

IDB304-658/05

Country: JAMAICA

Project: PRIMARY EDUCATION SUPPORT PROJECT

Sector: Education

Subject: PROJECT MANAGER TO DEVELOP AND PRODUCE INSTRUCTIONAL MATERIALS FOR LITERACY INTERVENTION

Loan No. 1264-OC/JA

Expression of Interest

The Government of Jamaica (GOJ) has secured a loan, from the Inter-American Development Bank (IDB) to finance the Primary Education Support Project (PESP). The Project will support the development and implementation of activities aimed at improving the delivery of primary level education in Jamaica. A major objective of the Project is to improve literacy levels in primary schools by implementing a programme including support materials for use in the Windows for Language Arts for the Revised Primary Curriculum (RPC). The programme is targeted at Grades 1-3. The Ministry will therefore undertake the development of the materials designed to support the Language Experience and Awareness Approach (LE&A) method developed for the Ministry's Literacy Intervention.

The Ministry is seeking the services of a Project Manager who will be responsible for all aspects of the Project including identifying authors, designers and production personnel for tapes. The assignment encompasses all stages from development of text and artwork to camera-ready electronic copy and hard copy. The Project Manager will be required to:

- Select experienced and creative authors to write the texts
- Select and work with experienced creative graphic designers to prepare designs for each component
- Supervise the capturing and formatting of texts
- Manage the editing of materials produced and seek the approval of the MOEYC for the edited material
- Provide revised proofs with finished artwork and covers for final approval for the pilot phase
- After the pilot, ensure that materials are revised, as may be requested by the MOEYC
- Deliver camera-ready electronic and hard copy to the MOEYC for both pilot and implementation phases.

Experience:

- First degree in Educational Technology or Publishing plus Certification in Management or another discipline with certification in Publishing and Management
- At least five years experience in educational materials development, editing and book production. (Three samples of previous work done should be submitted.)
- At least three years experience in project management
- Familiarity with audio production techniques
- Familiarity with the Revised Primary Curriculum Grades 1-3 and its themes

- Familiarity with the educational and linguistic situation in the Jamaican primary schools especially in relation to moving from oral Creole to written SJE
- Familiarity with developing literacy materials (as opposed to general language materials), including understanding of concepts such as emergent literacy, early literacy, developing reading fluency, Language Experience and Awareness approaches; how to conceptualize and make meaningful the ‘crack-the-code’ elements of early reading (phonics, word recognition, etc); the role of children’s literature both narrative and expository as opposed to basal readers; shared reading, guided writing, predictable text, familiarity of context, etc.
- Able to call on the services of creative authors who are able to produce interesting texts
- Able to work effectively with a variety of people, including education officials, writers, designers and other production personnel

A shortlist of three to six consultants will be pre-qualified based on the individual’s qualification and experience. The pre-qualified consultants will be invited to submit technical and financial proposals. The terms of reference will be made available to the short-listed consultants only.

Interested consultants (from member country of the IDB) should send their curriculum vitae, clearly marked “Project Manager to Develop and Produce Instructional Materials for Literacy Intervention” on or before Monday, 11 July 2005 to:

Ministry of Education, Youth & Culture
 Attn: The Project Manager, PESP
 5th Floor, Room 500, Bldg. 1
 2 National Heroes Circle
 Kingston 4 Jamaica
 Tel: (876) 922-1400/9, 922-1971
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