

**TERMS OF REFERENCE FOR SHORT TERM TRAINER**

*Job Title* : **Trainer for Parents Teachers Committee**  
*Institution* : Millennium Villages Project  
*Location* : Nyamata, Bugesera District

**Background**

In order to achieve Millennium Development Goals (MDGs) and in particular MDG 2 of access to education for all, the Millennium Villages Project (MVP) has organized a training aiming at enhancing and promoting active participation of parents and the community to play a focal role in providing access to education while attaining quality of education as well. It is from this background that, MVP is looking for a suitable candidate for offering training services to Parents Teachers Committees (PTCs) in Mayange Sector, Bugesera District. This is a short term assignment.

**Objectives of Training**

This training is intended to disseminate knowledge on PTC to benefiting trainees by providing:

- Clear understanding and the meaning of PTC, its background, reason for existence in schools, structure and functionality;
- Increased awareness and knowledge of PTC's roles and responsibilities in education field;
- Capacity of the PTC members at school in management of the school activities and improve their involvement in school management; and
- Empowerment to PTCs with a team spirit that is aimed at attaining a common goal through working together among themselves and with other stakeholders.

**Qualification and Experience of the Trainer**

The trainer should possess at least the following requirements:

- A bachelor degree in education (or with education);
- Educationist with experience of at least three years as a teacher knowing well the set up of schools;
- Demonstrate skills as a trainer with recognized schools or institutions in Rwanda;
- Prior knowledge of PTC training with recommendation from recognized institutions/organizations in Rwanda; and
- Fluent in Kinyarwanda both written and spoken, and some knowledge of English is an added advantage.

**Duration of Training**

The training shall take five days of a minimum of 40 hours in total from 12<sup>th</sup> to 16<sup>th</sup> November 2012.

**Reporting**

Training report will be done in English and be submitted not later than one week after the training. It has to include all topics, exercises and tools developed.

**Mode of Application**

The application package should include: (1) a motivation letter showing the applicant's suitability for the assignment against listed qualifications and competencies; (2) a detailed curriculum vitae, with names and addresses of three referees with their full contacts and positions; (3) copies of academic certificates; (4) certificates from previous institutions/schools trained for and (5) proposed outlined module of training and training schedule in closed enveloped addressed to Team Leader, MVP Rwanda, P. O. Box 7393 Kigali, Rwanda. Application envelope should be dropped at the MVP office in Nyamata (near the office of Rwanda Revenue Authority) not later than Monday, 5<sup>th</sup> November 2012 at 11.00 AM.

Only short-listed applicants meeting the above requirements will be contacted.

Done at Nyamata, October 22, 2012

**Donald NDAHIRO**

MVP, Team Leader