

**Windward Islands Sector Transformation for Learning Enhancement (WISTLE)
(P508559)**

**Terms of Reference for Consultant for Curriculum and Assessment Support
(Grenada)**

Background

The World Bank's Board has approved US\$10 million to support the priority reforms of Dominica, Grenada, St. Lucia and Saint Vincent and the Grenadines (SVG). Collectively, these four countries are known as the Windward Islands. The funds were obtained from the Global Partnership for Education (GPE) to finance the Windward Islands Sector Transformation for Learning Enhancement (WISTLE) Project. Each participating country receives grant funding in the amount of US\$2.4 million.¹

The Project Development Objective (PDO) is to (i) enhance teacher pedagogical practices at the secondary level; (ii) implement enhanced lower secondary curricula; and (iii) improve efficiency. WISTLE supports the four countries and their education sectors through a regional project approach designed to address the most pressing challenges across countries identified through the countries' Partnership Compacts and priority.

The WISTLE Project provides for investments in teacher training in education technology (Edtech) and digital skills; development of a regional Edtech policy; development of resources for SEN; deployment of new EMIS (St. Lucia and St. Vincent and the Grenadines); Teacher training in curriculum (Grenada, Dominica and St. Lucia); learning assessment strategy (Dominica, and Grenada); condensed curriculum (St. Lucia) and lower secondary curriculum reform Grenada and Dominica.

Beneficiaries: Direct beneficiaries include lower secondary students (Forms 1–2), teachers, school leaders, curriculum officers, assessment specialists, teacher educators, and Ministry of Education personnel. Indirect beneficiaries include parents, communities, tertiary institutions, and the wider education system through improved curriculum quality, teaching practices, learning assessment, and strengthened institutional capacity.

The project consists of five components, with components one to four, individually implemented per country, while component 5 is implemented jointly by all countries. as follows:

1. Component 1. Enhanced Lower Secondary Curriculum for Inclusive and Relevant Education in Dominica
2. Component 2. Enhanced Lower Secondary Curriculum and Assessment Strategy in Grenada
3. Component 3. Enhanced Resilience and Management for Inclusive and Quality Education in St. Lucia
4. Component 4. Technology Integration for Enhanced Education in St. Vincent and the Grenadines.
5. Component 5. Regional Collaboration, Project Management, Monitoring and Evaluation

Relevant subcomponents for Grenada include: Subcomponent 2.1 – Lower Secondary Curriculum Reform, including the review, design, piloting, implementation and evaluation of competency-based curricula and supporting resources; Subcomponent 2.2 – Learning Assessment Strategy and System Strengthening, including development of assessment frameworks, tools, teacher capacity building, monitoring and evaluation, and support for implementation. The consultant will also contribute to Component 5 activities

relating to regional collaboration, knowledge exchange, project management, monitoring and evaluation, reporting, and participation in regional technical meetings.

Objective

The primary objective of the consultant is to provide planning and coordination support to the MOE and the PIU. The Consultant is expected to provide support to the Project Manager in the execution of day-to-day operations, planning, implementation, monitoring, and reporting on component 2 activities of the WISTLE Project. The Consultant will work closely with and directly support the PIU in establishing close collaboration with key stakeholders to ensure effective project implementation, compliance, and accountability.

Terms of Assignment

The consultant will report to the Project Coordinator. This post does not include a relocation allowance. The MOE owns the rights to all the deliverables produced under this consultancy.

Duties and Responsibilities

The consultant will provide technical, operational, and administrative support and guidance to the PIU to ensure proper coordination, implementation, and monitoring of Project activities, under Component 2. This consultancy will lay the path for any other consultancies and processes for Component 2 that will be necessary over the life of the project. The duties and responsibilities of the consultant will include, but are not limited to:

- Provide input on the development and revision of the Project annual action plan and budget for activities implemented by Grenada under Component 2.
- Support on the preparatory work for the rollout of component 1 activities, including but not limited to:
 - Preparation of a mapping of existing teacher training, coaching, and mentoring interventions in secondary education.
 - Drafting of a roadmap for the comprehensive secondary teacher training and coaching program for in-service and pre-service teachers, educators, principals, and education officers for the next 5 years, including Component 2 and the System Capacity Grant training and coaching.
 - Undertake an assessment of the pedagogical materials, equipment, and software in use at secondary schools, and identify any gaps to be filled by the Project.
 - Ensuring that the training and coaching program is aligned with Ministry objectives and the goals of the WISTLE and SCG.
 - Development of a detailed implementation plan for the new training program to be developed by a consultancy firm, including timelines, resources, evaluation metrics, and sustainability strategies.
 - Development and delivery of suitable instruments to be used in monitoring the implementation of training.
 - To provide contributions to support the planning and the recruitment of suitable consultancy firms and/or consultants to implement the curriculum and assessment activities, the design and execution of the training and coaching programmes for in-teachers, principals, and teacher educators, as well as the development of the attendant support resources. Provide technical inputs to PIU in the procurement and contracting processes, including pricing and delivery timelines.

- Assist with the coordination of all component 2 activities of the Project including the planning, implementation, monitoring, evaluation, and reporting, as stipulated by the Project's Letter Agreement, Project Appraisal Document (PAD), and Project Operational Manual (POM), and Environmental and Social Commitment Plan, in a timely manner.
- Provide guidance and support to the Curriculum and Measurement Unit for the effective execution of Component 2 of the Project.
- Provide support to the Project Coordinator in the overall supervision and implementation of project activities.
- Assist in the design and implementation of project surveys and studies when required and secure participation of community stakeholders in project relevant surveys or studies.
- Organize and participate in project related meetings and perform associated tasks of reporting, monitoring, and implementing project activities as directed by Project Coordinator.
- Monitor issues and trends in related fields, topics, and issues relevant to the related project.
- Develop strategic relationships with project partners, agencies, and key stakeholders.
- Assist with preparation of reports on the status of project execution for the Bank and Government of Grenada by the dates stipulated (in the Letter Agreement with the World Bank) in each year.
- Ensure that all necessary reports are prepared in a timely manner, with inputs from all relevant officers and stakeholders.
- Review and provide feedback on reports compiled by consultants in respect of Component 2 activities.
- Assist with the organization of workshops, training activities, dissemination and outreach events, and other stakeholder consultations, as needed.
- Support the coordination and monitoring of curriculum piloting activities, including school readiness, implementation fidelity, and documentation of lessons learned.
- Support the development, review, and quality assurance of curriculum guides, assessment instruments, teacher resources, and implementation frameworks.
- Ensure that Component 2 activities comply with the Project Operational Manual, Procurement Plan, Environmental and Social Commitment Plan, and applicable World Bank requirements.

Payment

The Consultant shall perform the duties and responsibilities outlined in these Terms of Reference and produce the required outputs in accordance with the agreed work plan and implementation schedule.

Payment under this contract shall be made monthly, subject to:

- Satisfactory performance of the Consultant during the reporting period
- Submission of a monthly progress report outlining activities undertaken, outputs achieved, challenges encountered, and planned activities for the following month

While payment is not linked to individual deliverables, the Consultant is expected to produce the outputs listed below throughout the duration of the consultancy. These outputs will form part of the overall performance assessment

Table 1. Expected Outputs

No.	Outputs
1	• A comprehensive mapping of the current and planned teacher training, coaching, and mentoring programs in secondary education. • A Roadmap for the comprehensive secondary teacher training, coaching, and mentoring program for in-service and pre-service teachers, educators, principals, and education officers for the next 5 years, including Component 2 and the System Capacity Grant training coaching, and mentoring activities. • Report on stakeholder engagement activities undertaken to inform the deliverables in this period.
2	• Pre-validation of final terms of reference for the activities to be implemented for the next quarter and approval of the terms of references by the technical task force.
3	• A detailed implementation plan for the new training program to be developed in collaboration with the selected consultancy firm, including timelines, resources, evaluation metrics, and sustainability strategies. • Delivery of suitable instruments to be used in monitoring the implementation of training.
4	• Revised Project Operations Manual to include details on the curriculum pilot.
5	Assessment report of existing pedagogical materials, equipment, and software available for teaching and learning in lower secondary. This will be completed and refined by the curriculum and assessment firm to include required resources to implement the pilot and national roll-out.
6	Pre-validation of final terms of reference for the activities to be implemented for the next six months
7	Report on all activities undertaken for the first six months of the consultancy and updated workplan for activities to be undertaken for months six to twelve, validated by the Curriculum and Measurement Unit.
8	Report on all activities undertaken for the first nine months of the consultancy validated by the Curriculum and Measurement Unit.
9	Final Report detailing all activities undertaken during the consultancy, including details on stakeholder engagement.

Monthly Reporting Requirements

The Consultant shall submit a Monthly Progress Report no later than five (5) working days after the end of each month. The report shall include, at a minimum:

- Activities undertaken during the reporting period
- Progress against the approved work plan
- Deliverables initiated or completed
- Meetings, consultations, workshops, and stakeholder engagement activities

- Issues, risks, and mitigation measures
- Planned activities for the succeeding month

Performance Review

The Consultant's performance will be reviewed by the Project Coordinator on an ongoing basis and formally assessed every six (6) months. Continued engagement shall be based on satisfactory performance, quality of outputs, timeliness, responsiveness, and compliance with the requirements of these Terms of Reference.

Experience and Qualifications (Minimum Requirements):

The candidate must have the following experience, skills, and qualifications:

- An undergraduate degree (bachelor's level or higher) in Education, Curriculum Development, Educational Leadership, Teacher Training, or a related field from an accredited institution.
- Demonstrated understanding of best practices in teaching which include differentiated instruction, student-centered learning, and continuous assessment.
- Knowledge of curriculum development, assessment frameworks, and teacher training methodologies.
- A minimum of five (5) years of experience in education, particularly curriculum reform, teacher professional development, or education policy implementation.
- Experience working with Ministries of Education or international development projects, particularly in secondary education reform, is an asset.
- Experience working on World Bank, GPE, or other donor-funded education projects and familiarity with procurement, monitoring and environmental and social requirements.
- Experience using project management and collaboration platforms (e.g. Microsoft 365, Teams, SharePoint, Excel dashboards).
- Strong analytical and data management skills.
- Excellent oral and written communication skills in English, with demonstrated ability to prepare high-quality reports and training materials.
- Knowledge of inclusive education practices would be an asset.
- Eligibility to work in the Eastern Caribbean.

Selection Criteria:

- An undergraduate degree (bachelor's level or higher) in Education, Curriculum Development, Educational Leadership, Teacher Training, or a related field from an accredited institution.
- Eligible to work in the Eastern Caribbean.
- Training (certificate or diploma) and experience in the development or implementation of curriculum.
- Suitable academic qualifications.
- A minimum of five (5) years of experience in education, particularly curriculum reform, teacher professional development, or education policy implementation.

- f. Demonstrated understanding of best practices in teaching which include differentiated instruction, inclusive education, student-centered learning, and continuous assessment.

Duration

The Consultant – Curriculum and Assessment support would be hired for a period of twelve (12) months to provide technical in-house support to Curriculum and Assessment unit on Component 2 related areas. The renewal of the contract for an additional twelve months will be based on satisfactory performance determined on the basis of, inter alia, the evaluation of his/her performance of services using agreed targets and milestones. Performance appraisals will be undertaken every six (6) months.

Location

The consultant will work with the Project Implementing Unit at the Ministry of Education and will collaborate closely with the Curriculum and Measurement Unit and other relevant units of the MOE, as well as with the consultancy firms and individual consultants hired to undertake component 2 activities. The consultant is expected to work in-person at the MOE for most of the consulting days. No relocation allowance will be provided.

Application Process

Interested candidates are requested to submit the following:

- A cover letter explaining the candidate's interest in the position and their suitability.
- Curriculum Vitae
- Contact information (email and telephone) of at least two professional references.
- Financial Proposal