

## Terms of Reference

### EduCamp WP4 – Selection of Trainees for the Training of Trainers Programme

#### 1. Introduction

One of the main objectives in EduCamp is the establishment of seven University Centers of Excellence to promote Education for Sustainable Development (ESD) in Egypt. These centers will bring universities and schools closer together and will promote a learning process and exchange between both educators of universities and school teachers. In the comprehensive Teacher Training Courses offered by the Centers of Excellence, teachers will be trained and enabled to use the materials and techniques that are developed by Egyptian and European ESD experts. Before the end of the project in 2013, the trainees should be able to implement, in a pilot phase, the training program for school teachers inside the established Centers.

The trainers in the Centers of Excellence play a crucial role in the implementation of the project, particularly for the teacher training courses and must thus be chosen carefully. In the following the criteria for selecting the trainees, who will receive trainings at European universities is outlined in detail.

#### 2. Statement of principles

The Mission Statement of the Center of Excellence for Education for Sustainable Development is "to promote education for sustainable development processes. It also seeks to increase the adoption of sustainable development and use of educational tools and guiding framework by as many teachers, educators and learners as possible, in a formal and informal educational setting in Egypt. The Center's secondary objective is to facilitate networking, linkages, exchange and interaction among stakeholders in ESD."

The Centers strive to realize its mission through the advancement of education on various levels. The following principles for the selection of trainees for the Training of Trainers courses are based on the commitment to realize this mission:

1. The partners<sup>1</sup> commit to support the selection processes by the enrolment of the best possible candidates into the training of trainers (TOT) program.
2. The partners commit to secure a selection process that is based on equal opportunity without prejudice, regardless of gender, race, religion, age, pregnancy, disability or other personal attributes provided that they do not impair the candidate's professional performance (that is, unable to meet the reasonable and genuine requirements of the position).

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<sup>1</sup>In this context „partners“ indicate EduCamp project partners at Egyptian universities who manage the Centers of Excellence for ESD.

3. The partners ensure that the selection process follows documented procedures, with candidates having access to published criteria on eligibility and selection.
4. The partners ensure that the selection process is subject to on-going evaluation and peer reviewing.

### **3. Selection process**

#### *1. Call for applications*

- a. Partners send out the call for application through all available and appropriate channels, this includes relevant mailing lists of faculties and departments of their universities (specifically Faculty of Education, Centers committed to the advancement of education, etc.), as well as specific persons with relevant qualifications.
- b. The partners follow up within those channels to ensure that they receive an appropriate amount of applications.
- c. Each partner institution is expected to collect 10 applications as minimum.

#### *2. Evaluation of applications*

- a. The applications will be evaluated according to the specifications defined in the requirement profile (point 5).

#### *3. Interview*

- a. After evaluating the applications, the partners will invite at least four appropriate candidates for a personal interview.
- b. The interview follows a defined structure (as under point 8) and partners will be supplied with the necessary template with questions for the interview and an interview assessment sheet.
- c. To ensure transparency and quality of the interviews a representative of Bibliotheca Alexandrina (WP 8 Quality Control and Monitoring) might be present during the interviews.

#### *4. Selection of trainees*

- a. Finally the trainees will be selected on the basis of their application and the interview and then announced to RCE Cairo, in order to prepare the trainee selection report.
- b. Partners will select four trainees; except AUC will select two trainees.

These numbers result from the fact that partners are committed to send two trainees to each training course. In total nine trainings will take place: two (identical) ESD trainings, two (identical) implementation trainings as well as five thematic trainings on agriculture, biodiversity, energy, water and general issues of sustainable development. Every trainee is obliged to attend one ESD training, one implementation training as well as two to three thematic trainings in order to meet the project



## **6. Responsibilities**

- Trainees are expected to travel to Europe to attend in total four to five teacher training courses (one ESD training, one implementation training and two to three trainings on agriculture, biodiversity, energy, water and/or general issues on sustainable development).
- Furthermore they are expected to commit to carry out at least 10 teacher training courses within the Centers of Excellence.
- If trainers do not meet this requirement they are obliged to pay back the full cost for the trainings they received (travel, accommodation, food, excursions,...).

## **7. Necessary documents**

The following documents should be handed in to support the application:

- Motivation letter (in English)
- CV (in English)
- Copies of relevant certificates and references
- List of publications

## **8. The Interview**

Candidates will be invited to attend an interview.

The interview will consist of:

- Document check – a list of what to bring will be given with the interview invitation.
- Presentation – the candidate will be asked to give a five minute presentation about his/ her motivation and affiliation to the principles of ESD.
- Personal interview – the candidate will take part in a personal interview.
- Task – the candidate will be asked to write a short paragraph about his/her experiences with ESD principles, this will give the interviewer the chance to assess the current English language skills of the candidate.
- The candidate will be asked about his/her preferences for the thematic trainings (agriculture, biodiversity, energy, water or general issues of sustainable development), where he/she will choose two to three thematic fields.

During the interview, the candidates will need to demonstrate:

- His/her capability to meet the required qualification by the end of the training of trainers course (TOT) and the appropriate personal and intellectual qualities.
- That he/she possesses a certain mental fitness and readiness of mind to adopt to new models of teaching.

## 9. Selection criteria

Selected trainers should show:

- *A well developed ability to break down knowledge*
  - Trainers should be able to break down difficult and complex topics to easily understandable pieces of knowledge, which allow non-experts to grasp the key concepts of a particular topic.
- *Sufficient English language skills*
  - The interviews for trainee selection will be carried out in English language to assess the candidate's language skills.
  - Candidates should be able to follow and engage in a fluent conversation, they should know and use the relevant technical terms, they should be able to appropriately answer to questions and express themselves in a clear and accurate manner and have a good command of their active vocabulary.
  - It is beneficial when candidates can provide a certificate, which certifies sufficient English proficiency.
  - If candidates are able to provide a TOEFL test, the minimum score should be 90 in the TOEFL IBT test. Also the test should not be older than two years.
- *Comprehend the basic ESD principles*
  - Trainers should show an understanding for the interconnectedness of Egypt's many challenges and should show commitment to teach about those challenges in an interdisciplinary, holistic, and value-driven way, to adopt multi-method approaches in teaching and to foster critical thinking.
- *Sense of compassion for teacher's hardship in Egypt*
  - Trainers should have a good insight and understanding of the situation in Egyptian governmental schools.
- *Spirit and motivation*
  - Trainers should show commitment towards the principles of ESD and should show an enthusiasm to spread the adoption of those principles
- *Willingness to travel to attend training courses in Europe*