

**GLOB@L LIBRARIES - BULGARIA PROGRAM**  
**Terms of Reference**

<b>Assignment:</b>	Training Materials Expert
<b>Timeframe:</b>	6 months
<b>Maximum work days total:</b>	70 ( <u>indicatively</u> , 10 work days per month)
<b>Start date (desired):</b>	1 July 2011

## **I. BACKGROUND**

The Glob@l Libraries–Bulgaria (GLB) Program ([www.glbulgaria.bg](http://www.glbulgaria.bg)) provides free access to information, knowledge, learning, communications and e-services at public libraries via free use of the Internet and ICT, helping Bulgarians integrate into the global information world.

Currently, the program’s training component aims to ensure better services for public library “clients” through more advanced assistance to users on the part of librarians. Trained and knowledgeable librarians will be the agents through whom the benefits of the program will reach Bulgarian citizens and communities. The program expects to have 3,000 Bulgarian librarians trained over the period 2011 – 2013 (an average of 250 hours per trainee). A *Competency Index for Bulgarian Public Librarians* was developed and approved by the program partners in 2009/2010. Four thematic areas for the training of librarians were envisaged: 1. *Information and Communication Technologies*; 2. *Library Management*; 3. *Library Services*; 4. *Interaction and Work with Users and Communities*.

In the medium run, the program’s training component is expected to enable the provision of a variety of training/life-long learning services and opportunities for citizens and communities through Bulgaria’s public libraries network, and especially through the 900 public libraries covered by the program nationwide.

The Pilot Phase of the training for librarians started in March 2011 and shall be completed in July 2011. The GLB *Training Program for 2011-2013* (<http://www.glbulgaria.bg/page.php?c=90>), the GLB *Training Plan for 2011* (<http://www.glbulgaria.bg/page.php?c=91>), the training materials and the trainers in the four thematic areas have been subject to test in the course of the Pilot Phase. Results, observations and lessons learnt will be discussed and analyzed in the period July-September 2011, prior to launching the full-scale training of librarians.

The training materials/training aids for trainers and trainees (librarians) were produced in the period December 2009 – September 2010. They include:

- ✓ ICT - Handbook for Trainees
- ✓ Planning and organization of the Public Library - Activity Handbook for Librarians
- ✓ Planning and Organization of the Public Library Activities – Collection of Presentations
- ✓ Advocacy and Project Cycle Management - Training Handbook
- ✓ Library Services - Notebook for Trainees
- ✓ Interaction with Users and Communities - Handbook for Librarians
- ✓ Methodologies for the trainers in the four thematic areas

Following the program plans, first versions of the training materials are being used during the Pilot Phase, but shall be gradually improved based on feedback from trainers and trainees, and shall be updated continuously throughout the training process in order to stay aligned with the latest trends and developments in the four thematic areas.

## **II. OBJECTIVE OF THE ASSIGNMENT**

- 1) Advise, coordinate and monitor the production of training materials/training aid updates in GLB's four thematic areas in terms of structure, form and content;
- 2) Advise, coordinate and monitor the production of new training materials/training aids new training materials in GLB's four thematic areas in terms of structure, form and content;
- 3) Ensure uniformity, consistency and invariably high substantive and formal quality of the GLB training materials/training aids in the four thematic areas.

## **III. TERMS FOR PROVISION OF THE SERVICES / LINES OF REPORTING**

The incumbent reports to the Program Manager and collaborates closely with the Training Specialist (TS) at the Program Management Unit (PMU).

The incumbent follows framework plans of work for the periods July-August, September-October and November-December 2011, respectively. The plans shall be agreed via e-mail with the TS at the outset of each period, and shall be updated as needed. The plans shall specify the corresponding deliverables and the timeframe for their production.

The incumbent keeps regular contact by e-mail or in person with the TS, at least on a bi-weekly basis, providing concise information on the progress of current work. The incumbent follows the TS's instructions regarding participation in meetings with PMU members, other experts or representatives of the program partners/stakeholders.

The incumbent addresses all comments and inputs provided by the PMU/UNDP/Ministry of Culture when finalizing deliverables under the present assignment.

Further to program management decision, there may be one or two incumbents for the current assignment. In the latter case, the two incumbents shall work as a team, sharing responsibility for the production of deliverables.

## **IV. SCOPE OF WORK**

### Substantive: Training Materials / Training Aids Updates

- ✓ Review in detail the currently used training materials and aids for trainers and trainees
- ✓ Review the available trainers' reports, training base reports and district coordinator reports, analyzing recommendations/observations contained therein with regard to the training materials and aids
- ✓ Participate in meetings with the program team, experts, trainers to discuss the structure, form and contents of the training materials and training aids
- ✓ Propose improvements and updates, to be effected in a structured way

### Substantive: New Training Materials / Training Aids

- ✓ Continuously follow new trends and developments within the GLB Program, as well as in the broader national and international context and identify needs and opportunities for production of new materials / aids

- ✓ Continuously review existing training materials/training aids in Bulgaria and internationally, and propose ways to use them in the GLB Training Component

Operational:

- ✓ Collaborate with the TS in formulating terms of reference related to the production of training materials / training aids (updates and new) and in identifying suitable sub-contractors – individuals and/or legal entities
- ✓ Coordinate and backstop work performed by physical and legal entities engaged in the production of training materials / training aids (updates and new)
- ✓ Design and help institute a systematic approach to the production of GLB training materials/training aids – from needs assessment and concept, through drafting and revisions, to final language editing
- ✓ Propose common design and vision for the GLB training materials, both print and e-editions

## **V. TERMS OF PAYMENT**

The incumbent will be paid in three tranches based on a daily fee of BGN ... and time-sheets, signed by the incumbent and the Training Specialist, describing number of days worked for the period, activities performed and deliverables produced.

Payments will be effected as follows:

1. September 2011 for work performed in July-August 2011
2. November 2011 for work performed in September-October 2011
3. January 2012 for work performed in November-December 2011.

## **VI. QUALIFICATIONS**

- affiliation to the vision and objectives of Glob@l Libraries - Bulgaria
- understanding of current national and international trends in the field of public libraries and/or adult learning
- experience in the production of training materials / training aids
- organizational and coordination track record
- skills for substantive editing / critical review of materials
- excellent analytical and drafting skills in Bulgarian
- fluent Bulgarian
  
- experience with printing / design desirable
- knowledge of e-publishing desirable
- skills for linguistic text editing desirable
  
- self-starter attitude
- team-work orientation
  
- computer literacy
- university degree