

Terms of Reference

FINANCIAL LITERACY PROJECT "HELITFIN2"

1. Background and Project Description

Title/ Position	Local Education Manager
Publish Date	13/05/2022
Submission Deadline	03/06/2022
Project Name	Transferability and Implementation of the HELITFIN1 financial education programme in Cyprus (HELITFIN2)
Department	Educational Programmes Department - ActionAid Hellas

Proposals should be sent via **email** to **procurement.hellas@actionaid.org** no later than **03/06/2022** clearly stating the title of the position **HELITFIN2 Local Education Manager**. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent by standard electronic communication to **education.hellas@actionaid.org**. ActionAid Hellas will respond in writing via standard electronic mail including an explanation of the query without identifying the source of inquiry, to all potential candidates. Incomplete, late and joint proposals will not be considered. **Failure to submit your application as stated in this document will be considered incomplete and therefore application will not be considered.**

**NOTE: Proposals must be sent to the designated email (procurement.hellas@actionaid.org)
Please do NOT copy or directly email applications to ActionAid Hellas staff**

ActionAid is an independent international civil society organisation, fighting poverty and injustice in Greece and all over the world. Since 1972 it has been training people and supporting their communities so that they can claim a life of dignity and a fairer world for all. We work in more than 45 countries and alongside the people we support, finding solutions that last. In Greece, ActionAid Hellas began working with the Child Sponsorship programme in 1998; in 2000 it launched its educational programme and from 2014 onwards it has also been supporting vulnerable people who live in Greece. Today, ActionAid Hellas runs a community centre in Kolonos, Athens, to support and empower people who are affected by economic exclusion or are marginalized. The goal is to support the local people to bring themselves the change they want to see in their neighborhood, and also a Youth Hub in Thessaloniki that is inspiring to become the catalyst for change that young people can bring in their community.

In framework of project **Transferability and Implementation of the HELITFIN1 financial education programme in Cyprus (hereafter: HELITFIN2)**, which is co-funded by the EIB Institute, ActionAid posts this ToR for the position/ services of **1 Local Education Manager**. **HELITFIN2** project is implemented from 1st November 2021 until 31 December 2023 with the coordination of ActionAid Hellas.

HELITFIN2 is a project aiming to promote financial education in Cyprus in late primary and early secondary education, by contextualizing and adapting the financial education curricula developed in the framework of the HELITFIN1 project to the Cypriot educational

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system requirements and respective needs. The program moves beyond an analysis of financial concepts, underlining the interconnection between financial literacy and citizenship education, promoting financial literacy as a key life skill for making informed and conscious decisions not only concerning individual but also collective action, responsibility and active participation in society. HELITFIN2 builds upon the HELITFIN1 methodology, following a psycho-pedagogical approach for empowering students and a "train the trainer" approach for supporting educators teach financial literacy within the school environment.

2. Scope of Work and Methodology

According to the above, ActionAid Hellas is looking for **1 Local Education Manager from Cyprus** to work as external collaborator/provider for the project HELITFIN2.

The Local Education Manager will actively contribute towards the achievement of HELITFIN2 objectives, namely:

- to contextualize and adapt the HELITFIN1 financial education programme to the Cypriot educational system requirements.
- to train 250 Cypriot educators to financial education terms and respective frameworks based on pedagogical methodologies, resources and support to be provided.
- to familiarize 3500 students with basic economic concepts and offer them the opportunity to develop and apply financial literacy skills in their lives and their communities.
- to engage with the Cypriot educational community and respective institutional stakeholders promoting dialogue and policy change on financial education.

The Local Education Manager will be under the coordination of ActionAid and will provide follow up to ActionAid on the activities implemented. A Local Education Coordinator and a Financial Education Expert will also support the implementation of HELITFIN2 activities in Cyprus. The Local Education Manager will coordinate the Local Education Coordinator.

The Local Education Manager's activities include:

- 1.1 Strategic project coordination The Local Education Manager in Cyprus will be responsible for the coordination of local activities, schools' engagement and communication with local stakeholders in Cyprus. The Local Education Manager will be the main contact person in Cyprus, supporting and reporting to the Project Manager.
- 2.1 Development of specifications for the contextualisation of the HELITFIN1 financial education curricula to be integrated in the Cypriot educational system, through research with key educational authorities at national level
The Local Education Manager, together with the Local Education Coordinator will support ActionAid in the organization of online or face-to-face focus groups with members of stakeholders that regulate the Cypriot public education system (e.g.

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- Ministry of Education, Cypriot Pedagogical Institute, primary & secondary education agencies and educators) and non-formal educators.
- 2.2 Contextualisation of the HELITFIN1 curricula and learning resources for students and educators according to the needs of the Cypriot education system
The Local Education Manager will participate/ be involved in a series of adaptation workshops (indicatively 3 online and 1 face-to-face), organized by ActionAid, together with the Local Education Coordinator and the Financial Literacy expert from Cyprus.
 - 2.3 Pre-pilot testing exercise and assessment of the adapted learning resources addressed to educators and students in Cyprus
The Local Education Manager, with the support of the Local Education Coordinator will be responsible for the administration, organization and conduction of the pre-pilot testing workshops with at least 30 educators (15 late primary and 15 lower secondary education educators) in Cyprus, the engagement of participants and the collection of feedback, through observation and/or evaluation forms developed by ActionAid.
 - 2.4 Actions for the approval of the HELITFIN2 training materials by the Cypriot Ministry of Education
The Local Education Manager, under the guidance of ActionAid, will be responsible for supporting the acquisition of approval of HELITFIN2 curricula for the Cypriot Ministry of Education. Following the approval of the Ministry, the Local Education Manager will seek collaboration with the Cyprus Pedagogical Institute to promote the integration of the HELITFIN2 train-the-trainer workshops for educators into the schedule of the annual seminars organized under the auspices of the Institute.
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- 2.5 Preparatory activities for the implementation of the project's training procedures in the upcoming school year
The Local Education Manager with the support of the Local Education Coordinator and under the guidance of ActionAid will:
a) Carry out the necessary administrative tasks and procedures for preparing the delivery of HELITFIN2 training programme to students and educators, including contacting directorates / departments of primary and secondary education and principals of schools to promote the seminars at school level. b) Campaign to raise the awareness of Cypriot primary and secondary schools for HELITFIN2 activities and to ensure the enrollment of educators, developing a finalized catalogue of educators interested in participating in the HELITFIN2 training activities.
 - 3.1 Organisation of HELITFIN2 train the trainer seminars addressed to educators across Cyprus
The Local Education Manager and the Local Education Coordinator, will carry out 3 hour-online or 4 to 6 hours face-to-face the train-the-trainer workshops for educators working in schools of Cyprus, with the participation of at least 230 primary and secondary education educators.
 - 3.2 Provision of ongoing mentoring and support to trained educators.
The Local Education Manager and the Local Education coordinator, under the guidance of AAH, will provide targeted support and mentoring online or in person, which is expected to enhance the engagement and boost the motivation of the educators to deliver the HELITFIN2 curriculum within classrooms, with the implementation of at least 90

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- mentoring sessions (group and one-to-one) will be implemented. They will also support the management of the closed Facebook group of Cypriot educators trained.
- **3.3 Organization of student contests / students-led initiatives inspired by financial education topics** The Local Education Manager together with the Local Education Coordinator will support ActionAid by providing mentoring and guidance to the most engaged trained educators on the steps to be taken for the design of student-led initiatives, from the brainstorming stage to the roles assignment among students, the level of involvement of the educator, the learning goals and debriefing process, and the preparation of students for presenting their school projects to the public. At the end of the school year 2022-2023, the Local Education Manager together with the Local Education Coordinator will support ActionAid in the organization of student contests during which students will present their initiatives.
 - **4.1 Adaptation, development and promotion of the HELITFIN2 dissemination material** The Local Education Manager with the support of the Local Education Coordinator will provide input to the dissemination plan developed by ActionAid and support the implementation of dissemination activities including amongst others project news on the project’s microsite, interviews and articles.
 - **4.2 Organization of HELITFIN2 project events** The Local Education Manager and the Local Education Coordinator, with the support of ActionAid’s Educational department and Communications department, will be responsible for all aspects for the design and implementation of the project’s dissemination events (Major Launch Event, 2 Info days, Final Project Event) including actions such as identifying the date and venue of the events, defining target audiences, providing the necessary equipment for their realization and preparing and finalizing the agenda and the list of speakers.

The work to be undertaken will be based on these specifications:

Table: Activity schedule template

Activity	Duration
1.1 Strategic and day to day project coordination	Duration: June 2022 - December 2023
2.1 Development of specifications for the contextualisation of the HELITFIN1 financial education curricula to be integrated in the Cypriot educational system, through research with key educational authorities at national level	Duration: June 2022
2.2 Contextualisation of the HELITFIN1 curricula and learning resources for students and educators according to the needs of the Cypriot education system	Duration: June-July 2022
2.3 Pre-pilot testing exercise and assessment of the adapted learning resources addressed to educators and students in Cyprus	Duration: September-October 2022
2.4 Actions for the approval of the HELITFIN2 training materials by the Cypriot Ministry of Education	Duration: June-September 2022

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2.5 Preparatory activities for the implementation of the project's training procedures in the upcoming school year	Duration: July-November 2022
3.1 Organisation of HELITFIN2 train the trainer seminars addressed to educators across Cyprus	Duration: November 2022-February 2023 and September-November 2023
3.2 Provision of ongoing mentoring and support to trained educators	Duration: January-June 2023 and September-November 2023
3.3 Organization of student contests / students-led initiatives inspired by financial education topic	Duration: May-June 2023
4.1 Adaptation, development and promotion of the HELITFIN2 dissemination material	Duration: June 2022 - December 2023
4.2 Organization of HELITFIN2 project events (Major Launch Event, 2 Info days, Final Project Event)	Duration: June 2022 - December 2023

3. Deliverables and Timeline

The Local Education Manager will be responsible for the delivery and technical quality of the final outcomes/ deliverables. All deliverables shall be submitted to ActionAid Hellas in accordance with the following timeline:

Deliverables/ Outputs	Target due date
D2.1 : HELITIFIN2 adapted curricula for late primary and secondary education students	July 2022/updated in November 2022
D2.2 : Report on the findings of the pre-pilot testing exercise addressed to educators in Cyprus	October 2022
O2.1 : Approval of HELITFIN2 by the Cypriot Ministry of Education	September 2022
D3.1 : Summary report on the train-the-trainer activities	November 2023
D3.2 : Report on the implementation of the student-led initiatives inspired by financial education topics	November 2023
D4.3 : HELTIFN2 project events (1 launch event, 2 info days, 1 final event)	December 2023

4. Duration of the Work

This assignment is spread from May 2022 to December 2023 with the possibility of extension.

5. Criteria for Evaluation of potential candidate

The potential candidate will be evaluated based on the following evaluation criteria:

	Technical Evaluation Criteria	Obtainable Score
1	Financial offer	40%
2	Experience in material development related to citizenship education and financial education	20%
3	Experience in training delivery in non-formal settings	20%

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4	Experience in community engagement, i.e. networking with primary and secondary educators and relevant stakeholders across Cyprus	20%
Total Obtainable Score		100%

6. Payment Milestones

The Local Education Manager will be paid according to the below schedule and provide that the relevant invoice has been issued.

No	Outputs/ Deliverables	Payment schedule	Payment Amount
1	Upon contract signature	June 2022	25%
2	After the completion of the Launch Event (4.2) and the Contextualisation (2.1&2.2) and Pre-pilot Testing Activities (2.3)	30 th December 2022	25%
2	After concluding the activities mentioned on Activity Schedule Plan	30 th December 2023	50%

7. Proposal Submission

The potential candidate should send the following documents:

- CVs
- Letter of Motivation
- Technical Proposal based on the aforementioned instructions and activity descriptions
- Analytical Financial Proposal analyzed per activity described in Section 2 of this ToR.
- Optional: sample of work (any type of educational resources, lesson plans, etc)