


INVITATION TO BID FOR CONSULTANCY

1	Title of Consultancy	Consultancy Service for Development of Teacher Coaching and Mentoring Module
2	SCI Contracting Office	Save the Children Somalia Country Office
3	Period of Consultancy	The assignment will be 45 days
4	Consultant type required	Consultancy Firm/Individual consultant
5	Responsibility for Logistics arrangements and Costs	Save the children will pay fees for the consultant in a lump sum inclusive of logistics and other other related costs and will not reimburse any incurred costs during the assignment.
6	Taxation Provisions	The consultant shall be responsible for all taxes arising from the consultancy in line with the local Tax regulations applicable at the SCI contracting office, Mogadishu.
7	Travel requirements	The consultant will travel to Federal Member States (FMS) to conduct consultations. The consultant will cover his/her logistical arrangements and costs.
8	Security requirements	The consultant will comply with standard of Save the Children Security procedures, including the completion of SCI online security training (applicable to international consultants) prior to travel to Somalia.
9	Professional quality and Expertise	<p>The following are the minimum requirements for the consultant to be considered for carrying out the assignment</p> <p>Education:</p> <ul style="list-style-type: none"> - The lead consultant must hold at least a master’s degree in education. <p>Experience:</p> <ul style="list-style-type: none"> - At least 10 years of experience in teacher training curriculum content development specially for crisis or conflict settings, - Proven expertise in teacher training and interactive training material design and development. - Previous similar work experience with the Somali Ministry of Education, Culture, and Higher Education (strongly preferred). - Excellent communication and report writing skills. - Fluency in English (required) and Somali (required). - Demonstrated experience and a good track record of working with government, international organizations such as international NGOs, or the UN in Somalia.

EVALUATION CRITERIA		
The proposals submitted by consultant will be evaluated based on the following criteria:		
	Essential Criteria	Pass/Fail
1	The Bidder and its staff agree and Sign to comply with SCI policies embedded below at this ITB. The Bidder is to download below listed items, read, understand and sign off appropriate section in below. a) Terms & Conditions of Bidding b) Supplier Sustainability Policy and the included mandatory policies	Pass/Fail
2	The bidder must provide official documentation that demonstrates their legal status and professional registration , including but not limited to: <ul style="list-style-type: none"> Valid Registration certificate from the ministry of commerce and industry of Federal government of Somalia. This requirement applies exclusively to consultant firms. Valid Tax registration number & certificate from the Ministry of Finance of Federal Government of Somalia with good standing of Q3 2025. 	Pass/Fail
Capability Criteria (Technical Evaluation):		
3	Detailed technical proposal with clear methodology of how the consultant intends to develop teacher coaching and mentoring module and detailed work plan with clear milestones. This to be evaluated based on: (a) Overall quality, clarity, organization and relevance of the technical proposal document – (30 marks max.) (b) The level of work plan detail and how it is related to the proposed methodology - (15 marks max.).	45 marks
4	Experience in conducting similar assignment related to teacher training curriculum development. This to be evaluated based on: a) Prior experience in design and development of teacher training curriculum– Please provide at least two contracts and/or LPOs - (10 Marks each carry 5 marks) b) Two CVs for the proposed technical team detailing qualifications and experience (10 Marks each carry 5 marks) c) Cover letter introducing the company, outlining their technical expertise and interest for the assignment as well as their availability and commitment. (5 marks max). d) Updated Company Profile (Optional)	25 Marks
5	Two Copies of the previous similar reports relevant with the subject matter. (10 marks – with each similar report being awarded 5 marks)	10 marks
Commercial Criteria (Financial Evaluation):		
6	Detailed financial proposal with budget breakdown including all expenses, fees, and taxes. $\left\{ \frac{100\% \times \text{Lowest bid value}}{\text{Current value bid}} \right\} \times 0.20$	20 marks
Total		100 marks
Note: For the technical analysis, a firm or individual consultant must score 60% and above on the capability to be considered in the next evaluation process and the ultimate decision will be based on interview performance.		

7	Application Procedure	<ul style="list-style-type: none"> Interested consultant (s) who meet the consultancy requirements are requested to submit their bid and each application package should include the above required minimum requirements. <p>Applications can be submitted by: Protected Email box below</p> <ul style="list-style-type: none"> Email should be addressed to southcentral.supplychain@savethechildren.org Should you need any clarifications please direct your queries to Css.logistics@savethechildren.org. and expect responses within maximum of two working days. Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered. <p>The subject of the email should be TOR for Consultancy Service for Development of Teacher Coaching and Mentoring Module</p> <ul style="list-style-type: none"> All attached documents should be clearly labelled so it is clear to understand what each file relates to. Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails. Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid. <p>All applications MUST be submitted on or before the closing date below to be considered for the assignment.</p> <p>Only shortlisted Candidates will be contacted.</p>
8	Closing date for Applications	Interested companies/institutions shall submit their applications through the above procedures, no later than 11:59 PM East Africa time on 30th August, 2025

We, the Bidder, hereby confirm we compliance with the following policies and requirements:

Policy	Policy Document /	Signature
Terms & Conditions of Bidding	 1. Terms & Conditions of Bidding	
Supplier Sustainability Policy and the included mandatory policies	Click Here To Access	

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature:

Name:

Title:

Company:

Date:

TERMS OF REFERENCES FOR DEVELOPMENT OF TEACHER COACHING AND MENTORING MODULE

INTRODUCTION

The Ministry of Education, Culture & Higher Education of the Federal Government is responsible for establishing a quality education system for all Somali citizens that offers equal opportunities and promotes respect for human rights and observes Islamic principles as articulated in the provisional Constitution of the Federal Government of Somalia (2012) and the National Education Policy (revised in 2023). The overall goal of the education sector is to ensure that all girls and boys have access to quality early childhood, basic and primary, secondary, technical and vocational, higher education, and complete with relevant and effective learning outcomes. The strategic goals of the sector are governed by the National Development Plan (2020-2024), the Education Sector Strategic Plan (2022-2026), the Somali Partnership Compact (2023-2026).

Save the Children has worked in Somalia for over 70 years and is a national and international leader in humanitarian and development programming. Our long operational history and broad geographical coverage has afforded us positive working relationships with key stakeholders, including the federal government, state and local authorities, donors, international and local NGOs, as well as the trust and acceptance of the communities themselves. Save the Children has operational presence in 17 regions in the country, with over 640 national and international staff across 14 field offices. Save the Children implements a wide range of multi-sectoral humanitarian and development projects in Somalia. Our programming is guided by our Country Strategic Plan 2022-24 which follows a child life cycle model to make sure our programs consider a child and their needs holistically and respond with thematically integrated and age-appropriate interventions.

BACKGROUND:

The System Transformation Grant (STG), funded by the Global Partnership for Education (GPE), is a three-year initiative aimed at catalyzing sustainable advancements within the education sector of the Federal Government of Somalia. With a robust focus on the Education Sector Strategic Plan (ESSP 2022-2026) and the Partnership Compact's outlined priorities, the STG endeavors to bolster primary enrollment rates, enhance literacy and numeracy, and establish a transparent and efficient financial framework. STG seeks to revolutionize the education landscape, ensuring equitable access to quality education across urban and rural areas while fostering accountability and efficiency in financial management. Through strategic partnerships and comprehensive interventions, the STG aims to lay the foundation for a transformed education system, driving socio-economic progress and prosperity for Somalia's future generations.

The STG grant aims to significantly enhance the quality of education for 240,700 children through various interventions. One of the key objectives under Outcome 1 is to bolster the teaching workforce by introducing 3,000 new teachers, resulting in a 16% increase in teaching staff. Additionally, the program seeks to enhance teacher qualifications by adding 6,000 trained educators, raising the ratio of qualified teachers to 58%, and aiming to boost the proportion of primary female teachers by 20%. For Outcome 2, the program aims to improve student academic achievements, aiming for a 65% score in the EGRA assessment among third graders and seeking to elevate the primary school completion rate to 90% in targeted schools. These improvements are supported by robust engagement with local communities and education authorities to ensure the sustainability of program interventions. Recognizing the significant contribution of households to education in the Somali context, the STG will enhance the collaboration between schools and local communities, encouraging increased investment in educational activities, including match funding, labor, and in-kind contributions. Furthermore, the program plans to collaborate with the Ministry of Education, Culture, and Higher Education (MOECHE) to set up a National Education Fund, attracting substantial contributions from the local private sector and diaspora to boost domestic financing. Under Outcome 3, the program is set to implement an effective education financing framework that incorporates accountability and transparency, improve teacher management with the activation of the National Teachers Policy, and fortify the Somali government's capacity to deliver education services efficiently.

The overall program beneficiaries' targets include:

- 240,700 children – of which 87% are out of school; 50% are girls; 6% are children with disabilities (208,700 out of school; 120,350 girls; 14,500 children with disabilities).
- 6,000 teachers (of which 3,000 are new teachers and 3,000 are existing teachers in the system).
- Approximately 1,400 Community Education Committees (CECs) members.
- Approximately 45 government officials (DEOs, REOs, MOECHE, FMS MOEs staff).

OBJECTIVES OF THE ASSIGNMENT

The overall aim of the assignment:

1. To assist the Department of Teacher Management and Development in the Ministry of Education, Culture and Higher Education in developing a teacher coaching and mentoring module. This module aims to support the Ministry's effort in teaching professional development at school level, with the goal of improving the teacher's competencies and quality instructional delivery.

	<p>2. To support the MOECHE into developing and updating the existing teacher's professional development approaches as well as and standardizing/ approving the use of the teacher coaching and mentoring module to aid teachers at school level.</p>
	<p>SCOPE OF WORK</p> <ul style="list-style-type: none"> • Developing teacher coaching and mentoring module • Review and analyse existing teacher coaching and mentoring module, curriculum documents, teacher education policy, and inclusive education documents related to teachers, identifying gaps for improvement. • Address gaps identified during the analysis and review of teacher coaching and mentoring • Work with Ministry of education teacher department and SCI technical team in developing of Teacher coaching and mentoring module. • Provide regular progress updates to MOECHE and SCI teams.
	<p>PROPOSED METHODOLOGY</p> <ul style="list-style-type: none"> • Should be highly participatory incorporating group discussions and plenary sessions to address and deliberate on all identified issues.
	<p>EXPECTED TASKS AND DELIVERABLES</p> <p>The following outputs to be delivered:</p> <ul style="list-style-type: none"> • Participate in meetings with MOECHE and SC to discuss anticipated deliverables. • Develop and share teacher coaching and mentoring module (both in English and Somali version) • Address comments provided during the review process by MOECHE /SCI technical team • Consolidating and inputting feedback from the stakeholders into the module • Submit a consolidated final report detailing the process, challenges, and recommendations
	<p>CONTRACT MANAGEMENT, SUPERVISION AND REPORTING</p> <ul style="list-style-type: none"> • SC will manage the consultant contract and provide the necessary technical and financial support • The consultant will be responsible for completing the deliverables listed above. • MOECHE and FMS MOEs will provide all the necessary information and support to help the Consultant successfully complete the deliverables. • The consultant should report to the SCI technical team and Teacher Education Director (MoECHE) and work closely with the Curriculum Director, Quality

	Assurance Director, and Inclusive Education Director from the Ministry of Education Federal as well as Save the Children staff.
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