Terms of Reference (TOR)
Consultant for LS4S Teacher Incubation Program 2027

Skills to Succeed Project

Project	Skills to Succeed (S2S) – Year 2
Assignment period	December 2026 – February 2028
Roles of Consultant	Programme Design & Management, Facilitation and Teacher Coaching
Target group	30–36 vocational teachers from approximately 10–12 TVET institutions

1. Background

Save the Children Thailand implements the Skills to Succeed (S2S) project to strengthen young people's life and employability skills and support their transition into work. The project works with vocational institutions and other partners to promote learning opportunities that help young people develop skills such as communication, teamwork, problem-solving, adaptability and a growth mindset.

Building on the first year of S2S, during which 54 vocational teachers participated in a Training of Trainers (ToT) programme, Save the Children will implement the LS4S Teacher Incubation Program 2027. The programme aims to support a second cohort of approximately 30–36 vocational teachers to design, adapt and apply Life Skills for Success (LS4S) learning activities in their classrooms. It follows a continuous development journey: learning from the experience of the first cohort, building teachers' capacity through a practical bootcamp, supporting classroom application through coaching, and sharing the resulting practice and learning with a wider education community.

Save the Children therefore seeks an experienced consultant or consultancy team to design and facilitate the LS4S Teacher Incubation Program 2027's key programme activities and provide structured support for the second cohort throughout the programme.

2. Objectives

The Consultant will work with Save the Children to design, coordinate and facilitate the LS4S Show Share Shop and Teacher Bootcamp and support the development of the second cohort of vocational teachers through follow-up coaching and preparation for their subsequent showcase. The assignment will translate the programme objectives into engaging, practical and well-managed learning experiences that enable teachers to apply LS4S in real classroom settings.

3. Scope of Work

The Consultant will undertake the following areas of work in close collaboration with the Save the Children project team and relevant technical experts:

3.1 LS4S Show Share Shop

- Co-design the event concept, programme flow, agenda and facilitation approach with the Save the Children project team.
- Develop the event plan and coordinate the preparation of key programme elements, including the teacher talk, classroom demonstrations (Demo Classes), exhibition or sharing activities, and participant engagement.
- Brief and prepare teachers from Cohort 1 to present their experiences, deliver talks and demonstrate classroom activities; this may include online briefing or rehearsal sessions before the event.
- Plan facilitation roles and identify the appropriate facilitators, resource persons and support required for the event, in consultation with Save the Children.
- Lead the facilitation process during the two-day event, including coordination of the main facilitator and supporting facilitators, and make adjustments as needed during delivery.

3.2 LS4S Teacher Bootcamp – Cohort 2

- Design the overall Bootcamp approach, learning journey, agenda and session plans for a three-day practical programme for approximately 30–36 teachers.
- Work with the project team and relevant LS4S Technical Experts to shape the session content and learning activities, ensuring that the process and facilitation approach support the programme's intended learning outcomes.
- Prepare the Bootcamp facilitation plan, materials, group activities and practical exercises that enable teachers to develop or adapt LS4S activities for their own students.
- Lead and facilitate the three-day Bootcamp, coordinating co-facilitators, resource persons and other support roles as appropriate.
- Support teachers to identify next steps and prepare for applying their learning in their classrooms during the implementation period.

3.3 Coaching and Support During Classroom Application

- Plan and facilitate 3-4 times online coaching or learning sessions for Cohort 2 during the classroom application period, currently expected to run from May to September 2027.
- Structure coaching sessions around teachers' implementation progress, questions, challenges and peer learning, and coordinate input from relevant LS4S content experts where specialised technical guidance is required.
- Maintain regular communication with participating teachers and follow up on their engagement in agreed programme activities, in coordination with the project team.

3.4 Preparation for the Cohort 2 Showcase

- Work with Cohort 2 teachers to identify and prepare classroom practices, learning activities and examples of student engagement for presentation at the subsequent LS4S Show Share Shop, planned for early 2028.
- Support teachers to organise their presentations and supporting materials, and coordinate preparation and rehearsal as required.

3.5 Collaboration and General Responsibilities

- Work closely with the Save the Children Project Officer, project team and relevant Technical Experts throughout the assignment. (at least once per month)
- Translate project briefs and agreed objectives into practical programme designs while ensuring that technical content and LS4S framework alignment are reviewed with the relevant Technical Experts.
- Provide monthly progress updates, flag implementation risks or support needs, and recommend practical adjustments where necessary.

4. Expected Deliverables and Timeframe

The deliverables below provide an indicative framework for the assignment. Specific formats, submission dates and details will be confirmed with the selected Consultant during the inception stage and may be adjusted by mutual agreement in line with the programme schedule.

No.	Deliverable	Indicative outputs	Indicative timeframe
1	Inception and programme design	Inception workplan and detailed design outline for the Show Share Shop and Teacher Bootcamp, including proposed approach, timelines, roles and resource requirements.	Within 2–3 weeks of contract commencement
2	LS4S Show Share Shop delivery	Final agenda and facilitation plan; Cohort 1 teacher briefing materials; delivery of the two-day event; brief event report, including summary of key observations/recommendations.	January - February 2027 (tentative)
3	Cohort 2 Teacher Bootcamp	Three-day Bootcamp agenda and session plans; facilitation materials; delivery of the Bootcamp; brief completion report with participant engagement, key learning and follow-up actions.	March – April 2027 (tentative)
4	Cohort 2 coaching and implementation support	Monthly online coaching/learning sessions during the classroom application period; brief report of sessions,	May–September 2027 (tentative)

		key themes, issues raised and recommendations; updates on cohort engagement.	
5	Cohort 2 showcase preparation and support	Teacher presentation preparation and rehearsal support; proposed programme flow and facilitation plan; facilitation support for the subsequent showcase; final report of the cohort development process and lessons learned.	January–February 2028 (tentative)

5. Management and Reporting

- The Consultant will report and work closely with the S2S project team and relevant Technical Experts.
- The Consultant will participate in regular planning and review meetings, provide progress updates and submit deliverables for review and approval by Save the Children.
- The Consultant will coordinate with participating teachers, facilitators and resource persons on training facilitation related matters, while overall institutional engagement, project coordination, monitoring and evaluation remain the responsibility of Save the Children.

6. Working Arrangement and Location

This is a consultancy assignment covering the programme period from **December 2026 to February 2028.** The level of engagement will vary across programme phases, with more intensive input required during the design and preparation periods, the Show Share Shop and Bootcamp, monthly coaching, and showcase preparation. The Consultant is expected to maintain regular communication with the project team and participating teachers throughout the assignment.

The Consultant will undertake activities at locations agreed with SCT within Bangkok and the Greater Bangkok Area. The consultancy fee shall include all transportation and incidental expenses incurred within these areas.

For programme activities conducted outside Bangkok and TOT workshop, SCT will arrange transportation (e.g., van service), as applicable. Any additional travel or accommodation costs will be subject to SCT's prior approval and travel policies.

7. Qualifications and Experience

- At least 5 years of relevant professional experience in teacher development, learning and programme design, training facilitation, education, or related fields.
- Demonstrated experience designing and facilitating multi-session training programmes, workshops, bootcamps, Training of Trainers (ToT) programmes or similar learning initiatives.
- Experience working with teachers, educators, youth or adult learners, preferably in vocational education, life skills, employability skills or education programmes.
- Strong skills in programme planning, session design, facilitation, group process management and coordination of facilitators or resource persons.
- Experience providing coaching, mentoring or follow-up support to teachers or programme participants over an extended period.
- Ability to translate programme objectives into engaging, participatory and practical learning experiences, and to adapt approaches in response to participants' needs and implementation contexts.
- Strong communication, relationship-building and coordination skills, with the ability to work collaboratively with project teams and technical specialists.
- Good documentation and reporting skills, including the ability to summarise feedback, learning and recommendations.
- Experience with LS4S, life skills, soft skills, youth employability, TVET institutions or NGO/development programmes is an advantage.
- Excellent command of Thai, both written and verbal. Working knowledge of English is an asset.
- Willingness and ability to travel to partner institutions and agreed programme venues as required.

8. Payment and Payment Conditions

The Consultant is invited to submit a financial proposal with an overall consultancy fee and a proposed breakdown by deliverable. The final fee, payment schedule and applicable terms will be agreed with Save the Children prior to contract commencement.

For planning purposes, the proposed instalment structure is as follows:

Instalment	Linked deliverable(s)	Indicative share of total fee	Timeline
1	Approval of inception workplan and programme design and Completion and approval of LS4S Show Share Shop (Deliverable 1 and 2)	25%	Feb 2027
2	Completion and approval of Teacher Bootcamp (Deliverable 3)	25%	Apr 2027
3	Completion of the agreed coaching and implementation support period (Deliverable 4)	25%	Sep 2027
4	Completion and approval of Cohort 2 showcase support and final summary (Deliverable 5)	25%	Feb 2028

- Payments will be made upon satisfactory completion and approval of the relevant deliverable and receipt of a valid invoice and any required supporting documents, in accordance with Save the Children's payment procedures. Payment processing is subject to applicable organisational timelines and requirements.
- The financial proposal should clearly state whether the proposed fee includes preparation time, facilitation, online coaching, communication and other routine costs.

9. Application Requirements

Interested individual consultants or consultancy teams are invited to submit the following:

1. Expression of Interest (maximum 1 page), outlining relevant experience, suitability for the assignment and understanding of the programme objectives.
2. Technical proposal (maximum 4 pages), including the proposed approach to programme design and facilitation, teacher coaching and follow-up, indicative workplan and team composition (if applicable).
   - Number of team lead, Number of facilitators
   - Roles and responsibilities
   - Estimated working days
3. Financial proposal, including the total proposed fee and a breakdown by deliverable or programme phase. Any assumptions and exclusions should be clearly stated. Related additional costs should be clearly included in the financial proposals. Any foreseen misalignment between the actual expenses and financial proposal should brought to Save The Children immediately and proceed only after given an approval from Save The Children.
4. CV(s) of the lead consultant and proposed team members, highlighting relevant qualifications and experience.
5. Examples or links to relevant work, such as training/bootcamp designs, agendas, facilitation materials, teacher development programmes or coaching assignments, where available.

Applications should be submitted by 30 November 2026 to THA_Procurement_BKK@savethechildren.org. The subject line should state "Application – LS4S Teacher Incubation Program 2027 Consultant". Only shortlisted applicants may be contacted.