Fifth month	Agenda, LoP with the signatures. Copies of certificates awarded by the Ministry of Education, Culture and Research. Report on implemented activities. Not less than 5 materials from mass media on the event conducted.
8.	Provide support in the implementation of the educational process in at least 5 pilot schools on the basis of the developed training materials for the 2019-2020 school year: - Working with the school methodical associations of the pilot schools; - Involvement of teachers and Methodists on the basis of covering the extra time to develop methodological approaches for the preparation of	Third – eighth months	Descriptive report on implemented activities with annexes

	<p>lessons based on the developed materials and reports on conducted activities (3 professionals for each pilot school);</p> <ul style="list-style-type: none"> - Conducting of not less than one campaign at each pilot school; - Support the training sessions based on the developed materials; - Development of Concept and conducting the competition for the best methodological approaches implementation of the developed educational materials in the educational process. 		
9.	Provide support in the evaluation of the knowledge / understanding of the teachers and Methodists on “Climate Box” selected by UNDP on a competitive basis for sociological support.	Eighth month	List of contact persons
10.	Provide support in the evaluation of the knowledge / understanding of the pupils on “Climate Box” selected by UNDP on a competitive basis for sociological support.	Eighth month	List of contact persons
11.	Provide comments to the final report of the organization hired by UNDP for sociological support and the final and initial evaluation of the knowledge / understanding of the target groups;	Eighth month	List of proposals
12.	Organization and carrying out the Conference on the dissemination of experience in the implementation of the developed educational materials among more schools;	Tenth month	Agenda, LoP with signatures. Kit of presentations. Not less than 5 materials published in mass media.
13.	Development of the final report and models of publication according to the results of activities.	Ninth and tenth months	