Early Childhood Development Working Group (ECDWG)

**Terms of Reference for Consultant**

**Context and Rationale for Early Childhood Development Working Group**

After 25 August 2017, as many as 700,000 forcibly displaced Rohingya population entered into Cox’s Bazar district of Bangladesh from Myanmar, in addition to the total of 213,000 members of the Rohingya community who were residing in Bangladesh prior to the influx. With near to a million Rohingya people living in Cox’s Bazar district, particularly in Teknaf and Ukhiya upazillas, multi-faceted needs have emerged for both the displaced Rohingya and their host communities in Cox’s Bazar district, Teknaf and Ukhiya being the worst hit upazillas. In camps, the needs are compounded by limitations of space and capacities, while in host communities, the resources of the already fragile social, economic and environmental structures have been stretched thin since the 2017 influx.

For early childhood services, attendance rates in camp learning facilities widely vary across the 3-5 age range, starting from around 40% for three-year-olds and peaking at close to 90% for five-year-olds. Additional challenges noted by actors who work with girls and boys aged 0-5 include: lack of standardized materials; lack of a common guideline/framework is the major.

**Overall Goal and Coordination of the ECDWG**

The ultimate goal of the ECDWG is to ensure effective coordination among the partners 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 ECDWG definition of early childhood is: the period of growth and development from pregnancy to 5 years during which integrated multi-sectoral support for children’s physical, social, emotional, and cognitive development helps children survive and thrive, preparing them for education and life.

Expected outcomes of the WG include, but are not limited to:

* capitalizing on existing resources (human, technical and financial) and avoiding duplication of interventions;
* identifying capacity gaps and accordingly addressing system strengthening through knowledge and technical support sharing with relevant government entities and among partners;
* identifying issues that require special/immediate attention or coordination with other stakeholders, and taking them forward through the co-chairs;
* strengthening and ensuring a multi-sectoral, holistic response; and
* capitalizing on social capital and opportunities for community engagement building towards a culture of peace and social cohesion.

The ECDWG lies under the Education Sector, but engagement and coordination with relevant sectors for harmonization of early childhood interventions is essential. Engagement will include, but not be limited to, the following sectors or inter-sectoral groups: CPSS, Nutrition, Site Management, Health/SRHWG, WASH and CwC. Moreover, working with the host communities will require thorough consultation and communication with the relevant authorities, and will be strategized on through the ECDWG in coordination with the relevant sector(s) coordinator(s).

**Association of the consultancy with the ECDWG**

The proposed consultant will be engaged on behalf of Plan International Bangladesh, and work in coordination with the ECDWG and its members to provide support for the completion of the working group’s deliverables for 2020. Below is an outline of all of the ECDWG deliverables for 2020.

***Objective# 1: Development and rollout of Early Childhood Care, Development and Learning Framework***

**Activities:**

* 1. Agree on a **framework** for early childhood care, development and learning to guide the focus and approach of ECD programmes among partners, outlining the guiding principles, child development competencies, as well as a list of needed annexes and/or subsequent documents to support quality learning, protection, and developmental outcomes for young children
  2. Develop a consequent **operational plan**, including capacity building and professional development for learning facilitators to ensure the appropriate skill set for early childhood requirements, as well as a consistent approach and harmonized coordination among partners and across sectors.

***Objective# 2: Ensuring relevant and effective support to Early Childhood Care, Development and Learning in crisis-affected host communities***

**Activities:**

* 1. Conduct a mapping exercise of existing ECD programmes, and structure a **gap analysis** in crisis-affected host communities in Ukhyia and Teknaf based on GoB strategic objectives and in collaboration with relevant GoB officials.
  2. Develop a consequent **operational plan**, including coordination, capacity building, and system strengthening interventions in collaboration with GoB officials.

***Objective# 3: Reinforcing social cohesion and bridging for the humanitarian-development nexus through increased community engagement around early childhood care, development and learning***

**Activities:**

* 1. **Standardised community engagement** through development of formal guidelines for community engagement to ensure the active and appropriate engage of camp and host communities in ECD initiatives and lay foundations for social cohesion.
  2. Pursue **ECD-relevant advocacy and fundraising**, through the development of at least one advocacy brief to ensure appropriate resources for the operational plan and engagement with the Bangladesh ECD Network to ensure national coordination and support by community and influential stakeholders for both camp and host communities.

***Objective# 4: Ensuring relevant and effective support to Early Childhood Care, Development and Learning through prioritization of data collection and sharing across sectors***

**Activities:**

* 1. Advocate for **ECD-relevant data collection** across sectors to ensure that relevant data is available for the establishment of new and/or collaborative programming in the future by meeting with relevant sector IM teams and/or doing a gap analysis on data needs
  2. Promote **information sharing across sectors of ECD data and programming information** through the establishment and sharing of regular briefs on ECD, the frequency and content of which is to be agreed upon by members

**Consultant Scope of Work**

* + Drive the completion of the ECDWG deliverables by January 2021, specifically focusing on:
    1. Completion of the ECDWG ECCD Framework
    2. Draft an operational plan for ECCD capacity building and professional development based on the framework for 2021
    3. Support the mapping/gap analysis of host community programs and the creation of a draft operational plan to address host community needs
    4. Finalize one ECD brief for use by partners and the Education Sector on a topic or theme chosen by the ECDWG;
  + Attend all ECDWG meetings and workshops; support the facilitation of any workshops for key deliverables as requested by the ECDWG co-chairs; Document all ECDWG meetings and prepare the meeting minutes;
  + Support the co-chairs in the maintenance of the ECDWG drive;
  + Engagement with national and local stakeholders in ECD, specifically Cox’s Bazar Education Sector partners and the Bangladesh ECD Network to foster greater collaboration and support the completion of ECDWG deliverables;

**Expected competencies and experience**

* Advanced degree in Education or a related field, with a focus on ECD preferred;
* Experience in policy and advocacy for education or ECD required; knowledge of or experience in EiE or ECD in humanitarian settings an asset
* Demonstrated experience in developing and drafting policy briefs, frameworks, and/or strategic action plans required;
* Experience facilitating workshops and meetings, particularly for the drafting of documents strongly preferred;
* Knowledge of child protection or nutrition in emergencies would be an asset;
* Good analytical and project management skills; prior experience managing the completion of multiple deliverables preferred
* Experience with Google Drive, Microsoft Office (Word and Excel) (required), and remote working platforms including MS Teams and Zoom (strongly preferred) ;
* Excellent writing skills in both English and Bangla (required)

1. **Deliverables, timeframe, and consultant selection criteria**

* Inception report with finalized work plan for completing the agreed upon deliverables with a detailed methodology for certain deliverables as required
* The deliverables noted in the Scope of Work will be finalized with the Consultant during the drafting of the inception report, but are planned to include the following:
  1. Completion of the ECDWG ECCD Framework
  2. Draft an operational plan for ECCD capacity building and professional development based on the framework for 2021
  3. Support the mapping/gap analysis of host community programs and the creation of a draft operational plan to address host community needs
  4. Finalize one ECD brief for use by partners and the Education Sector on a topic or theme chosen by the ECDWG;
* Final report (2-3 pages) on assignment process, achievements and challenges, and zip file with all assignment documents (word and pdf)

Total duration of the assignment is 13 December through 4 March, total 60 working days. The work plan will be reviewed and approved by Plan International Bangladesh as part of the inception report.

1. **Mode of payment**

The payment will be made in three instalments:

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| --- | --- | --- |
| **Instalments** | **Percentage** | **Timeline** |
| First instalment | 25 | Agreement signed and acceptance of inception report |
| Second instalment | 45 | After 50% of completion of activities based on agreed work plan |
| Final instalment | 30 | After full completion of activities based on agreed work plan |

1. **Preparation of proposal**

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

* Proposed work plan for completion the deliverables
* Account of experience of work related to the assignment (Cover Letter)
* CV of consultant
* Copy of valid TIN certificate and bank account detail.

The financial proposal should clearly identify a daily or monthly rate for the assignment. The budget should not contain income tax as a separate head; it can be blended with the other expenditure, as it will be deducted from the source. However, VAT can be mentioned in the budget as per government regulation. The organisation will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury. The consultant/consulting firm is expected to provide justified budget, which is consistent with technical proposal.

1. **Submission of proposal**

The technical and financial proposals should be submitted electronically to the email address: [Planbd.consultant.hiring@plan-international.org](mailto:Planbd.consultant.hiring@plan-international.org) with titled **Roadmap of Early Childhood Development Working Group Activities for the Host Community and Rohingya Response, Cox’s Bazar** as subject line. Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline **3 December 2020** will be treated as disqualified. Two different folders i.e. technical and financial should be submitted into one zip folder with a covering letter. The proposals should be submitted in pdf format.

1. **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.**

1. **Contact person**

Consultant will closely work with the EiE Specialist and ECD Specialist.

For deliverables submission of the assignment the contact person will be – Technical Lead, EiE, Mostan Alnoor.

1. **Award of contract**

An interview will be conducted with shortlisted candidates prior to final candidate selection based on the proposal scoring. Consultant proposals will be scored based on three components: technical expertise/experience, proposed work plan, and financial proposal. The consultant is expected to commence the assignment within one week of signing contract.

\*Please note, this contract is conditional on the final awarding of funding to Plan International Bangladesh, and work will not commence unless or until grant funding has been finalized.

1. **Child Safeguarding Policy**

The consultants shall comply with the **Child Safeguarding Policy** of Plan International Bangladesh. Any violation /deviation in complying with Plan’s **Child Safeguarding Policy** will not only result-in termination of the agreement but also Plan will initiate appropriate action in order to make good the damages/losses caused due to non-compliance of Plan’s **Child Safeguarding Policy**.