

## **National Teachers' Institute Kaduna**

The National Teachers' Institute (NTI), Kaduna, is in the process of implementing the 2016 Budget activities and is desirous of engaging the services of an educational based consulting firm to design and implement Specialized Capacity Building Workshops for Primary and Junior Secondary School Head teachers and School Administrators on Academic Leadership and Digital Literacy across the 36 states and the Federal Capital Territory. The workshops will be funded and implemented under the Sustainable Development Goals (SDGs) Projects.

The 2016 workshop will focus on developing the leadership skills of the head teachers and school administrators on benchmarking school academic and administrative processes to raise academic performance and how to use technologies to find, use and disseminate information.

### **Pre-qualification requirements for interested firms are listed as follows:**

#### **1.0 Technical Requirements**

##### **The firm should be able to demonstrate the following capacity, ability and skills:**

1. Evidence of experience in the at least (3) jobs of similar nature and completely executed within the last three years with verifiable letters of Award, evidence of payment (if any) and certificate of job completion (if any).
2. Evidence of past experience in implementing teacher development workshops at a national capacity (across the 36 states and the FCT).
3. Prior implementation of Academic leadership & digital literacy for a state-wide or nation-wide teachers' development programme;
  - adopting a curriculum based approach will be an added advantage
  - Ability to organise and effectively deliver training and capacity development on a large scale.
  - Ability to combine traditional facilitation techniques with ICT to enhance learning and knowledge transfer.
  - Ability to establish a support system that would enhance transfer of knowledge and skills
  - Company's profile including details of staff strength.
  - Organizational structure, available manpower with list of technical staff with their resumes
  - Submit a technical proposal with relevant curriculum vitae of experts where applicable.

#### **2.0 Non-Technical Requirements**

1. Valid Certificate of Incorporation/Registration with the Corporate Affairs Commission.
2. Tax Clearance Certificate for at least three years (2013, 2014 & 2015)
3. Payment of non-refundable bidding fee of ₦10,000.00 (Ten Thousand Naira only) through NTI Treasury Single Account (TSA) using REMITA flat-form in any bank and present the REMTTA Retrieval Reference (RRR and Bank Teller Receipts) to the Institute as evidence of payment.
4. Evidence of current Certificate of Compliance with National Pension Commission (PENCOM),
5. Evidence of Registration with the relevant professional bodies such as Centre for Management Development (CMD).
6. Annual Audited Accounts for the last 3 years (2013, 2014 & 2015).
7. Evidence of payment of Training Contributions to Industrial Training Fund (ITF) in li9-(3) of the amended ITF Act No. 19 of 2011.

8. Evidence of Compliance with the Employers' Compensation Act which requires that all Employers of Labour must remit 1% of the total annual emolument of their workers to the Nigerian Social Insurance Trust Fund.
9. Evidence of Registration with Financial Reporting Council of Nigeria in line with the Federal Government Circular with reference No. SGF/0P/I/S.3/IX/547 of 14<sup>th</sup> March, 2013 (a copy of PRC Certificate must be attached).
10. Evidence of Registration with the Bureau of Public Procurement (BPP) on their National Database evidenced by Interim Registration Report (IRR).
11. Evidence of Tax Registration and Three years payment

### **Training Objectives**

**The following are the specific objectives of the workshop:**

#### **Academic Leadership:**

1. to equip head teachers and school administrators with effective classroom process techniques (classroom observation and feedback, benchmarking, note keeping etc.)
2. develop the management skills of head teachers and school administrators in order to promote school and community relationship (stakeholders) and achieve improved students' performance
3. equip head teachers and school administrator with knowledge and skill of management process (Planning, Organising, Directing, Controlling and Delegating)
4. acquaint head teachers and school administrators with the roles and responsibilities of school managers and administrator with emphasis on team building, effective communication, mentoring, coaching and counselling.

#### **Digital Literacy:**

1. to equip the head teachers and school administrators with the practical use of ICT equipment to enhance instruction deliver.
2. improve effective information delivery skills of the head teachers and school administrators on implementing integrated learning and management systems that improve the way schools store information, reporting and everyday operations.
3. equip the head teachers and school admieachers and school administrators to provide education service that will enhance learning and teaching experiences by looking at new technologies (both mainstream and specialist) and applying them to learning contexts
4. train head teachers on technology integration that stimulates effective school and classroom management.

### **SCOPE OF WORK**

**The training programme would be conducted as described below:**

The consultant to train 654 head teachers and school administrators on Academic Leadership and Digital Literacy across the 36 slates of the federation and FCT for the duration of four (4) days.

Six (6) participants to be drawn from each of the 109 senatorial districts of the 36 states and FCT as follows:

- Two (2) Primary School Head Teachers with the following criteria:
  1. Primary School Head Teachers
  2. Head Teachers that are not retiring in the next three years

3. Head Teachers with academic or administrative responsibility
4. Head teachers that have basic knowledge of ICT
5. Head teachers that own a personal computer
- Two (2) Junior Secondary School Administrators/Principals with the following criteria:
  1. Junior School Administrators/Principals
  2. Administrators/Principals that are not retiring in the next three years
  3. Administrators/Principals with academic or administrative responsibility
  4. Head teachers that have basic knowledge of ICT
  5. Head teachers that own a personal computer
- Two (2) Senior Secondary School Administrators/Principals with the following criteria:
  1. Senior School Administrators/Principals
  2. Administrators/Principals that are not retiring in the next three years
  3. Administrators/Principals with academic or administrative responsibility
  4. Head teachers that have basic knowledge of ICT
  5. Head teachers that own a personal computer

**The firm shall render the following services to facilitate the training:**

- Design and develop training materials and toolkits for the selected school administrators who will be attending the workshop
- Engage resource persons qualified and knowledgeable on the subject matter (Academic Leadership and Digital Literacy) to facilitate the training
- Provide logistics and welfare for resource persons and consultant's project team
- Provide a training centre at each location with adequate workshop facilities
- Provide feeding (tea break and lunch) to the workshop participants for the duration of the training
- Provide DSA (daily sustenance allowance) for participants for the duration of the training
- Provide training toolkit for the participants attending the workshop
- Certify the participants who will be attending the workshop
- Provide computers for the training of participants.

**Training Methodology**

The training shall be delivered in an environment suitable and secure for teaching and learning in line with NTI training standards. The training will run simultaneously in all the 109 senatorial districts.

**3.0 Bid Presentation**

Interested firms are to submit prequalification proposals in sealed envelopes along with the listed documents and addressed to the

**Director General and Chief Executive,  
National Teachers' Institute,  
KM 5 Kaduna - Zaria Express way,  
P.M.B. 2191, Rigachikun, Kaduna**

and duly marked Technical Proposal 2016 SDGs on Academic Leadership and Digital Literacy.

#### **4.0 Selection Criteria**

Firms will be selected in accordance with the provisions of the Procurement Act 2007 and in line with due process mechanism.

#### **5.0 Closing Date**

All bids must be delivered to the Office of the Registrar, NTI, KM 5 Kaduna – Zaria Express way, P, M. B. 2191, Rigachikun, **Kaduna not later than 12.00 noon on 2<sup>nd</sup> December, 2016.** Bids will be opened at 2.00pm the same day at the SMASE Multipurpose Hall, NTI, Kaduna.

**Signed**

**Management**