

**Terms of Reference (ToR) for
Radio Schooling (Designing, Developing and Broadcasting Lessons
through radio)**

Project Title	Radio Schooling Project
Type of Project	Continuation of Learning of students
Name of the organization/company/consultant	
Project Duration	Three Months

1. Background of the Organization

Good Neighbors International (GNI) is an international, non-profit humanitarian organization established in 1991 and working in 35 countries around the world. It is headquartered in South Korea. GNI has fundraising offices in the USA, Korea, and Japan, and an International Cooperation Office in Geneva. GNI currently implements 200 community development projects (CDPs), covering a variety of areas including rural development, income generation, health, water, sanitation and hygiene, child education, protection, disaster risk reduction as well as advocacy and network building.

Good Neighbors International (GNI) Nepal has been working in Nepal since 2002 with the objective of improving lives of the poor people especially children through education, child protection, and income generating activities, health, WASH, and disaster risk reduction. GNI Nepal has been operating its activities in 19 districts.

2. Project Background

Radio schooling is an alternative approach to deliver content specific knowledge of the different subjects from the radio station in a scheduled time frame. The Radio Subject Teacher (RST), radio station manager and RST Instructor are the key personnel to deliver the lessons from radio station. The Radio Subject Teacher (RST) prepares weekly lesson plan (according to the curriculum and text book) with support of RST Instructor, make weekly schedule, inform radio station manager / technician through the Instructor and

the RST starts to deliver audio lesson from Radio Room with support of radio station technician. Radio jingle for the radio schooling with detail information will be aired prior to two three weeks of the radio classes. Sometime, student can also share their thought about the lesson at the end of lesson aired from the radio room.

The **Radio Schooling Project** aims to expand opportunities for continuing the learning of students even though the schools are closed due to COVID-19 Pandemic. Hence, this initiation expects to promote:

- the use of radio as a teaching and learning tool to continue the learning of students at home
- educational access and equity for all regardless of age, gender, ethnicity, some functional limitations or geographical location.

3. Objective

This project intends

1. To design, develop, produce and broadcast radio-based lessons for the students of basic and secondary level
2. To provide psychosocial support to the children through radio message/lesson

4. Scope of the Work

This project/assignment has two tasks. The first one is designing, developing producing and broadcasting radio/audio lessons and the second one is to provide psychosocial support to the students through radio. Hence, the organization/company/consultant is expected to

- 1) Develop, design, produce and broadcast radio lessons of five major subjects (English, Nepali, Maths, Science and Social studies) of grade six, seven, eight and nine.
- 2) Collect life-skills related materials produce the lesson and broadcast it through the radio including psychosocial support message/lessons

The lessons should be developed on the basis of the curriculum prescribed by Ministry of Education, Curriculum Development Center by taking into account of the age, psychology and need for small kids. The organization/company or consultant shall submit **Technical and Financial proposal** based on the scope of work.

1. Design, Develop and Produce radio lessons

- a. Coordinate with good teachers from community schools
- b. Gather requirements around functionality and put forward those requirements into elegant functional solutions.
- c. Mobilize the teachers to prepare lesson plans with detail materials
- d. Conduct continuous consultation with the Content Design Unit to Design, Improve and Finalize the Lessons.
 1. First five minutes, introduction followed to subject or lessons with other key information relevant to the subject
 2. Second, 20 – 25 minutes will be spent for detail deliver of the lesson by making self-interactive (self-question and answer during delivery)
 3. Third, five minutes will be spent to wrap up the lesson delivery – highlights key learning and inform / request to students for doing some project work related to lesson taught from the radio room
 4. Fourth: The teachers request the students to make a phone call and list the questions related to the lessons. The technicians list all the questions the teacher responses the questions. The teacher may answer the question before starting the lesson the next day. And finally, the teacher let the students know about the lesson that will be delivered in the next class.
- e. Record the lessons
- f. Broadcast the lesson through radio/radio networks
- g. Provide one life-skill related lesson in each week
- h. Review meeting about the program and incorporate the feedback

The consultant/company/firm/organization can offer other steps as well.

5. Methodology:

The selected organization/company/consultant shall

- Assemble a team of teachers, technicians and other workforce dedicated to the project
- Form a technical team that consists of curriculum experts/educationists/ technicians
- Submit a work schedule and hold a meeting/communicate with GNI Nepal periodically (preferably at every stage of development) so that feedbacks could be incorporated

- Make recommendations to GNI Nepal in technical aspects related to the lessons/ materials and approach whenever needed
- Ensure proper compliance to the system details
- Prepare the demo version present to GNI Nepal
- Submit the recorded lessons to GNI Nepal before broadcasting
- Take approval of the audio lessons from Ministry of Education Science and Technology; Curriculum Development Center (CDC)

6. Expected Deliverables and Timeline

The following are the expected results of the assignment. If more deliverables required, the organization/company/consultant can add

S.N	Deliverables	Duration	Remarks
1.	Project Management Plan		
2.	Consult with GNI teams to ensure the design and content/ Lesson Plans		
3.	Coordinate with the team of teachers (Preferable to community school teachers)		
4.	Gather requirements around functionality and put forward those requirements into elegant functional solutions. (technical equipment and requirements)		
5.	Mobilize the teachers to prepare lesson plans with detail contents		
6	Conduct continuous consultation with the Content Design Unit to Design, Improvise and Finalize the Lessons		
7	Record the lessons		
8	Take approval of the lesson from Curriculum Development Center (CDC)		
8	Broadcast the lesson through radio/radio networks		
9	Provide one life-skill related lesson in each week		
10	Review meeting about the program and incorporate the feedback		
11	Final Report		
Note: The organization/company/consultant can offer other deliverables as required			

7. Technical Input

- GNI Nepal will provide continuous feedback on the materials to be designed on the basis of the curriculum prescribed by the government of Nepal.
- The designed lessons should cover the aspects of learning theory such as behaviorism, cognitivism, constructivism and which will contribute to develop physical, social, emotional, and creative skills of the learners.

8. Duration

The contract shall start from the date of signing the agreement. The work schedule (timeline) will be decided between two parties before signing the agreement that shall be for;

9. Budget

The organization/company/consultant shall submit a **Financial proposal** with detailed breakdown including applicable taxes at the time of proposal submission.

The budget should cover all fees of designing, developing, regular technical support, broadcasting

The organization/company/consultant shall bear all tariffs, duties, and applicable taxes or charges levied at any stage during the execution of the work. GNI Nepal shall release the budget of the agreed amount through account payee cheque in the name of the organization/company/ consultant.

10. Acceptance of Proposal

All rights to accept or reject proposal without giving any reasons, shall be reserved by GNI Nepal. If deemed necessary, the organization/company/consultant shall be asked for modifications.

11. Management of the Work

The selected organization/company/consultant shall manage all of the design, development, and broadcasting of audio lessons and be accountable for the timely delivery of the expected quality products.

12. General Qualifications of the Organization/Company/Consultant

Any organization/company/consultant registered with an authorized agency of the Government of Nepal and having minimum five years of experience in the related field.

13. Composition of the Team Members

All of the team members should have a proven experience in similar projects. The applicant shall send a detailed CV of the team members that will be involved in the proposed project including academic qualification, training, and work experiences. The bidding organization/company/consultant should provide the names of the key team members who meet the requirements for each job needed for the project.

14. Responsibilities of GNI Nepal

Remaining within the policies and practices, GNI Nepal's primary responsibility will be to help the organization/company/consultant to achieve the objectives of this ToR.

15. Responsibilities of Organization/Company/Consultant

The organization/company/consultant will be responsible for carrying out the tasks outlined in this ToR and ensure the delivery of outputs stated above within the agreed budget and timeline.

16. Copyright

The copyright of the entire system and its components developed by the organization/company/consultant under this ToR will belong to GNI Nepal.

17. Termination of the Contract

GNI Nepal may terminate the agreement, if the organization/company/consultant commits a breach in the performance or observance of any of its obligations under this ToR. The organization/company/consultant shall be notified in written form within a week prior to the termination of the agreement.

18. Confidentiality

During the performance of the assignment or any time after expiry or termination of the agreement, the organization/company/consultant shall not disclose to any person or

otherwise make use of any confidential information which the organization/company/consultant has obtained or may obtain in the course of the project relating to partner organizations and GNI Nepal. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of GNI Nepal.

19. Documents to be Submitted by Organization/Company/Consultant

The application shall contain following documents:

A. Technical and financial proposal

1. Technical proposal based on the TOR
2. Financial Proposal- Detail budget with breakdown including Tax

B. Details of the Organization/company/consultant

1. Organization profile with relevant experiences
2. Signed CV of the Team leader
3. A copy of Company/Organization registration
4. Organization Profile
5. A copy of Tax Clearance Certificate (F/Y 2075/2076)
6. VAT/ PAN registration
7. Audit report (F/Y 2075/2076)
8. Any other relevant documents

The RFP should reach the address below via e-mail by **14 May, 2020, 17:00** hrs (Nepali Time). With the subject "**Proposal for Radio Schooling**" and submit at: [**eoig@gninepal.org**](mailto:eoig@gninepal.org)

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