

UNICEF Moldova

Terms of Reference

Individual Consultancy on Early Education for the Development of the National Action Plan for Gradual Implementation of the Sanitary and Hygiene Norms for Preschools

Duration and timeline: 25 working days (within a two months period March – April 2018)

1. Background

UNICEF provided support to the Government in developing the Sanitary and Hygiene Norms for Preschools which were officially approved in November 2016. This normative act establishes sanitary norms common to all preschool institutions including community centers, irrespective of the type of ownership and affiliation.

Following to this, UNICEF has taken the commitment to support the development of a National Action Plan for gradual implementation of the Sanitary and Hygiene Norms for Preschools.

2. Purpose of the assignment

The purpose of this individual consultancy is to provide quality technical advice and support to Ministry of Education, Culture and Research in developing the National Action Plan for Gradual Implementation of the Sanitary and Hygiene Norms for Preschools.

The consultant on Early Education will work in cooperation with a Finance Consultant hired separately by UNICEF.

The consultancy is expected to be carried out within a two months period, starting from March and ending in April 2018, with possibility of extension as required.

3. Objectives of the consultancy

The objectives of this individual consultancy will be:

- Organize consultations with relevant stakeholders (including but not limited to Ministry of Education, Culture and Research and Ministry of Health, Labour and Social Protection) to agree on key steps for developing the Action Plan (AP);
- Develop a detailed road map and timeline for the development of the AP, in consultation with stakeholders and UNICEF;
- Based on objectives of the Sanitary and Hygiene Norms for Preschools, develop the Action Plan;
- Develop a clear robust Monitoring and Evaluation framework to the Action Plan.

4. Details of how the work should be delivered

To achieve the above-mentioned objectives, the selected consultant, in close consultation with representatives of Ministry of Education, Culture and Research (MECR), and Ministry of Health, Labour and Social Protection, and under the guidance of UNICEF will:

- Familiarize with the Sanitary and Hygiene Norms for Preschools;
- Consult other relevant resources provided by UNICEF and MECR^{1,2,3,4}.
- Develop the template of the Action Plan in accordance with the Government guidelines and/or formats in coordination with key stakeholders.
- Ensure the overall coordination of the process for the development of the Action Plan, including 1 consultative workshop.
- Prepare a validation workshop and deliver a presentation on the developed Action Plan.
- Based on validation workshop recommendations, finalize the Action Plan and submit it to UNICEF and MoE.
- Further details are described under p.5 below.

The Consultant will report to UNICEF and Ministry of Education, Culture and Research.

Monthly meeting with UNICEF will ensure quality control and will provide relevant technical and programmatic recommendations to the process and the Action Plan.

5. Deliverables and delivery dates

Nr.	Activity	Deliverables	Timeline*
1.	Develop a comprehensive plan, including detailed road map and timeline, on how the work will be completed Consult it with UNICEF, Ministry of Education, Culture, Youth and Sports	<ul style="list-style-type: none">• Inception report with road map and timeline To include: <ul style="list-style-type: none">• Proposed outline of the Action Plan including timeline and deliverables	2 working days
2.	Conduct initial kick-off consultative meeting with stakeholders	– Refined Outline of the Action Plan	1 working day
3.	Desk review of Sanitary and Hygiene Norms, and related documents	- Proposed outline of the Action Plan aligned with Sanitary and Hygiene Norms, (to include annotated detailed table of contents)	2 working days

¹ Code of Education and Sectoral Education Strategy 2020

² Strategy on children's and adolescents' health and development in the Republic of Moldova for 2014-2024

³ Report on the study regarding the needs of preschool institutions for applying Sanitary and Hygiene Norms

⁴ Report on Assessment of Water Quality, Sanitation and Hygiene Practices in Preschool Institutions of Moldova

4.	<p>Through a consultative process develop a first draft of the Action Plan</p> <p>The action plan will need to include robust M&E framework with realistic indicators, targets and timelines to measure progress, output and outcomes and specifying clearly accountabilities of relevant Ministries for completion of the tasks</p> <p>Clear budget against each activity will be developed by Finance Consultant</p>	<ul style="list-style-type: none"> - Monthly updates to UNICEF on the progress of the work provided – First Draft Action Plan submitted to UNICEF and other stakeholders for review 	10 working days
5.	Incorporate additional amendments as per UNICEF and other stakeholders' comments	<ul style="list-style-type: none"> - Second Draft Action Plan with SMART M&E framework and budget submitted to UNICEF 	2 working days
6.	Submit to UNICEF for translation into Russian the 2nd draft of the Action Plan.	<ul style="list-style-type: none"> – Consistency between translated versions and Romanian variant ensured. 	2 working days
7.	<p>Organise one consultative workshop in a mutually agreed location</p> <p>Consolidate comments from the consultative workshops</p> <p>Revise the draft Action Plan</p>	<ul style="list-style-type: none"> – Consolidated brief document submitted to UNICEF and other stakeholders – Revised third draft Action Plan submitted to UNICEF and key stakeholders for review 	3 working days
8.	Organise a validation workshop at national level and present the Draft Action Plan to major stakeholders	<ul style="list-style-type: none"> – Consolidated brief from validation workshop 	1 working day
9.	Incorporate final amendments based on validation workshop recommendations.	<ul style="list-style-type: none"> – Final draft Action Plan (in Romanian and Russian) including budgeting and a robust M&E framework with realistic indicators, targets and timelines submitted to UNICEF in Word format and electronic version. 	2 working days
	TOTAL:		25 working days

6. Reporting requirements

The consultant will report to the ECD Officer and ECE Specialist from the Ministry of Education, Culture and Research, who will regularly communicate with the consultant and provide feedback and guidance on his/her performance and all other necessary support so to achieve objectives of the consultancy, as well as remain aware of any upcoming issues related to consultant's performance and quality of work.

All activities and deliverables undertaken by the consultant shall be discussed and planned in consultation with UNICEF. The consultant is expected to deliver each component of the work plan electronically (in Word and Excel formats), in Romanian. At each stage, the deliverable shall be sent to the ECD Officer by E-mail, with the Deputy Representative in copy.

7. Performance indicators for evaluation of results:

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in the ToR;
- Compliance with the established deadlines for submission of deliverables;
- Quality of work;
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts.

8. Qualifications and experience

- Advanced University Degree in early education, education or related social field;
- Minimum of 7 years of relevant professional experience in developing early education/education policies or programs;
- Experience of influencing and negotiating with senior government officials and staff of international aid agencies will be an asset;
- Experience in working with the Government of Moldova and/or UNICEF or other UN Agencies will be an asset;
- Excellent command of Romanian or Russian, both oral and written;
- Working knowledge of English is a minimum, good command of English is a strong asset, both oral and written.

9. Content of technical proposal

- Relevant experience with similar type of assignments (max 300 words)
- Proposed approach and methodology (max 1500 words), including:
 - Timeline and milestones
 - Risk and mitigation measures
 - Ethical considerations and how the consultant will address them
- Annex: Short sample or links to related work previously conducted by the consultant

In addition, please provide your *Curriculum Vitae*.

10. Content of financial proposal

The applicant should fill in the Financial Offer Template and specify the all-inclusive consultancy fee, per day of work, requested for the tasks described in the Terms of Reference in MDL.

Other expenses directly related to the ToR assignments and deliverables such as: (translation/interpretation costs, local transportation, logistics etc.) may be included in the financial offer unless specified that UNICEF will cover them separately (see paragraph 14 and 15 below).

If not provided by ToR, UNICEF will not reimburse costs not directly related to the assignment. The contract will not allow payment of off-hours, medical insurance, taxes, and sick leave.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered or for failure to meet deadlines.

11. Payment schedule

The payment will be done in tranches, according to the following schedule. All deliverables must be delivered on time and to the satisfaction of UNICEF Moldova.

Deliverable (delivered according to the timeline agreed upon with UNICEF)	Proportion of payment
Inception report	20%
Draft 1 of the Action Plan	20%
Draft 2 of the Action Plan	20%
Final version of the Action Plan (Romanian and Russian versions) including budgeting and a robust M&E framework with realistic indicators, targets and timelines.	40%

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs are incomplete, not delivered for failure to meet deadlines.

12. Definition of supervisory arrangements

The specialist will work under the oversight of ECD Officer of UNICEF Moldova. Payments will be rendered upon successful completion of each task, as per the schedule outlined above.

13. Work location and official travel involved

The work will require local travels in order to participate in one consultative workshops in a mutually agreed location. The consultant is expected to cover costs, arrange and schedule such visits, including transportation. The UNICEF office will facilitate introductions to key informants.

Travel costs not actually incurred due to travel cancellation, delays, contract termination or modification are subject to deduction from final contract amount.

14. Support provided by UNICEF

UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work. UNICEF will provide an initial package of relevant documents and available research, and an initial list of relevant experts and counterparts to work with. UNICEF will also request relevant data – as agreed upon with the consultant – from relevant government counterparts.

15. Ethical considerations

The Contractor will ensure that the process is in line with the United Nations Evaluation Group (UNEG) Ethical Guidelines⁵. The Contractor should be sensitive to beliefs, manners and customs and act with integrity and honesty while interacting with stakeholders and beneficiaries. Furthermore, the Contractor should protect the anonymity and confidentiality of individual information. All participants should be informed about the context and purpose of the assignment, as well as about the confidentiality of the information shared. The Contractor is allowed to use documents and information provided only for the tasks related to these terms of reference.

⁵ UNEG Guidelines <http://www.uneval.org/document/detail/102>