

Terms of Reference (ToR)

for

Hiring consultant to adapt and design a comprehensive ECDiE curriculum and parenting program for Early Childhood Development agencies working in Cox's Bazar Rohingya Camps.

Under a partnership project between Sesame Workshop and Plan International Bangladesh titled- *Advancing Coordination and Capacity building for a sustainable ECDiE in Rohingya Response in CXB, Bangladesh Project*

1. About Plan International Bangladesh:

Plan International began working in Bangladesh in 1994. Across all our work, we encourage children and young people to be leaders in their communities and drive progress on the issues that matter to them. We also integrate gender equality and inclusion across all our areas of work. The country strategy 2020-30 of Plan International stated the vision to empower girls and young women, to be heard, to live without fear of violence and to achieve their rights. The strategic priorities imply children and youth leadership, girls make decision and young women control over resources. These priorities will chip in achieving SDG goal of Gender Equality and Girls Rights through empowering children and youth leadership as agent of change maker in gender norms, also promoting them in decision making about their lives by 2030.

Plan International Bangladesh (PIB) has the Country office in Dhaka, from where we are operating projects in Dhaka, Rangpur, Barisal and Chittagong divisions. Plan has been working in Cox's Bazar to respond to the Rohingya refugee influx since 24 September 2017 implementing the following key objectives:

1. Ensure girls and boys affected by the crisis are protected from violence, abuse, neglect and exploitation through appropriate prevention and response interventions in line with minimum standards. 2. Reduce the transmission of disease from feces to mouth through the promotion of good hygiene practice and the reduction of health risks related to poor sanitation. 3. Restore and increase access to safe, quality and inclusive educational opportunities for refugee children and adolescents (girls and boys) affected by the Rohingya crisis. Along with our main office at Cox's Bazar, we have two more field offices i.e. Ukhiya and Teknaf. As part of the current emergency response plan, PIB supports both the Rohingya and host communities through different projects.

2. About project:

Access to integrated early childhood development (ECD) services for young children is very limited in the Rohingya refugee camps. As per J-MSNA 2023, 54% of aged 3-4 years Rohingya children are still not attending early education programming during the 2022-2023 school year which remains as a great concern. The education coverage for children aged 3-5 in camps is not as comprehensive as it is for children aged 6-14, and also seems not evenly spread across geographic areas, while parents/caregivers lack understanding about the importance of ECD for children's wellbeing, development and readiness for education. Other early childhood services in the response include case management, child protection, health and nutrition targeting from conception and above, yet meaningful tracking of the needs, response and funding remains uncoordinated, including intersections across those sectors. For example, there are separate efforts and resources for positive parenting and caregiving awareness raising in the response, yet coordination remains amiss.

In the crisis-affected host communities in CXB, formal pre-primary education starts at age five, but recently government of Bangladesh has taken decision to expand it to the age four. Meanwhile, needs for ECD services in the broader sense remain under-addressed, and even the government's interest and decision to support ECD, leading up to pre-primary education is short of the technical expertise and resources to address the ambition to improve on longer-term results for learning retention and outcomes in Cox's Bazar, the lowest district in the country regarding learning achievements. To address these gaps and providing quality ECD services for young children, a platform has been formed called "**ECD Working Group**" under Cox's Bazar Education sector. This was initiated by Sesame Workshop with support from

BRAC, PLAN, SCI and some other I/NGOs. This platform formed comprising of local, national, international and UN agencies who are working at Rohingya camps and host communities for development, protection, wellbeing and educational support of girls and boys in early childhood both in Rohingya camp and host communities. The ECD working group not only includes in education sector members but also engage other sectors and inter-sectoral groups, such as CPSS, Nutrition, Health, and CwC.

The ultimate goal of the ECDWG (ECD working group) is to ensure effective coordination among the partners organization working in Cox's Bazar, Bangladesh for educational support, protection and wellbeing of girls and boys in **early childhood** in both camp and host communities.

The Early Childhood Development Working Group (ECDWG) emerged as a crucial initiative of Play to Learn project of Sesame Workshop and Plan International Bangladesh playing a lead role as a Co-chair of the ECDWG since its inception in 2020. Sesame Workshop partnered with PALN Int. since the inception of the ECDWG and to support strengthening the WG to establish ECD as a critical element of any emergency. International Bangladesh performing as Co-chair with reputation and significantly contributing for enhancing coordination and capacity of ECDWG and achieved significant achievement under Plan-Sesame Workshop partnership project. The overarching objective of this partnership moved to its 3rd phase in 2024 to establish a sustainable ECD coordination mechanism within the Rohingya Response in Cox's Bazar. This involves advocating for the advancement of ECD in humanitarian settings, develop an ECDiE model by integrating service delivery pathway. This includes reviews of existing ECD curriculums, consultation with the major curriculum owners (PLAN, SCI, UNICEF), consensus building, adaptation and development of ECD curriculum for 3-5 years old children encompassing formative assessment approach and parenting module. Additionally, there will be a focus on enhancing capacities of ECD Working Group and its staffs involved ECD initiatives. Engagement with the Inter-Sector Coordination Group (ISCG) would play a crucial role in demonstrating effective strategies and incorporating advocacy components beyond the ECDWG work plan.

The aim is to bring about positive and lasting change in the lives of children affected by the crisis in Cox's Bazar and to ensure that the critical aspects of Early Childhood Development receive the attention and resources it deserves. This extension of the partnership into another phase represents a continued commitment to achieving the greater goals of the ECD Working Group and beyond

3. Title of the ECDWG Project of SW and PLAN: Advancing Coordination and Capacity building for a sustainable ECDiE in Rohingya Response in CXB, Bangladesh

4. Expected results of the SW-PLAN project:

Anticipated results: Integration and widespread adoption of the ECDiE model with comprehensive program development, enhanced capacity building, evidence-based practices, and impactful advocacy efforts to set a standard for Early Childhood Development in crisis situation

Expected Outcomes:

- i) Outcome 1:** Enhanced coordination, collaboration, and networking within ECD Working Group for ensuring access of integrated ECD services for Rohingya and affected host community children.
- ii) Outcome 2:** Developed a ECDiE model by integrating service delivery pathway and ECDiE curriculum for 3-5 years old children encompassing formative assessment approach and parenting module in close collaboration with education sector partners.
- iii) Outcome 3:** Improved capacity of ECD Working Group and Resource Pool on ECDiE programming and deliver cascading ECDiE training to the ECD Facilitators and educator.
- iv) Outcome 4:** Evidence-based informed decision making and advocacy in place focusing on ECDiE with various stakeholders including government, ISCG, donors and international stakeholders to have a standardized ECDiE model.

5. Targeted project participants/ECD Working Group Members:

The Early Childhood Development (ECD) Working Group (ECDWG) is a diverse collaborative platform that includes members from local, national, international, and UN agencies. ECD Working Group includes a wide range of ECD service providers, such as Plan International Bangladesh, BRAC, Sesame Workshop, UNHCR, UNICEF, UNESCO, World Vision, Save the Children, IRC, Friendship, VSO, HI, FIVDB, RPN, YPSA,

CODEC, JCF, SKUS, Mukti Cox's Bazar, Coast Foundation, the Child Protection Sub Sector (CPSS), and the Nutrition Sector among others.

6. Rationale of hiring a consultant

Myanmar curriculum is used across the camps for Rohingya children starting from KG and 5 years children are enrolled in the formal education system to continue their basic and secondary education. So Rohingya children are getting education through one single curriculum. On the other hand there are limited opportunities for children below 5 years for ECD support and there is no unified curriculum of them. Several organizations have their own unique curriculum like UNICEF, UNHCR, SCI, PLAN, may be few others. So, the quality and learning and development outcomes are also different. One unified ECD curriculum will help to provide children same quality to programs, so that children can enter school with similar learning and development outcome to succeed in school. It will also be cost efficient and easy to scale and assess.

One of the outcomes of the SW-PLAN project is to develop an ECDiE model by integrating service delivery pathway and ECDiE curriculum for 3-4 years old children encompassing formative assessment approach and parenting module in close collaboration with present ECD model owners, education sector partners and Technical Consultative Group. Under this outcome consultant will work on adapting and designing a Comprehensive ECDiE curriculum and parenting manual and can bring specialized knowledge and expertise in said area which can provide a guidance on how to implement the ECDiE model effectively within the existing service delivery pathways.

7. The main objectives of the assignment.

To design/adapt of comprehensive ECDiE curriculum including formative assessment approach and parenting manual with the support of ECDWG members and collaboration with Education Sector, CP sub-sector, Nutrition sector, Health and WASH sector.

8. Timeline of assignment: From date of signing contact till **01 August 2024** (Total **60** working days including the review days of the report by PLAN International)

9. Location of Assignment: Ukhiya, Teknaf and Cox's Bazar Sadar.

10. Specific Deliverables of the assignment:

- a. Present major models review report with identified strengths and areas of improvement and unification scopes including notes on the model owners' meetings as proof of buy in.
- b. Inception Report with detailed methodologies, processes, plan and other relevant progress notes.
- c. A list of Task team members and their ToR in bullets.
- d. Agreed ECDiE model and curriculum out.
- e. All the FGD, and other consultation, meeting, workshop notes, reports.
- f. Draft model and curriculum
- g. Final ECDiE model and curriculum
- h. TOT plan, module and training report with assessment data
- i. Parenting curriculum, implementation guideline and facilitation module

11. Scope of the Work:

- a. Review present major Education facing ECD models identify commonalities and differences, consult with the senior technical leadership of the respective organizations, build consensus about a unified single curriculum to use in the CXB camps. This will inform the scope and methodologies of the task.
- b. Inception report with methodologies, processes and plan and the initial review and consensus.
- c. Form a small task team of ECD curriculum experts from ECDWG (owners of the major curriculum), TCG and Edn Sector who has track record of Education facing ECD curriculum development for the crisis context to consult time to time and take inputs.

- d. Review of ECDWG and other resources to detailing out the scope of work, and prepare a ECDiE curriculum outline.
- e. Share the outline with the Task team, take and incorporate inputs to proceed to the next steps.
- f. Visit ECD center(s) both at Rohingya Camp when necessary to know about modality of ECD services, challenges and opportunities as well and meet with parents and community people.
- g. Develop draft ECDiE curriculum based on the agreed outline and the framework and share with the Task team for review and input.
- h. Organize FGD with relevant stakeholders at Camp & host community, expert, sectors for ECDiE curriculum development if necessary.
- i. Design workshop on Findings sharing and planning for adaptation of resources to prepare comprehensive ECDiE model
- j. Incorporate feedback from workshop and prepare an ECDiE model
- k. Workshop on Draft ECDiE model and ECDiE program delivery approach
- l. Validation of ECDiE model and share ECDiE model with the ECDWG, Education Sector, and relevant
- m. Develop a comprehensive parenting curriculum and implementation module for Rohingya parents with strong focus on Fathers/male engagement in parenting
- n. Develop capacity building plan consulting with the Task team. ECD WG, TCG for ECDWG members, ECD staffs on ECDiE model and curriculum delivery.
- o. Design a TOT module for the Technical staff of the implementing partners.
- p. Organize and conduct training for Master trainers pool (approx. 30) and develop cascade plan
- q. Prepare and share training report

12. Methodological guideline:

The selected consultant is expected to develop an appropriate methodology and approaches both qualitative and quantitative to meet the specific objectives of the assignment. Consultant should choose and apply interactive participatory methods and materials during consultation with ECDWG members. The methodologies and relevant instruments should be adjusted in consultation with ECDWG and Plan International Bangladesh. The consultant will include appropriate methodologies in the inception report.

13. Supervision/Management of Assignment:

The hired consultant will be required to work closely with Education Lead, EiE Technical Advisor, Technical Specialist - ECD Coordination, Technical Specialist-ECD, Cox's Bazar. The consultant will be directly accountable to the focal person (Lead Education/ Technical Advisor) of Plan International Bangladesh, Cox's Bazar project office. The consultant will keep the focal person continually informed on the progress of the assignment updates via face-to-face, online discussions and regular e-mailing.

14. Timeframe:

The total duration of the assignment is for 3 months/ 60 working days (05 May- 01 August) after the signing of the agreement between consultant and Plan International Bangladesh.

SL.	Deliverables	# of working Days	Responsible
1.	Submit inception report	3 days	Consultant
2.	Review inception report	3 days	Plan Int.
3.	Finalize inception report	2 days	Consultant
4.	Desk review of ECDWG resources and other resources (from ECDWG partner organizations i.e. Plan, SCI, BRAC, UNICEF; multi-sectoral documents	7 days	Consultant
5.	Find scope of work, outline and mapping of ECDiE curriculum and design consultation workshop	5 days	Consultant

6.	Design tools and Organize FGD with relevant stakeholders at Camp & host community, expert, sectors for ECDiE curriculum development etc.	5 days	Consultant
7.	Design workshop on Findings sharing and planning for adaptation of resources to prepare comprehensive ECDiE model	3 days	Consultant
8.	Incorporate feedback from workshop with I-ECD curriculum and prepare an ECDiE model	3 days	Consultant
9.	Workshop on Draft ECDiE model and ECDiE program delivery approach	2 days	Consultant
10.	Conduct validation workshop of ECDiE model with education sector, ECD working group and government stakeholders and share it with relevant and prepare a report	3 days	Consultant
11.	Develop a comprehensive parenting module for Rohingya parents with strong focus on Fathers/male engagement in parenting	7 days	Consultant
12.	Design workshop and finalization of manual and guideline through a workshop	3 days	Consultant
13.	Develop capacity building plan consulting with ECD WG	5 days	Consultant and Plan Int. BD
14.	Organize and conduct training for ECDWG members and ECD staffs	2 days	Consultant
15.	Organize and conduct training for Master trainers pool and develop cascade plan	2 days	Consultant
16.	Prepare and share training report	3 days	Consultant
17.	Submit final report with all the relevant documents	2 days	Consultant

15. Expected competencies:

The consultant is expected to have the following qualifications and experience:

- A master's degree in ECD/education or any close social science subject. Postgraduate/Diploma in ECD will be added advantage.
- Minimum 10 years of professional experience in ECD (Early Childhood Development) field with minimum 5 years in technical position in emergency settings.
- Experience in curriculum development, preferably designing or adapting early childhood education curriculum for children age 3-5 years
- Have experience of preparing training plan, curriculum and skills on training facilitation as well.
- Knowledge of evidence-based parenting interventions and strategies for supporting caregivers in emergency contexts
- Ability to effectively communicate ECD technical concepts to diverse audiences, including policymakers, practitioners, and community members
- Previous experience working in Bangladesh, South Asia or similar contexts and a strong understanding of the local culture, social dynamics, and educational landscape would be highly desirable.
- Good understanding and knowledge about humanitarian context and Education in Emergencies.
- Excellent understanding of gender transformative and inclusive programming.

- No history of violation of child rights.
- Understanding of norms, values, national laws, policies and strategies that affect Gender Equality and child rights.
- Adherence to Plan International’s gender, child safeguarding and PSHEA policies.
- Excellent communication skills both written and verbal and analytical ability.
- Evidence of producing clear, concise reports in English that are high quality.

16. Mode of Payment

The payment will be made in three instalments:

Instalments	Percentage	Timeline
1 st instalment	30%	Upon acceptance of final inception report.
2 nd instalment	30%	Upon acceptance of draft need assessment report.
3 rd instalment	40%	Upon acceptance of final Need Assessment Report along with capacity building plan

Plan International Bangladesh will deduct VAT and Income Tax at source according to the Bangladesh Government rules and deposit to Bank on behalf of the firm.

Submission of Proposal: The technical and financial proposal should be submitted electronically to the email address Planbd.consultant.hiring@plan-international.org on or before **TBD** with email title of quotation for “ **Hiring consultant to adapt and design a comprehensive ECDiE curriculum and parenting manual for Early Childhood Development Working Group (ECDWG) of Cox’s Bazar Education Sector..**” The proposal should be submitted in an MS Excel or PDF format through email.

For any technical queries related to the project and assignment please communicate to Dipa Das (Dipa.Das@plan-international.org).

17. Preparation of proposal

The proposal will be divided into two parts and should be submitted in two separate folders i.e. **technical proposal** and **financial proposal**. The technical proposal should not **exceed 10 pages** and will contain the following:

- Detailed timeframe/workplan following deliverable.
- Include appropriate methodologies for need assessment.
- Include previous experience about conducting capacity building need assessment and designing training program/relevant studies in education projects.
- CV highlighting relevant experience to conduct need assessment, study, designing training program (**Annex**).
- Copy of valid TIN certificate and bank account detail (**Annex**).
- The consultant is expected to provide a justified budget which is consistent with technical proposal.

18. Evaluation criteria and scoring:

Criteria	Score (100)
Relevant competency of consultant including academic qualification, as described in Point 15.	35
Appropriate methodology to deliver the developed materials/resources expected from this consultancy.	40

19. Penalty clause

Plan International will deduct 1% of the total amount for each day of delay in completing the assignment beyond the agreement provided that the delay occurs solely due to factor (s) relating Consultant. If the quality of deliverable is not as mentioned the TOR Plan international Bangladesh can deduct 5% of the total agreement amount and such decision of Plan shall be regarded as final.

20. Ethical Considerations

There will be nothing in the assignment, which may be harmful to respondents regarding legal or medical grounds. No one would be forced to provide information for the purpose assignment. The objectives will be clearly explained to all the stakeholders and respondents of the assignment before gathering any data from them. The consultant will be abstained from collecting data from those who will deny or show any kind of disinterest in providing information. Thus, the verbal/written consent of the respondents should be taken before collecting data. Confidentiality of data should be maintained, and the report name of the respondents should not be revealed.

21. Bindings

All documents, papers and data produced during the assignment will be treated as Plan International Bangladesh's property and restricted for public use. The contracted consultant will submit all original documents, materials and data to Plan International Bangladesh.

22. Award of contract

The consultant is expected to commence the assignment within one week of signing the contract.

23. Safeguarding Policy

The project is supported by Plan International Bangladesh and the individual shall comply with the Safeguarding Policy of Plan International Bangladesh. Any violation/ deviation in complying with Plan's Safeguarding Policy will not only result in termination of the agreement but also Plan International will initiate appropriate action in order to make good the damages/ losses caused due to non-compliance of Plan's Safeguarding Policy.

24. Risk Management

The consultant must take all reasonable measures to mitigate any potential risk to the delivery of the required outputs of this consultancy on time and meeting the expected quality. As such, applicants should submit a risk management plan that covers (at minimum):

- Key assumptions underpinning the successful completion of the assignment anticipated challenges and estimates of the level of risk for each risk identified.
- Contingency plans will be putted in place to mitigate against any occurrence /identified risks.