

Terms of Reference

for hiring consultant to develop Early Diagnosis and Early Mitigation Initiative tool (EDEMI) to identification of developmental delays for 0-3 years' children

**Shishuder Jonno Program
Save the Children in Bangladesh**

Project : Sponsorship funded 'Shishuder Jonno (SJ)' Program

Consultant Name : TBD

Location : Barishal Impact Area

Duration : (35 working days) 20 May-10 July 2021

Background:

Save the Children in Bangladesh (SCiBD) is a leading child rights-based organization, currently covering a wide range of geographical areas in the Dhaka, Khulna, Barishal, Chittagong, Rajshahi, Sylhet and Rangpur Divisions. SCiBD works in number of thematic areas, including Education, Child rights and governance and child protection, Health and Nutrition and HIV/AIDS, Child poverty and Emergency.

Sponsorship funded Shishuder Jonno (SJ) Program is an Integrated Child Development Program (ICDP), which has been implementing in Dhaka, Barisal and Gaibandha (new Impact Area) Districts in an urban and a rural setting. The program's goal is stated as 'Children Learn and Develop to their Full Potential'. The target group is from birth to eighteen years following a 'life cycle approach'. The program has five core components namely a) Early Childhood Care & Development (ECCD) b) Basic Education (BE) along with ICT in education c) School Health & Nutrition (SHN) d) Maternal Newborn Child Health and Nutrition (MNCHN), Adolescent Development (AD) and another 2 non-core components namely a) Child Protection (CP) and b) Child Rights and Governance (CRG) as well as 2 cross-cutting components namely a) Community Mobilization and b) Gender.

'Shishuder Jonno' (SJ) program has been implementing its Early Childhood Care and Development (ECCD) interventions targeting 0-3- and 3-5-years aged children in Dhaka and Barishal Impact Areas. In 2019, SJ program awarded Innovation Learning Fund for developing Early Diagnosis and Early Mitigation initiative (EDEMI) tool for 0-3 years' children. Children with disabilities are less likely to start school than their peers without disabilities and have lower rates of retention and promotion in schools (World Report on Disability, 2011). There are limited resources in Bangladesh to measure the young children's developmental milestones (e.g., language communication, social-emotional and cognitive abilities based on age). Due to lack of availability services and assistance, parents of children often do not know what to do or where to go for assistance. From home, community and state everywhere disabled children and adults are excluded from their social, political, and economic rights. Early developmental delay diagnosis and timely therapeutic early stimulation during the first three years of life can help children overcome delays and improve their developmental outcomes. In this situation, this awarded fund will **explore and develop non-technical (Early Diagnosis and Early Mitigation Initiative-EDEMI) developmental diagnosis tool to identification of developmental delays** and create early referral linkages. In addition, build the capacity of frontline health service providers to take early mitigation steps through technical partnership with Govt. Community Clinic health services.

Aiming at to minimize early years developmental delays of young children, ECCD program will develop

age specific Early Diagnosis and Early Mitigation tool for 0-3 years aged children. This tool will be used by frontline health service providers and PNGO trained staff. Diagnosed children will be referred nearest service point to get further support and services to access assistance and support to prevent later vulnerability. In this connection, we need to hire a consultant to collect and review existing developmental related tools. Based on existing tools, consultant will develop non-technical Early Diagnosis and Early Mitigation (EDEMI) tool, field testing following of scientific norms, review and finalize.

Purpose of the assignment:

The consultant will develop, field testing and finalization of EDEMI tool, administrative guideline and orientation manual for EDEMI tool.

The main objective of this consultancy is to explore existing developmental delay tools in Bangladesh, conduct workshop with relevant experts who are using those kinds of tools and identify developmental milestones (cognitive, language, social & emotional etc.). Based on existing technical tools, develop a non-technical simple version to use as Early Diagnosis and Early Mitigation (EDEMI) tool for 0-3 years' aged children. This developed non-technical tool (EDEMI) will be used by the trained frontline health workers with limited technical expertise and resources which help to identification of developmental delays and create early referral linkage and administrative guidelines for screening children's delay development.

The following tasks will be carried out by the consultant selected for the assignment:

Tasks of the consultant

The task will be carried out within 35 days from its starting day.

Specific tasks:

- Organize meeting with project focal for getting idea on tasks and deliverables.
- Review the national and international relevant literatures of screening tools and methodologies of developmental delays of young children.
- Explore existing early developmental diagnosis tools of young children which are available within reach. Share collected tools with project focal (soft/hard copy).
- Organize consultation workshop with multi stakeholders of disability for their expert opinion regarding construction of a non-technical diagnosis tool for determining any delay development of young children.
- Drafting domain-wise developmental delay screening items through expert consultation meeting and select valid items for the assessing tool through standardized field trial.
- Prepare the draft of EDEMI tool and share it with the project focal/SCI TA for their comments.
- Draft tool pilot for field test among a significant number of targeted children (with 20 children/parents) for determining its validity, reliability, and standard norm with the support of SCI field staff at Muladi and Bakerganj of Barishal District.
- Share the finalized EDEMI tool with the SC staff and other potential users of the country both within and outside government for their comments and incorporation.
- Prepare draft administrative guideline and orientation manual and share with project focal.
- Incorporate feedback and finalize administrative guideline of tool & orientation manual.
- In country sharing meeting with SJ team.
- Back translation of 3 products (non-technical EDEMI tool, administrative guideline of tool, orientation manual).
- Provide final hard and soft copies of all products (non-technical EDEMI tool, administrative guideline of tool and orientation manual) in Microsoft & adobe version.

Expected Deliverables:

The consultant is expected to develop and submit the following deliverables:

- Developed Early Diagnosis and Early Mitigation (EDEMI) tool for 0-3 years' children with determining scientific norms and standards.
- Developed orientation Manual on EDEMI tool in both standard Bangla and English version.
- Developed administrative guideline of EDEMI tool in both standard Bangla and English version.

Time frame

An indicative timetable is outlined below. This will be revised according to the final starting date:

Task	Timeline 2021	Responsible	Days required
1. Organize meeting with project focal for getting idea on tasks and deliverables.	3 rd week of May-June	Consultant	1 day
2. Review the national and international relevant literatures of screening tools and methodologies of developmental delays of young children.	3 rd week of May	Consultant	3 days
3. Explore existing early developmental diagnosis tools of young children which are available within reach. Share collected tools with project focal (soft/hard copy).	4 th week of May	Consultant	3 days
4. Organize consultation workshop with multi stakeholders of disability for their expert opinion regarding construction of a non-technical diagnosis tool for determining any delay development of young children.	4 th week of May	Consultant (in person workshop & SJ team members will join)	2 days
5. Drafting domain-wise developmental delay screening items through expert consultation meeting and select valid items for the assessing tool through standardized field trial.	1 st week of June	Consultant and study team	3 days
6. Prepare the draft of EDEMI tool and share it with the project focal/SCI TA for their comments.	1 st week of June	Consultant	2 days
7. Draft tool pilot for field test among a significant number of targeted children (with 20 children/parents) for determining its validity, reliability, and standard norm with the support of SCI field staff at Muladi and Bakerganj of Barishal District.	2 nd week of June	Consultant with the support of SJ field team	6 days

8. Share the finalized EDEMI tool with the SC staff and other potential users of the country both within and outside government for their comments and incorporation.	3 rd week of June	Consultant	2 days
9. Prepare draft administrative guideline and orientation manual and share with project focal	3 rd week of June	Consultant	4 days
10. Incorporate feedback and finalize administrative guideline of tool & orientation manual.	4 th week of June	Consultant	2 days
11. In country sharing meeting with SJ team.	5 th week of June	Consultant with the support of SJ field team	1 day
12. Back translation of 3 products (non-technical EDEMI tool, administrative guideline of tool and, orientation manual).	1 st & 2 nd week of July	Consultant	5 days
13. Provide final hard and soft copies of all products (non-technical EDEMI tool, administrative guideline of tool and orientation manual) in Microsoft & adobe version.	2 nd week of July		1 day

Qualifications of the Consultant

The successful consultant should have the following qualifications-

- Must have experience in developing and designing early developmental tool for 0-3 years aged children.
- Must have academic and research background in Education, Psychology, Child Psychology and Early Childhood Development field.

Roles and responsibilities

- The consultant will have to conduct meeting with project focal, update progress and need based field visits to determine validity, reliability and standard norm with children and parents. Save the Children will provide necessary support during piloting and field test in Muladi and Bakerganj.
- Save the Children will be responsible for providing project related documents, clarifications, and feedback before finalization of the products.
- The consultant will be responsible for delivering the draft and final products within the deadlines (agreed on after developing the detail action plan).

Management and Logistics

The consultant will report to Manager-ECCD, Shishuder Jonno Program, Sponsorship funded Shishuder Jonno program, Save the Children Bangladesh. The consultant is solely responsible for administering the work.

General terms and conditions:

- SCI reserves right to accept or reject any proposal. The participating individual will be informed about the status of his/her proposal via email once scrutiny is completed.

- Developed tool, administrative guideline and orientation manual prepared during the study will be treated as the property of SCI.
- All products prepared during this assignment will become the property of Save the Children and will not be shared with third parties without permission from Save the Children.
- Tool/administrative guideline/orientation manual/documents or any part, therefore, cannot be sold, used, or reproduced in any manner without prior written approval of SCI; and
- SCI reserves the right to monitor the quality and progress of the work conducted by the consultant during the assignment period.

Other

- Save the Children is committed to ensuring a safe environment and culture for all children with whom we come in contact during the course of our work. The consultant involved in this task will be required to comply with Save the Children’s Child Safeguarding Policy and sign the Code of Conduct.

Interested individual consultant, may submit their technical and financial proposal along with CV, TIN certificate and VAT registration copy to the following email address: prosanta.roy@savethechildren.org. Application closing date: [May 05, 2021](#).
