

This project is implemented with the support of The Charitable Fund: Thales Solidarity

TERMS OF REFERENCE

DIGITAL LITERACY IN EDUCATION PROJECT

CONTENT EXPERT

Introduction

The “Digital Literacy in Education Project” aims to train 24 social educators and then to deploy this training to 120 educators in 8 provinces of Turkey, so as to enable them to continue the education of vulnerable populations (rural areas, disadvantaged neighborhoods etc), including those supported by partner NGOs. The project consists in defining the first digital culture content (Booklet) to train the participants and to enable them to apprehend and use the digital tools for distance education. The training will cover the tools of the office pack and course presentation, mastery of videoconferencing tools and protection of personal data. Following this training, participants will conduct 6 training sessions (of approximately half a day) for other educators. The trained educators in 8 provinces will be able to offer distance learning and thus contribute to improving access to education for all.

1. The Subject of the Services

1.1 Formulation of a theoretical framework that is needed for the content development of the Digital Literacy in Education project which will be implemented with the support of The Charitable Fund: Thales Solidarity. Moreover, the subject of the work to be carried out under this ToR consists of; a manual and a training of trainers program development, that require examining existing studies, executing reports and literature reviews.

2. Responsibilities of the Parties

2.1 The Expert will bring all the most commonly used and easily accessible online education tools together for educators and present them to project staff

2.2 The Expert will develop a manual /hand book for project beneficiaries (trainers/educators) by working closely with project coordinator, MEAL officer and donor representative.

2.3. Together with the Project coordinator and MEAL officer, the expert will be responsible of the development and implementation of the digital literacy in Education: Training of Trainers.

2.4. The Expert agrees to assign a qualified delivery of all the work product that is determined in the realms of its qualification, scope, and content.

2.5. The Expert hereby agrees: not to make any use of any of the documents given or provided by the Organization that entails materials related to the Organization in written or any other form (including *digital documents, records, data, etc.*) in any manner whatsoever without the Organization’s prior written consent. The Expert agrees that the documents (*information, brochure, catalog, pattern, drawing, figure etc.*) including visual materials and reports that the Organization reclaims with the third parties shall be confidential and exclusive to

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the Organization. The Expert declares, accepts and undertakes that the documents as mentioned above shall not be; published, reproduced, distributed, modified, maintained, sold or used for the own purposes of the Expert.

2.6. In case of a partial or total breach of written and confidentiality commitments, the Expert undertakes to pay the incurring or arising damages, and any compensation costs and attorney fees of the Organization.

2.7. The Expert acknowledges and undertakes the obligation to protect the Confidential Information will continue indefinitely without any period, regardless the commercial relationship ends for any reason.

3. Target Group

The target groups of the project are the trainers/educators working at NGOs or at schools who are providing or interested in providing online education to his/her beneficiaries.

4. Tasks of Expert

The assignment will comprise the following tasks for Monitoring and Evaluation Expert.

<i>n°</i>	<i>Task</i>
1	Bring all the most commonly used and easily accessible online education tools together for educators and present them to project staff
2	Develop a manual /hand book for project beneficiaries (trainers/educators) by working closely with project coordinator, MEAL officer and donor representative.
3	Conduct sessions during Training of Trainers and present the manual to trainers.

5. Place of Work

The Content Expert will be home based and working in close collaboration with YUVA staff

6. Line management and responsibilities

The Content Expert will work under the responsibility of the project coordinator. project coordinator will be the position who will be directly in communication to agree up on the tools and implementation method. The Expert will be working to develop the content of the digital tools that are necessary to provide remote education, develop a manual (hand book) for educators to use and conduct the related session during Training of Trainers. The manual will also be used as a resource for similar structured projects implemented by other organizations in Turkey.



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7. Duration of the assignment

The duration of the assignment is estimated at 18 days for Content Expert.

8. Expected outputs

Outputs
Digital Literacy tools used in education are brought together with explanations for each on how to use and for which purposes.
All tools are introduced through a manual (hand book) developed by trainers/Educators.
Session contents are developed for Training of Trainers and sessions are conducted