Implemented by: In collaboration with:

TERMS OF REFERENCE

National consultant-team to support the development of digital learning content/ e-learning tools for Electricity and Aircon Training (C1)

1. Overview of the Assignment

Project: Digital Learning Materials for TVET (DLM4TVET) Project
About: Joint planning and developing of digital teaching and learning contents / e-learning tools for the training courses of Electricity and Aircon (C1)
Duration: 12 February 2024 – 31 December 2024
Location(s): Onsite and online

2. Swisscontact

Swisscontact - the Swiss Foundation for Technical Cooperation is an independent, non-profit foundation based in Zürich, founded in 1959 by leading figures from the Swiss private sector and Swiss universities. It is exclusively involved in international development, active in more than 38 countries with 120 programmes with more than 1,000 staff members. At the heart of all Swisscontact's work stand the private sector and its crucial role for achieving more inclusive economic growth. Swisscontact approaches this through 8 working areas: Initial Vocational Education and Training, Labour Market Insertion, Upskilling and Reskilling, Sustainable Agriculture, Trade, Green Cities, Tourism and Entrepreneurial Ecosystem. Swisscontact has been present throughout South-East Asia for more than 30 years. Swisscontact has been operating in Cambodia since 2013, establishing its office in the country in April 2016.

3. Digital Learning Materials for TVET (DLM4TVET)

Digital Learning Materials for TVET (DLM4TVET) is funded by the Liechtenstein Development Service (LED) and implemented by Swisscontact from January 2023 to December 2024 to support the Ministry of Labour and Vocational Training (MLVT) and other partners to advance and coordinate the digitalisation of a more effective and efficient TVET system in Cambodia through the following activities:

- Establishing a functioning Advisory Working Group on TVET Digitalisation to harmonise resources and activities towards TVET digitalisation.
- Enhancing capacities of master trainers /digital focal persons and trainers from selected TVET schools for the development of digital leaning and teaching materials/tools.
- Developing digital learning and teaching materials for Electricity and Aircon trainings on Technical and Vocational Certificate level (C1).

- Introducing and using the newly developed digital learning and teaching materials at selected TVET schools.

4. Assignment and Objectives

4.1 Background

Digitalisation of education systems is a high priority of the Royal Government of Cambodia. The digital transformation of current processes in all spheres in society, including TVET, is set out in the Cambodia Digital Economy and Society Policy Framework 2021-2035. In line with this framework, MLVT has implemented various initiatives to accelerate and achieve the digital transition of TVET to address the disruption caused by the COVID-19 pandemic and to prepare for the transition to Industry 4.0.
To enable a nationwide coordination of the e-learning practices in the TVET sector, MLVT launched a national E-Learning Platform that all public TVET institutions can access to deliver e-learning courses to their students. The platform has been used by public and non-public TVET institutions.
When it comes to the development and creation of e-learning content and digital learning materials and tools
teachers and students still have limited knowledge and skills. In fact, there are some root causes related to this issue as follows:

- Digital teaching and learning materials are not available or limited in Khmer language.
- There is a large gap between provincial training centres that have low human and material resources and national TVET institutes that have more resources.
- Students do not have basic computer knowledge, and they find it challenging to use digital platforms.
- Students have very limited English knowledge to understand and use mobile applications.
- Low internet bandwidth especially in remote areas and extensive use of mobile devices to access eLearning opportunities.
- Lack of equipment and skills such as video shooting and other digital materials, and they do not know on how to produce these materials either.

4.2 Assignment

The DLM4TVET project will hire a consultant team to support the planning, designing and development of digital teaching and learning contents for Electricity and Aircon Trainings provided by public TVET Schools, both on C1 level.

Cooperation with and support of the Sub-TWG and Development of Digital Tools/ digital learning materials for Electricity and Aircon training (both C1)
The consultant will work and coordinate closely with 2 established Sub-Technical Working Groups (Sub-TWG) on Aircon and Electricity. Members of the two Sub-TWG are teachers/ instructors of Aircon and Electricity and digital focal persons from selected TVET schools, as well as representatives of the Department of Standard and Curriculum (DSC) of the MLVT.
The 2 Sub-TWG are entitled with the planning of innovative and student-aligned digital content and materials and the creation and production of the digital tools respectively.

Furthermore, the consultancy implies the collaboration with aircon and electricity professionals from private companies, who also support the planning and development process of the 2 Sub-TWG ensuring relevance and quality of the developed digital materials and tools.

The assignment and accordingly the work of the Sub-TWG must be in line with the existing outline and reference documents for Aircon and Electricity (C1) of the MLVT (Competency-based Standard, Competency-based Curriculum, Competency-based Leaning Material, course, and lesson plans, etc.), which are the basis for the digitalization of the training materials and the preparation of digital tools.

The consultant team actively coaches and supports the members of the Sub-TWGs during the planning, development and production of the digital learning content, tools, and materials aligned with Aircon and Electricity reference documents and lesson plans.
The consultant ensures innovation and attractiveness for young audiences, guiding and supporting the members of the Sub-TWGs to reach feasible and attractive results, of educational videos, animations, presentations, etc.

Further training of TVET staff (focusing on Digital Focal Persons 4 TVET)
In addition to the support and coaching (''on-the-job-training'') of the members during the work of the Sub-TWGs the consultant prepares and conducts a short training course of a few days, to be delivered in Khmer language and face-to-face. The training course will be based on the identified needs of the Sub-TWG members (specially the digital focal persons) and aligns with the modules and content of the previous training, provided by the Albanian consulting firm Praktika.al. The short-term training is to address and close training gaps that arise and will be identified during the joint planning and development process of digital tools during the work in the Sub-TWGs. The general purpose of the further training will be to advance the knowledge and skills in planning and developing digital tools, using the relevant software for digital e-learning tools, e.g. including Articulate Rise 360, PowerPoint, videos and audio editing, graphic design (Canva), infographics, etc.

Coaching and support during the introduction and implementation of the newly developed digital training materials and tools at selected TVET schools
The consultant team will support the Sub-TWG members and the responsible staff from the DSC/DGTVET to introduce the developed digital learning materials in selected TVET Schools and to use it for the training of trainees/ young women and men.
Therefore, the consultancy implies that the consulting team gives inputs on the development of an implementation plan of the newly developed digital tools into the training of the schools, drafting necessary activities to ensure the sustainable introduction and actual usage of the materials, e.g. introduction sessions, teacher trainings, etc.
Furthermore, the consulting team guides and leads the testing of the new material with your TVET students to make sure the idented learning goal is met, that it is attractive, motivates and engages in the learning process, etc.

4.3 Objectives

The objectives of the consultancy are to support, coach and mentor the work within the Sub-TWGs to digitalize Aircon and Electricity training lessons and to accordingly develop e-learning training materials and e-learning tools:

a) Adapt the existing Competency-Based Learning Materials (CBLM) of the Electricity and Aircon (C1) training courses for online/blended learning and select several modules/ lessons for the development of digital teaching and learning materials.
b) Provide instructional design, analysis, and pedagogical consultancy on e-learning during the work of the Sub-TWG.

c) Develop digital/e-learning tools: structure the content and produce e-learning tools using multimedia software, e.g. Articulate Rise 360, PowerPoint, videos, audio editing, graphic design, animation, infographics and simulation video….ect
d) Design and conduct a "refresher'' training on how to develop digital teaching and learning materials, in line with the needs of the members/TVET staff of the Sub-TWG aiming at increasing and strengthening competencies in the development and production of quality digital tools.
e) Draft and update existing materials, guidance documents for the members to support them in using the training content and apply it in their daily work.
f) Prepare the implementation and integration of the new digital learning materials for Aircon and Electricity (both C1) into the teaching and training of Aircon and Electricity at the schools.
g) Quality-check the material according to drafted and agreed upon quality criteria for the digital learning material: e.g. accessibility, attractiveness for young women and men, etc.

5. Scope of Work

The consultant(s) are expected to deliver the following tasks and activities:

5.1 Cooperation with and support of the Sub-TWG and Development of Digital Tools/ digital learning materials for Electricity and Aircon training (both C1)

- Study of all relevant reference documents, e.g. Competency-based Standard, Competency-based Curriculum, lesson plans, existing learning, and teaching materials, etc. for Aircon and Electricity (C1), and the technical capabilities and functionalities of the existing e-learning platform Cambodia.
- Regular meetings with the members of the Sub-TWG for Aircon and Electricity
- Co-create digital learning scenarios and structures together with the Sub-TWGs.
- Facilitate, coach and mentor the members of the Sub-TWG in the process of structuring and preparing the learning content for digitalisation as well as the planning for the digital tools to produce.
- Determine the mode/form and number of digital tools to be developed for Electricity and Aircon (C1) training and prepare a plan for the subsequent production of the digital tools, e.g. slides, graphics, animations, videos, and infographics, etc.
- Make sure the tools are designed and produced to attract a young audience.
- Ensure that the digital courses can be integrated and accessed on the TVET e-learning platform Cambodia.
- Lead the production of the identifies digital learning tools for the Aircon and Electricity Training (C1) to support the reaching of the respective learning outcomes.
- In case of video production, the consultant team will prepare video scripts, scenarios, story board/narration, etc. in cooperation with (selected members) of the Sub-TWGs and submit to SC, DSC focal persons for approval.
- In case of video production, the consultant will shoot, capture important footages, edit the videos, provide high quality narration, translation, and subtitles in English.

5.2 Conduct further (refresher) training for TVET staff (focusing on the digital focal persons) on the Development of Digital Teaching and Learning Materials

- Work closely together with DSC and Swisscontact on defining specifics and dates for the training based on the needs and expressed demands of the members of the Sub-TWG, especially the digital focal persons of the TVET schools.
- Develop a training plan/course outline/course design and training materials accordingly.
- Conduct a training course on specific topics regarding the development of digital teaching and learning materials for approximately 50 selected participants (Master trainers and teachers).
- Conduct assessment and evaluation of the participants' learning progress.

5.3 Coaching and support during the introduction and implementation of the newly developed digital training materials and tools at selected TVET schools

- Guiding and leading the testing of the new material with your TVET students to make sure the identified learning goal is met, that it is attractive, motivates and engages the young target group in the learning process, etc.
- Support the drafting of a concept/ plan for the introduction and implementation of the developed digital learning materials in selected TVET Schools and to use it for the training of trainees/ young women and men.
- Inputs on the development of an implementation plan
- Drafting of necessary activities to ensure the sustainable introduction and actual usage of the materials, e.g. introduction sessions, teacher trainings, etc.

6. Deliverables, timeframe and payment

Deliverables	Timeframe	Number of Days
Understanding of the assignment, SC's policy and signing of the contractual agreement**.**	Upon agreement with SC/DLM4TVET	1
Review of all reference document provided by the DSC/SC to understand the situation, training programme and contents, processes, etc.	Upon agreement with SC/DLM4TVET	2
Sub-TWG Support and digital Tool Development		
Co-created documents and concept notes with Sub-TWGs outlining blended course structure of Aircon and Electricity, learning content and lessons for digitizing/ with potential for e-leaning		5
Participation in meetings with Sub-TWG Aircon and electricity, regular communication, coaching, facilitation and support of members of both Sub-TWG, regular coordination meetings with DSC and SC/DLM4TVET		10

Co-created production plan for digital tools deduced from the planning process of the blended training courses for Aircon and Electricity, outlining types, schedules, and resource requirements for producing tools (e.g., slides, videos, animations): Including co-created: • Video scripts and storyboards • Professionally shot and edited videos with high-quality narration, translation, and subtitles in English		10
Developed digital learning tools, e.g. animations, videos, infographics, etc. completed and agreed upon with DSC (after testing with the target group and adjusting accordingly), aligned with C1 training and TVET e-learning platform compatibility (based on the agreed production plan and agreed upon)		20
Further/ Refresher Training		
Comprehensive training plan and relevant training materials and assessment, based upon identified skills gaps during the joint work and process and agreed with the DSC and SC/DLM4TVET		5
Conduct training according to agreed upon training programme to selected participants (focusing on digital focal persons)		15
Complementary reference and support documents in form of guidelines and handbook (how to dos) to the delivered supporting docs after the first capacity building by Praktika.al		3
Introduction and implementation of developed digital training materials and tools at selected TVET schools		
Co-created concept / implementation plan for introducing and using the developed materials in selected TVET schools.		14
Drafted activities to foster success and sustainability, e.g. introduction sessions, teacher training, etc.		2
Produce a consultancy progress report to SC (SC will provide the report format) and submit the final invoice.		1

7. Requested Skills

The consultant team consists of 2-3 people, that together should meet the following criteria and requested skill:

- Have at least a master's degree of education in Instructional Design, Digital Arts, or equivalent using adult learning principles, methods, theories, and techniques for global audiences.
- Possess at least five years of experience in digital learning and teaching materials development (HTML5/JavaScript/ node.js or equivalent to and Proficiency with Articulate products (Rise, Studio, Storyboard as a minimum) and Ispring. Experience in Learning Management System (LMS) or other e-learning creators is an asset.
- Experience in mentoring or/and coaching relevant to skills development.
- Possess practical experience in the facilitation of consultative meetings with stakeholders to gain their inputs and provide online training courses, using modern and people-centric methods.
- Have excellent command of Khmer in writing and speaking and the ability to write and speak English.
- Have good interpersonal and communication skills and are approachable and dynamic.

8. General Conditions

- The consultancy assignment is valid until completion of all agreed activities.
- Written amendments to this ToR may only be made by mutual agreement and approval, signed by both parties after due consideration.
- Any changes in budget planning or expenditure, Swisscontact and the Consultant(s) must agree on jointly.
- The consultant(s) work transparently and provides all available information if requested by Swisscontact to oversee, monitor and evaluate the technical implementation.
- This assignment may be terminated in an emergency situation by a joint decision taken by Swisscontact and the Consultant(s)(s).
- This assignment has been written in two copies: One copy is kept by Swisscontact and one copy is kept by the consultant(s).

9. Application

Interested applicants are requested to submit a budget proposal, work plan, CVs with roles and responsibilities and cover letter detailing the Consultant(s)'s suitability for the assignment. The application should be provided no later than close of business on **4th Feb 2024** to the email address below.
Swisscontact reserves the right to contact only applicants that have been selected for interview.

Application(s) should be directed to:

Recruitment, Swisscontact

E-mail: recruitment.cambodia@swisscontact.org Website: www.swisscontact.org