

TERMS OF REFERENCE (TOR)	
Title	Terms of Reference (TOR) for Firm Consultancy for the Development of Reading Books for Upper Primary Level
Purpose	Firm Consultancy to provide TA for the Ministry of Education and Vocational Training (MoEVT) in Zanzibar through ZIE to develop upper primary level readers books
Duration	80 working days
Location	Zanzibar (Unguja and Pemba)
Reports to	Executive Director of Zanzibar Institute of Education

1.0 Background

The Revolutionary Government of Zanzibar, through the Ministry of Education and Vocational Training (MoEVT), aims to improve the education system to fit the dreams of the Zanzibar Vision 2050 and the 21st Century in general.

The MoEVT is implementing the Zanzibar Improving Quality of Basic Education (ZIQUE) Project, which is funded by the World Bank and aims to address some of the most critical challenges to achieving quality basic education in Zanzibar with the closing date of January 31, 2029. The project development objectives are to improve teaching competencies and learning outcomes and reduce the gender gap in transition rates within basic education. Component 2 of the project aims to support the provision of high-quality teaching and learning materials based on the new competency-based curriculum.

In 2019, the Zanzibar Institute of Education (ZIE) conducted a review of the 2009 Primary Curriculum and the 2012 Pre-Primary Curriculum for Zanzibar. This systematic review was followed by the development of curriculum materials including syllabi, textbooks and teachers guides. The new curriculum has been implemented progressively starting from January 2023 in Pre-Primary and Primary Education. In this context, the Revolutionary Government of Zanzibar in partnerships with ZIE aims to develop the associated supplementary teaching and learning materials, including leveled reading materials to improve reading skills of students.

Currently, ZIE is seeking a consulting firm who will assist on the development of reading books with 5 titles and different levels in Kiswahili and 5 titles and different levels in English for upper primary pupils in Zanzibar.

2.0 Objectives of the assignment

a) General objective

The objective of this consultancy is to develop 5 reading books in Kiswahili and 5 reading books in English for upper primary pupils.

b) Specific Objectives

This assignment will be required to conform to the following specific objectives:

- i) Identify the gaps of learners on the concept of literacy.
- ii) Develop 5 titles of reading books in Kiswahili and 5 titles of reading books in English which are aligned with the competency-based curriculum for upper primary pupils.

3.0 Scope and Tasks of the Assignment

This assignment should be aligned with the new competency-based primary curriculum approach.

The consultant will be assigned with the following tasks:

- a) Prepare a detailed inception report.
- b) Conduct gap analysis and produce a report
- c) Develop 5 titles of reading books in Kiswahili and 5 titles of reading books in English for upper primary pupils from different learning areas, which are aligned with the competency-based curriculum
- d) Pilot and revise the reading books for improvement
- e) Prepare the Camera-Ready Copy (CRC) for finalized readings books
- f) Prepare a final report of the assignment.

4.0 Deliverables

- a. Inception report
- b. Gap assessment report

- c. 5 titles of reading books in Kiswahili and 5 titles of reading books in English for upper primary pupils (hardcopy and CRC for each book)
- d. Final report

5.0 Work Plan and Time Frame

The consultant/TA will be required to complete this assignment in **80** days. The table below summarizes the activities that will be required for each step during the implementation of proposed contracts.

S/N	Activity	Number of days
1.	Preparation of detailed inception report.	5
2.	Develop draft 10 titles of reading books.	40
3.	Pilot and revise the reading books, incorporating comments from the MoEVT and other stakeholders	15
4.	Prepare the Camera-Ready Copy (CRC) for finalized readings books	15
5.	Writing the final report of the assignment and submission the finalized 10 reading books	5
	Total number of days	80

6.0 Qualifications

- The consultancy firm should have at least 5 years’ experience and track record on the development of reading materials or conducting similar assignments.
- The consultancy firm should be also familiar with the education system in Zanzibar and other relevant countries.
- The consultancy firm has to propose a team of highly qualified experts who are capable of delivering the assignment, including the following experts listed below.

Consulting team member	
Lead consultant	<ul style="list-style-type: none"> • At least Master Degree in Education, Education Planning, Education Policy, Project Management, etc or relevant field • 8 years an experience in similar assignment or program management • Experience to lead a similar assignment

Expert/Consultant Kiswahili language	<ul style="list-style-type: none"> • At least first degree in Linguistic with Kiswahili or relevant field • 3 years' Experience in development of reading materials in Kiswahili. • Excellent reading and writing skills in Kiswahili
Expert/Consultant English language	<ul style="list-style-type: none"> • At least first degree in Linguistic with Education or relevant field • 3 years' Experience in development of reading materials in English. • Excellent reading and writing skills in English
Expert/Consultant illustrator	<ul style="list-style-type: none"> • At least first degree in relevant field • 3 years' Experience in development of books/materials

7.0 Reporting and Supervision

Consultant firm will report directly to ZIE Executive Director on all technical and contractual issues with frequent collaboration with other MoEVT departments. Final deliverables will be approved by ZIE Advisory Board and MoEVT before payment.

8.0 Payment Schedule

This work will be mutually agreed between the consultant and ZIE during negotiation but proposed schedule is presented in the table provided.

NO.	Deliverables	Payment
1	Submission and acceptance of the inception report.	15%
2	Submission of piloting report and acceptance of manuscripts	30%
3	Submission and approval of Camera-Ready Copies (CRC)	25%
4	Upon submission of printed leveled readers	30%
	Total	100%

9.0 Copyright and Confidentiality

All developed materials will be the sole property of the MoEVT. No materials will be shared with anyone without the written permission of MoEVT.