

**ToR for Teacher Training**

**Duration:** 12 days in two weeks – each week 6 days (8:00am to 4:00pm)

1. **Purpose**

To conduct the ToT Essential Teaching Skills (ETS) and Clinical teaching Skills (CTS) 12 days training (First Module on June 2021 and 2nd module will be on July 2021) for AAPT members (men and women) in AAPT office in Kabul through a capable and professional training on mentioned subject.

1. **Background**

Physical Therapy has its roots in Afghanistan in the early 1980′s, through the establishment of the Physical Therapy Institute (PTI), and from its start to the present, the physical therapy profession has undergone considerable changes, most recently through the upgrading of the two-year curriculum to three years. The Afghan Association for Physical Therapy (AAPT) was established in 1998 as a step toward supporting the needs of the Afghan people, through promoting the physical therapy profession and quality physical therapy services.

In 2007 the Association became a member of the World Confederation of Physical Therapy (WCPT), whereby AAPT now strives to follow international standards in the aim of supporting the physical therapists in Afghanistan, and promoting the profession as part of general health-care services available to all Afghans who will benefit from physical therapy expertise. Since the establishment of AAPT particular emphasis has been placed on strengthening the profession and with the support and dedication of Afghan physical therapists, the Association can continue to strive towards the important goal of improving the physical therapy profession in Afghanistan. AAPT has registered as a professional association by MoJ, currently AAPT has 700 members throughout the country.

1. **The Training Participants:**

The participants mainly will be the AAPT Members from Kabul and regions and some other members who are working in teaching or supervision of Physiotherapist in hospitals and rehabilitation centers will also participate.

The reason that we want this training is to enhance the teaching and supervision skill and knowledge of Afghan Physiotherapists to improve their education quality.

1. **The Course Main Contents**

Training of Trainers, on Essential Teaching Skills (ETS) and Clinical teaching Skills (CTS), aimed at ensuring that the new teachers/trainers are equipped with teaching and instruction/pedagogical skills.

**Specific objectives**

The participants will be able:

* To become familiar with the principles of adult learning
* To understand their own preferred learning and teaching styles
* To have opportunity to practice different teaching methods
* To learn about classroom management for lectures
* To learn about ways of managing practical classes
* To be able to develop objectives for related subjects
* To be able to develop teaching plans
* To design the clinical observation program

1. **Responsibility**

**a) Responsibilities of AAPT**

* Provide lunch and refreshment for participants and trainer.
* Print out the training materials
* To provide the training **certificate** for all participants.
* Provide training hall, multimedia, projector and other related items as per the needs.
* Provide stationary for training and training participants.
* AAPT will pay the fee as Consultancy fee for the trainer or services provider.
* The money will be paid according to the Mode of Payment below.

**b) Responsibilities of the Training Provider (Consultancy)**

Responsibilities of Training Provider will be package development, training facilitation and final report.

* Providing the training plan
* Before signing the contract nominate the trainers for interview.
* Submit the training the full training outline, power point presentation, activities guideline and required handouts.
* Provide training both theoretical and practical sessions.
* To provide quality training to meet the ultimate needs of the AAPT members.
* To provide training to AAPT as per the agreed time frame.
* To provide and revise the training materials and other training kits after training.

**c) Requirements/Eligibility**

* Registered/updated licenses
* Consultancy updated profile
* Proposed training plan/design and proposed facilitation approach/Cvs of the lead trainer
* Only 12 days trainer fee (the fee should include the training materials development)
* The consultancy lead trainer (s) nominated should:
  + Have higher education in relevant field/Master degree is preferred.
  + At least 5 years working experiences in the relevant field/mainly developmental areas.

**To submit the final training report that should indicate:**

* + How the training went during 12 days
  + The pre-test and post-test results comparison graph
  + The course evaluation results
  + Trainer’s observation and recommendations
  + Challenges which were dealt and remains
  + The revised training materials with the lessons learned of the training completed if required or develop the training modules or modify the existing modules to suit the needs of this training.
* The training final report has to be submitted to AAPT within 5 days after completion of the course
* The consultancy has to complete the training within given time as above.
* There will be an initial selection of the consultancy based on the budget and training plan and this selection will be finalized after interviewing the lead trainer introduced for the training.

1. **Termination or Suspension of Services:**

* Each party can terminate the contract in case:
* If one of the parties disobey of their responsibilities.
* AAPT will terminate the contract if the assigned trainer (s) cannot do the content delivery properly and the training is evaluated as a failure.

1. **Insurance and TAX**

* This contract does not cover any insurance for both parties.
* 2% Tax will be deducted based on Afghan Governmental rules and regulations.

1. **Recommendation:**

* The consultancy has to provide daily feedback regarding the training progress orally, while there will be a written course evaluation conducted by and the results should be shared with AAPT.
* A short coordination meeting has to be held at the end of each day training between trainers and the facilitation team member.

1. **Mode of payment**

The money will be transferred in **1 installment**.

1. The total amount will be transferred to training provider after submission of the training final report.

**Requirements of payment**

* The consultancy will provide AAPT with the invoice after deduction 2% TAX and including their bank account details. (the account should be in AFN and under institute name)
* The Consultancy has to confirm the receipt of the fund by sending an email.

1. **Submission guidance for proposal**

* All applications must be written in English
* The applications must be submitted in two volumes technical proposal.
* The application must include, relevant experience (at least 3 similar assignments must be submitted under this section with similar complexity and scope), a narrative approach and plan for accomplishing the assignment, supporting documents for relevant experience including certification letters and recommendations.
* All applicant should apply to; [president@aapt.org.af](mailto:president@aapt.org.af) Deadline for Submission of proposal.
* 25th May 2021: The application submission later than due date will not be considered for further evaluation.
* The shortlisted candidates will be called for a meeting.