



República Democrática de Timor-Leste
Ministério da Educação

Second Chance Education Project
TERMS OF REFERENCE

NON FORMAL EDUCATION INTERNATIONAL MEDIA SPECIALIST

I GENERAL INFORMATION

Position : **Non Formal Education Media Specialist**
Duty Station : Dili, Timor-Leste
Duration : 7 months
Desired start date : ASAP
Reporting to : Director of Direção Nacional do Ensino de Recorrente (DNER) and MSP/SCEP Project Coordinator. The direct counterpart of the consultant will be the National Director for Recurrent Education (DNER)

II. GENERAL INTRODUCTION

The Ministry of Education is the central Government body responsible for the design, implementation, coordination and evaluation of policies defined and approved by the Council of Ministers for the areas of education, science, technology and culture. Within the central organization of the Ministry of Education, there are several national directorates including the National Directorate for Recurrent Education known as DNER.

The National Directorate for Recurrent Education (DNER) is the Directorate responsible for the development and implementation of the National Literacy Program and Basic Education Equivalency for those who have either never been or dropped out from the formal schooling system. Under the Education Basic Law, the National Directorate for Recurrent Education is given upon the competencies to:

a) Eliminate illiteracy, literal and functional;

- b) Contribute to the reintegration of the left early ones into the formal schooling system;
- c) Promote an ongoing educational system for those who are able to be integrated into the normal education system;
- d) Establish the organization of the educational framework for the people who are not covered by the formal education system;
- e) In cooperation with other relevant departments, develop a National Literacy Program, through distance learning programs and others;
- f) In cooperation with other competent authorities, develop, implement, monitor and evaluate the equivalency Program of Basic Education;
- g) Develop programs for people who are outside of the formal schooling system in the areas of language, literacy and numeracy;
- h) Implement the production of manuals and other teaching materials for recurrent education;
- i) Promote the creation of Community Learning Centers, adapted to the needs of local communities;
- j) Promote coordination of recurrent education programs with training courses provided by the technical and vocational schools;
- k) Establish standards and evaluation mechanisms for programs and non-formal education projects in collaboration with the district directorates;
- l) Coordinate the process of equivalency as alternative of educational and training;
- m) Develop national tests to carry out the evaluation thereof;
- n) Define the qualifications, skills and professional conditions required of the teaching staff assigned at recurrent education.

The Department of Equivalency, Curriculum, Training, Monitoring and Evaluation is the department responsible for planning, implementation and development of youth and adults educational programs and project, non-formal education which is culminated in the process equivalent to formal education system and included in the general framework of the educational activities undertaken by the National Directorate for Recurrent Education.

III. RECRUITMENT: INTERNATIONAL

1. The Ministry of Education of Timor-Leste is seeking a qualified and experienced Expert (International and National Non-Formal Education Specialist) in creation of media to support the

development and production of educational media with emphasis on National Equivalency Program curriculum of the basic education, recurrent education methods, adult education and non-formal education that are required and supported by the Second Chance education project (SCEP).

2. The SCEP is funded by the World Bank and focuses on strengthening the recurrent education and non-formal education, particularly in the Equivalency program of basic education for youth and adults. The project is an opportunity to expand the National Equivalency Program (NEP) for the easy entry of post-literate or who have not completed the regular basic education. It also aims to provide Community Learning Centres in 6 districts to allow full expansion of the National Equivalency program (NEP) and introduce distance learning methodology with low cost as a way to increase efficiency and capacity of the National Recurrent Education Department (DNER).
3. The purpose of the position is to provide the DNER a technical source and specialized international/national level to support the creation and the development of educational resource media/instrument (TV, radio, computer, Internet) which is suitable with the current context of Timor-Leste to mediate the necessary curriculum subjects and the organization curriculum content for the National Equivalency Program.
4. The Media specialist will provide the DNER the ability to work effectively with: a) the relationship between the NEP curriculum, Information and Communication Technologies (ICT) and audio-visual resources in education in the present; b) technology and communication languages such as virtual learning environment; c) organization and dynamics of the NEP in the form of face-to-face Teaching+DL low cost; d) design and development of instructional materials (technical, teachers and students) on audio-visual resources and technologies in education for youth and adults; e) capacity building and training of DNER/DNME pedagogical technical team for the Integration of media in education and teaching practice.
5. The consultant will work closely with the DNER Department heads, Curriculum Development Consultant, Planning/Management Consultant, Team Pedagogical Technical DNER and educational media/instrument Development Team of the National Directorate of Educational Media/Ministry of Education. The consultant will also

consult closely with other external partners including UNESCO and UNICEF who are actively engaged in non-formal education curriculum development discussion.

IV. SUPERVISING AND REPORTING

The International Media Specialist will work at the National Directorate for Recurrent Education under the supervision of the National DNER Director as Immediate supervisor. In addition he or she will also be required to report to the Second Chance Education Project Coordinator.

V. RESPONSIBILITIES

6. The proposed position is intended for a specialized service of designing and development of educational media/instrument for the National Equivalency Program;

7. The consultant will be responsible for the design and development of educational media/instrument for the PNE, but is available if requested by the directorate of the DNER for other activities;

8. The consultant will develop the specific tasks of daily work and determined in this TOR as:

- a) Analyse, review and recommend the practical aspects of the different educational media/instrument and the integrated use of communication languages: sound, visual, printed, audio-visual, computer and telematics, in the teaching and learning process for young people and adult, appropriately with the Timor-Leste current condition (cultural, Social and Technology);
- b) Contribute in the design, development and production of materials for TV, radio, computer, internet, according with the National Equivalency Program curriculum area/subject and content;
- c) Work in partnership with the DNER head of Departments, Curriculum Development Consultant, Planning/Management Consultant, DNER Technical Teaching team and educational media/instrument Development Team, on capacity building and authorship strategies to Desert-mance, writing and development

of educational means for the National Equivalency Program (NEP):

- a) Routing, story board, media editing, artwork etc;
- b) Work with hyper-media;
- c) Web Design with XHTML and / or CSS best suited for the PNE.
- d) Building capacity for the development of educational media such as film, video, audio, photographs, CD ROM and / or software based on disciplinary curricula and their instructional materials (Teacher Manuals and Students school books) and teaching of the NEP, to support teacher training (manual /teacher's guide) and other instructional materials for teaching technical support;
- e) Monitoring and supervising the design and production of educational media in its different languages for integrated use in the non-formal educational process;
- f) Training of DNER Pedagogical Technical team on educational media being produced: methods and means, materials and technologies to support the Recurrent Education and non-formal education with capacity to deliver the programs successfully both in-class and through distance learning;
- g) Provide other services as required by DNER.

VI. EXPECTED DELIVERABLES

9. The consultant will provide the following products/referrals according to the development of the project:
 - A media analysis or research report with recommendation reviewed by the DNER/MoE on different types of media, assessing best ways that suit the context of Timor-Leste (Cultural, Social and Technology) to integrate the NEP with distance education mode: integration, goal, time, cost, quality, human resources, communications, risk and procurement of recommended educational media;

- Production of media/instrument such as videos (scripting, storyboarding, editing, etc.), website (Web Design with XHTML and / or CSS best suited forPNE), audio (radio, CD), photographs, CD ROM and / or software;
- Timeline for the development of educational media during the contract period (7 months) and in accordance with this Terms of Reference;
- A training outline prepared and deliver to DNER Pedagogical Technical Team and DNME the Technical Team in order to contribute in improving the quality of adult learning, recurrent educationand non-formal education, considering how decisive factor the integrated use of media is in the educational process: development of curriculum, instructional materials, classroom teaching+DI and teacher training-use and maintenance.

VII. PROGRESS AND REPORT

- 10.The consultantwill be required to reside in Dili during theTerms of services (7 months).
- 11.The consultant will reportto the Director ofDNER and the SCEP Project Coordinator

VIII QUALIFICATION REQUIREMENT

12. The Consultant is qualified and experienced, have dominion in project management,with the ability to dialogue with the different areas/sectors/ departments, allowing the implementation of work focusing on time, cost, quality and measurable results.
13. Jurisdiction increation for different educational media related to the planning, design, development and implementation of the NEP of the curriculum-face teaching+DLand / or vice-versa.
14. The consultant should have proven professional experience and good knowledge of at least 05 years of experience with development projects in educational media/instrument, development of educational materials with emphasis on classroom

learning and distance education, as well as knowledge in the development of tools and materials for the distance learning with an emphasis on adult education and recurrent education and non-formal; 03 years of international experience directly related in the application of the latest and most effective development methods and creating different digital media to support adult education programs, recurrent education and non-formal education.

15. The consultant must have an excellent ability to train and provide technical support the Managers of Departments of DNER, the Pedagogical Technical Team DNER and Technical Team DNME as required.

16. Criteria for selection of the consultant are:

- Higher education degree (preferably post-graduate level or Masters/PhD) in the area of Digital Design, Media and Advertising in Multimedia.
- Minimum of 05 years experience with development projects in educational media/instrument, development of educational materials with emphasis on classroom teaching and in expensive DL;
- 03 years of international experience directly related in the application of the latest and most effective development methods and creating different digital media to support adult education programs, recurrent education and non-formal education with low cost;
- Experience working in Timor-Leste or other context of capacity building in low-capacity local and post-conflict contexts is an advantage;
- Strong knowledge and experience in communication and educational media; creating and editing skills of educational media with proven ability to meet short-term results;
- Practical experience with World Bank projects is an advantage;
- Work experience close to government institutions;
- Proficiency in Portuguese and English and/or Portuguese/Tetum and English;
- Oriented on short-term results, focused and flexible

IX. PAYMENT AND FUNDING

The position is funded-out of the Second Chance Education Project (SCEP), in accordance with what is agreed in the Individual Consulting Services - Time-Based Payments contract.