UNESCO Resource Distribution and Training Centres (RDTC)

Terms of Reference
Duration: November 2013 – October 2015

UNESCO Resource Distribution and Training Centres (RDTCs) serve as national/local focal points to promote the pedagogical integration of ICTs. As a full-fledged partner of UNESCO as RDTC, your institution is responsible for:

1. Resource Distribution
   a. Regularly receive ICT in Education teaching and learning resources from UNESCO Bangkok and distribute them to local teacher educators, teachers and students.
   b. Share other training resources to enrich the network
   c. Collect feedback and suggestions from users on the UNESCO resources and support and their usage.
   d. The resources are free to use, adapt and redistribute as long as they are attributed.
   e. Track and record the dissemination of the resources.
   f. Initiate localization of the Resources and training materials (optional)

2. Training Activities
   a. Identify a core group of master trainers in the area
   b. Conduct trainings on ICT-related topics for the minimum total of 100 participants per year. Participants of these training workshops can be pre-service, in-service teachers, and/or educators.
   c. Encourage and support the trained educators to replicate workshops.
   d. If necessary, propose and co-organize a national-level workshop, in coordination with other RDTCs in your country.
   e. Participate in and/or send a representative to the UNESCO annual regional seminar.

3. Monitoring & Evaluation
   a. Prepare and submit an annual report on the activities of the RDTCs, containing statistics on the disseminated resources, workshop proceedings, pictures and compiled feedback from the participants of the workshops. (UNESCO to provide a template)
   b. Accomplish a UNESCO form for individuals who request the resources (UNESCO to provide the form).
   c. In consistency with the research policy of the TEI, conduct an impact research on the effectiveness of the training in the classroom practices (UNESCO and RDTCs to jointly develop questionnaires)
4. Organization

a. The network consists of Advisory Group, Secretariat, Country Coordinators, Working Group for Training and Working Group for Research. The organization is effective for two years.

b. Advisory Group oversees activities and plans of RDTCs. It consists of 5 members, representatives from UNESCO, the next hosting TEI, two Working Groups and an expert in the area of the theme of the year.

c. Country coordinators are elected within the country TEIs and serve as focal points to communicate and coordinate the activities.

d. Training Working Group (TWG) consists of members who wish to take initiatives on voluntary basis in enhancing RDTC training. TWG is expected to generate ideas on training themes and modality and coordinate the training activities.

e. Research Working Group (RWG) consists of members who wish to coordinate impact research with other TEIs. RWG is expected to generate research themes, questions, methodologies and coordinate the research activities across the participating RDTCs.

5. General Conditions

a. Use of the Name, Emblem or Official Seal of UNESCO: Unless authorized in writing by UNESCO, the RDTC shall not use the name, acronym or official logo of UNESCO, or any abbreviation of the name of UNESCO, for advertising or any other purposes.

b. Assessment/Amendment of the RDTC status: Based on the annual reports, the membership of the RDTCs in the network is assessed every two years.

c. All problems with using the Resources provided by UNESCO should be reported to UNESCO immediately.

On the long term, the ultimate goal of the project is to create a dynamic and self-sustaining network of TEIs with mutual communication and collaboration among the stakeholders. UNESCO Bangkok ICT in Education Programme pledges to support training workshops at least until 2015. UNESCO may offer guidance and technical input and provide facilitators to run the training workshops if possible. UNESCO is committed to be the main focal point for all issues and needs of the network.