

TOR for Situational Analysis

National Consultant

Terms of Reference for Consultant to carry out a small scale situational analysis on the professionalization of ECCD Facilitators and the need for professional development courses.

1. Background and rationale:

Early Childhood Care and Development (ECCD) is a critical stage in a child's overall development and learning. ECCD facilitators play a pivotal role in providing quality care and education to young children. Investing in ECCD facilitators' professionalization is essential for delivering high-quality early childhood care and education. By bolstering their skills and knowledge, the quality of ECCD programs can be elevated, positively influencing children's development during their formative years. This situational analysis highlight the current status and professional development of ECCD Facilitators to build the groundwork for improving the status of ECCD Facilitators and creating evidence-based professional development courses that cater to ECCD facilitators' professional requirements.

This terms of reference outlines the scope and objectives for a small-scale situational analysis focused on ECCD facilitators' professionalization and the necessity for professional development courses.

2. Purpose of the consultancy and scope of work

The primary objective of this situational analysis is to conduct an assessment of the current state of ECCD facilitators' professionalization and identify specific areas where professional development courses can enhance their skills and knowledge. This analysis will form the basis for designing targeted professional development programs to meet ECCD facilitators' identified needs.

3. Methodology:

The situational analysis will employ a mixed-methods approach, integrating the following methods.

- **Literature Review:**

Conduct a thorough review of existing literature, reports, and studies related to ECCD facilitators' professionalization and professional development courses. This review will provide insights into the current landscape, best practices and rationale for heightened status and improved professional development.

- **Key Informant Interviews:**

Conduct in-depth interviews with key stakeholders, including ECCD facilitators, trainers, policymakers, and field experts. These interviews will capture perspectives on challenges, training requirements, and potential opportunities for professional development.

- **Surveys and questionnaires:**

Administer a survey and questionnaires to a representative sample of ECCD facilitators. Collect quantitative data on their educational backgrounds, received training, professional needs, and aspirations. This data will inform specific areas requiring professional development interventions.

- **Current qualifications and Training:**

Evaluate ECCD facilitators' educational qualifications and professional training to assess their readiness and competence. This will also help to identify the gaps in professional status, remunerations and limited access to professional development.

- **Professional Development Recommendations:**

Provide recommendations for professional development courses, including continuation of the existing mixed mode Diploma program, provision of a one-year Post Graduate Diploma in ECCD for university graduates to be recruited as ECCD teachers in the future, and bridging courses for diploma holders to advance their qualification and status.

4. Expected Outcomes:

The situational analysis will yield the following outcomes:

- A comprehensive understanding of ECCD facilitators' professionalization status, encompassing qualifications, training, and challenges.
- Identification of specific areas necessitating professional development, such as curriculum development, pedagogical approaches, inclusive education, child assessment techniques, and social-emotional development.
- Recommendations for designing and implementing targeted professional development programs such as the continuation of the mixed mode diploma for existing Facilitators without diploma, bridging courses for existing facilitators with diploma in ECCD and post graduate diploma for prospective ECCD teachers to be recruited in future.

5. Duty station

Will travel as required and as per the endorsed workplan and itinerary.

6. Supervisor

The consultant will work closely with the ECCD and SEN Division and report to MoESD (ECCD&SEND and PPD) and SCI, who will provide guidance and support throughout the project.

7. Major tasks to be undertaken by the consultant/facilitator and deliverables

	Tasks	Deliverables
1	Desk review	
2	Inception report: Methodology of the assessment; workplan and sample tools	Inception report
3	FGDs, Field Observations, Interviews, as per work plan and approved/ agreed on tools	Compilation of completed tools for record
4	Presentation on findings and recommendations and submission of draft report	PPT and draft report
5	Submission of final report	Final report

Deliverable details:

The consultant is expected to deliver a comprehensive situational analysis report, including:

- Executive Summary
- Methodology and Data Collection Procedures
- Literature Review Findings
- Key Informant Interviews Summary
- Survey and Questionnaire Analysis
- Areas of Focus Analysis

8. Estimated duration of contract

Approximately 20 working days in **October 2023**

9. Official travel involved

Local travels will be undertaken for consultations as required which should be included in the Technical Consultancy Fees.

10. Cost of the Contract and payment schedule

Payment Schedule	Percentage of payment
On delivery of inception report	40%
On delivery of final report	60%

12. Qualifications or specialized knowledge and/or experience required

Education: A degree in early childhood education, child development, education policy, social sciences, or a related field would be advantageous. A higher degree or specialized training in these areas can also add more depth to the consultant's expertise.

Professional Experience: Significant experience in the field of early childhood education, child development, or educational assessment is essential. Experience with program evaluation, quality assurance, or conducting assessments in educational settings is highly valuable.

Knowledge of Inclusion and Diversity: A deep understanding of inclusive education practices and familiarity with principles of diversity, equity, and inclusion is crucial for evaluating ECCD centers' inclusivity and support for diverse needs.

Safety and Regulatory Knowledge: Knowledge of safety standards and regulations related to early childhood education centers is vital to assess the centers' compliance with safety requirements.

Research and Assessment Skills: Strong research and assessment skills are necessary to gather and analyze data effectively, use appropriate assessment tools, and derive meaningful insights. Experience in carrying out situational analysis

Communication Skills: Excellent communication skills, both written and verbal, are essential for preparing comprehensive reports and effectively conveying findings and recommendations to various stakeholders.

Stakeholder Engagement: Experience in conducting interviews, surveys, and focus group discussions with diverse stakeholders, including children, parents, teachers, and administrators, is valuable to gather relevant perspectives.

Ethical Considerations: A commitment to ethical practices and safeguarding principles is critical when working with children and vulnerable populations.

How to Apply

If interested in applying for this work, please refer to the [Consultant EOI Form](#). Contact person for this study is ugyen.dorji@savethechildren.org

The proposal form with all other required documents should be submitted by **3rd October (Tuesday) 2023 (before 5 PM) in hard copy, addressed to :**

The National Director
Save the Children International
Chang Geydaphu
Thimphu
Telephone : 323419/325599

The Proposals needs to be submitted in a Sealed envelope and in hard copy. There should be two separate sealed envelopes. One each for Technical Proposal and Financial Proposal. WE WILL NOT ACCEPT ANY ONLINE SUBMISSION OF PROPOSALS FOR THIS ASSIGNMENT.

Please reach out to us if you need any clarifications.

Proposal Form

<Insert Consultancy Title Here>

Submission Date:

1. **Covering Letter**
2. **Basic Information (1 page)**

Name and full address of the firm/organization: (if applicable)	
Key consultant's name and full address:	
Key consultant's date of birth in dd/mm/yyyy:	
Landline No.:	
Mobile No:	
Email address:	
Post Box No:	
Fax No:	
TPN No:	

3. **List the relevant work experience in the past three years.**
4. **Express your understanding of the Terms of Reference for this consultancy.**
5. **Technical Proposal:** Explain how you propose to undertake this assignment with clear methodology and timeline.
6. **Financial Proposal:** Provide a clear breakdown of your proposed consultancy fees in Bhutanese Ngultrums only. Include all administrative costs including travel costs. The proposed cost should be inclusive of taxes. (The financial proposal should be submitted in a separate sealed envelop clearly titled as "Financial Proposal for <add title of the consultancy assignment>").
7. **Supporting documents mandatorily required:**
 - 7.1. Copy of Valid trade license for registered consultancy firms
 - 7.2. Latest tax paid certificates & TPN numbers
 - 7.3. ID copy of the proprietor for consultancy firms
 - 7.4. Bank Details of the Consultancy Firm & Individual Bank Account Number of Individual Consultants
 - 7.5. CV of the Lead Consultant
 - 7.6. Address and contact details