TERMS OF REFERENCE -

Long term expert assignment

GIZ

Management of natural resources and safeguarding of ecosystem services for sustainable rural development in the South Caucasus (ECOserve)

PN 2018.2062.0-002.00

OVERALL TASK:

Organizing and implementing English language lessons for the RA Ministry of Environment and RA Ministry of Economy

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1. BACKGROUND

The programme "Management of natural resources and safeguarding of ecosystem services for sustainable rural development in the South Caucasus" (ECOserve) is part of the wider German support in the priority area "Environmental policy, conservation and sustainable use of natural resources in the South Caucasus".

The objective of ECOserve is to improve the conditions for the sustainable and biodiversity-friendly use of natural resources in the prevailing land-use systems in the South Caucasus, with a special focus on energy security for the rural population.

The main target groups of ECOserve are state and private groups of resource users in rural areas of the South Caucasus, especially farmers, shepherds, state forest enterprises and rural households that use fuelwood or manure as a source of heating energy.

In Armenia, the Ministry of Territorial Administration and Infrastructures (MoTAI) is the lead executing agency, with the Ministry of Environment (MoEnv) and the Ministry of Economy (MoEc) as implementing partners.

In Armenia, ECOserve focuses on the dominant land use forms such as sustainable pasture management as well as sustainable energy in rural areas.

In the framework of the ECOserve programme, GIZ aims to support the partners from the RA Ministry of Environment and the RA Ministry of Economy to develop or improve English language skills. In today's world, English language skills are key to building effective communication and negotiation processes with partners outside the organizational and national boundaries. The English language skills will also contribute to the personal development of each staff member and, thus, to the organization as a whole.

2. OBJECTIVE

The main objectives are:

- English language skills of 27 representatives from the RA Ministry of Environment and RA Ministry of Economy are improved.
- English language exam (the level to be defined) is successfully passed by the participants of the English language lessons.

3. SCOPE

The scope of the lessons should include specific vocabulary on environment and natural resources to the extent possible. The lessons should equally focus on reading, listening, writing, and speaking skills (with a slightly more focus on speaking skills). The whole training should be practical, interactive, and student-centered.

Most of the 27 potential participants have taken placement test at the American University of Armenia. According to the results of the placement test, the pool of participants can be split into three main groups with each group consisting of 8-10 people. One of the groups has beginner level (10 people), the other two groups have an intermediate level.

The lessons shall be delivered either at the premises of the RA Ministry of Economy, RA Ministry of Environment, or GIZ office. The whole process shall consist of **288 lessons (12 months, 3 groups), 1.5. hours each.** The lessons shall be conducted twice a week (time to be agreed).

4. TASKS, RESPONSIBILITIES AND SCHEDULE

It is expected that the work will be carried out according to the schedule below, starting no later than 01.09.2020 (equivalent to Week #1) and finishing no later than 30.09.21 (equivalent to Week 48). The August of 2021 is excluded from the mentioned time-frame as it is mostly a vacation period.

The consulting company who will organize and deliver the English language lessons will be responsible for the following tasks:

Task 1: Design a concept note, which will include the target group, the objectives, and the final level achievement (which level of language skills each group should achieve at the end of the whole process), the overall methodology, the timeline, the resources to be used (e.g., textbooks, equipment, etc.), the format of the final exam. The methodology should be prepared for online teaching and for in-person teaching.

Task 2: Deliver English language lessons (288 lessons, 1.5 hours each) for the three groups from the MoEc and MoEnv based on designed syllabus. This Task also includes assigning homework, organizing interim tests for measuring the progress of the participants, and organizing interesting and engaging activities for the classes.

Task 3: Design and organize the final exam, grade the results, and share them with each of the participants and GIZ.

Task 4: Submit quarterly progress reports and a final report including evaluation results, and the overall level of progress of the assignment and progress of the participants.

The implementation of the work will take no longer than **12 months (48 weeks).** The company should follow the timeline mentioned below.

Months

	1	2	3	4	5	6	7	8	9	10	11	12
DESIGN THE CONCEPT NOTE												
Task 1: Design a concept note	X											
CONDUCT THE ENGLISH LANGUAGE LESSONS												
Task 2: Deliver English language lessons (288 lessons, 1.5 hours each) for the three groups (online or in-person)	X	X	X	X	X	X	X	X	X	X	X	X
DESIGN AND TAKE THE EXAM												
Task 3: Design and organize the final exam, grade the results, and share them												X
PROGRESS AND FINAL REPORTS												
Task 4: Submit quarterly progress reports and a final report			X			X			X			X

5. PRODUCTS TO BE DELIVERED

Output 1: Concept Note

The Concept Note (max. 6 pages) will include but will not be limited to:

- Background and objectives,
- target group,
- the final level achievement (which level of language skills each group should achieve at the end of the whole process),
- methodology (both for online teaching and for in-person teaching),
- general syllabus for 12 months (this can be adapted further on),
- timeline (for 12 months),
- resources to be used (e.g., textbooks, equipment, etc.),
- monitoring and evaluation (on a quarterly basis),
- the format of the final exam.

NOTE: The methodology should be prepared both for online teaching and for in-person teaching. The company should be flexible to switch from online teaching to in-person teaching or vice versa depending on the situation of the pandemic. The company will be responsible to organize meeting/s with MoEnv and MoEc for elaborating the Concept Note and for discussing the finalized version. The recommendations of MoEnv and MoEc should be included in the Concept Note.

Output 2: English Language Lessons

This will mainly include:

- Weekly and monthly lesson plans / syllabus
- Implementation of 288 lessons (1.5 hours each) for the three groups from MoEnv and MoEc

NOTE: The monthly syllabus/lesson plan should be provided to GIZ at the beginning of each month.

Output 3: Final exam

This will include:

- Designed final exam
- Graded results of the final exam shared with GIZ and the participants individually

Output 4: Progress and Final Reports

This will include:

- Quarterly progress reports, including evaluation, the overall level of progress of the assignment, and progress of the participants (1.5 - 2 pages)
- Final report including evaluation results, and outlining the overall progress of implementation of the assignment, lessons learned, recommendations, and next steps (max. 5 pages)

The company will be responsible for planning assignment-related meetings and the timely delivery of the agreed deliverables.

All documents shall be delivered electronically in English language to GIZ, using the official ECOserve reporting format.

The company shall coordinate his/her activities and work in close collaboration with Alla Berberyan (Adviser) and Tobias Wittmann (Team Leader).

The company shall report to Alla Berberyan (Adviser) and Tobias Wittmann (Team Leader).

6. PROFILE OF THE COMPANY

The experts of the company shall meet the following requirements:

- *Higher education (MA or PhD) in the English language and pedagogy,*
- *10 years of minimum experience in teaching English,*
- *Proven experience in teaching English to early- or mid-career professionals,*
- *Proven experience in delivering online lessons;*
- *Excellent knowledge of various teaching methods and proven ability to create lesson plans,*
- *Experience in teaching English for environment and natural resources is an advantage,*
- *Exceptional inter-personal and communication skills,*
- *Excellent listening skills,*

- *Fluency in English and Armenian.*

A company with 3 or more experts/teachers having the required expertise is eligible to apply. The interested company shall submit a summary up to 3 pages of the Concept Note, including reference(s) or other proof of similar or relevant past experience and CVs of key experts (teachers). The interested company shall submit a financial offer (in a separate envelope).

7. Requirements to financial proposal

Financial proposal should include the following budget lines

Deliverable	Quantity	Price in AMD per unit	Total sum in AMD
Concept	1		
Lessons	288		
Final exam	27		

If necessary, each position can be divided into more precise lines.

Yerevan, May 2020