

## Terms of Reference

**Position:** MD Mentor – Programme Trainer & Support Expert

**Project:** ECW 13260 (MYRP)

**Location:** Ukraine (remote)

**Contract Period:** January 2025 – September 2025

**Contracting Organizations:** Finn Church Aid (FCA), MriyDiy Educational Foundation

**Contact Person:** Anastasiia Kokina – [fundacja.mriydiy@gmail.com](mailto:fundacja.mriydiy@gmail.com)

## Background

Finn Church Aid (FCA) is the largest Finnish international aid organization, operating in over a dozen countries to support people in vulnerable situations. FCA is leading a consortium within the **Multi-Year Ukraine Recovery Programme (MYRP)**, which aims to support children in Ukraine affected by the war, specifically through education recovery and teacher support initiatives.

As part of this effort, FCA and the MriyDiy Educational Foundation are implementing a **mentoring program for Grade 3 teachers**, focusing on **Ukrainian language and mathematics**. The goal is to mitigate learning losses among students by equipping teachers with adapted catch-up materials, assessments, and ongoing support through a structured mentoring system.

## Objective of the Assignment

To support the implementation of the catch-up education program by acting as a **mentor and trainer for teachers**, ensuring they are effectively equipped to use remedial materials and methodologies aligned with national standards.

## Scope of Work

The selected mentor will be responsible for:

- Maintaining **direct communication with participating teachers** throughout the project period;
- Introducing teachers to the **catch-up curriculum** for Grades 1–2 (Ukrainian language and mathematics);

- Providing timely access to **methodological materials, educational content, and assessment tools** (diagnostic, intermediate, and final tests);
- Training teachers on the **logic, structure, and application** of the catch-up tools and assessments;
- Ensuring teachers have full access to all relevant **online platforms and resources**;
- Conducting **regular mentoring sessions** (at least twice per month) with mini-groups of 5–10 teachers;
- Liaising with project methodologists and coordinators to deliver teacher feedback and support continuous improvement;
- Sharing **communication and reporting materials** (e.g. screenshots, session recordings, photos) with the project team.

## Deliverables

- High-quality, regular communication maintained with all assigned teachers;
- Teachers oriented and trained on the catch-up curriculum and testing tools;
- All required materials distributed and explained in a timely manner;
- Mentoring sessions conducted consistently according to the agreed schedule (min. 2/month);
- Test results (entry, midterm, final) collected and submitted to project coordination team;
- All relevant documentation, visuals, and communication outputs submitted for reporting.

## Required Qualifications

- Experience in teacher training, mentoring, or educational program implementation;
- Background in primary education, specifically Ukrainian language and/or mathematics;
- Knowledge of the **Ukrainian national curriculum** and pedagogical standards;
- Strong communication and organizational skills;
- Ability to work independently and manage a large teacher group remotely.

## Payment Terms

All payments will be made in **Ukrainian hryvnia (UAH)**. Payment will be processed within **10 working days** upon submission and approval of the Act of Acceptance of Services, and only after donor funds are received, unless otherwise agreed.

## Payment Terms

Payments will be made in UAH upon approval and acceptance of deliverables and pending donor disbursement. Payment will be transferred within 10 working days after signing the Act of Acceptance.

## Application Requirements

- Service Proposal
- Candidate CV
- Registration documents
- Bank account details