|  |  |
| --- | --- |
| TERMS OF REFERENCE – Long-Term National Individual Consultant/Expert | REF:  **EDU/TURA/2024-C** |
| UNICEF Turkey is seeking a for a long-term individual consultant to support UNICEF Partnership with Ankara Metropolitan Municipality on Early Childhood Education  Links with Country Programme Priorities  Ankara Metropolitan Municipality & UNICEF 2024-2025 Rolling Work Plan (RWP),  County Programme Document 2021-2025  **Outcome 1: Early Childhood Development: By 2025, more young children, especially the most vulnerable, benefit from learning, nurturing, care, and development at home and in their communities.  Output 1.2: Quality and inclusive ECE services: By 2025, the education system has increased capacity to provide quality and inclusive ECE services.** | |

1. **Background:**

From 0 to 8 years of age is the fastest period of a child’s linguistic, social-emotional, and physical development. Research shows that during this period, characterized as the early childhood years, most brain and language development is completed. ￼ This critical early period is when children start developing thinking, learning, speaking, questioning, self-regulating and social interaction skills. During these critical years of early growth and development, the connections in the brain are intensively established.[[1]](#footnote-2) Accordingly, the aim of early childhood education is to prepare children for social and school life by supporting basic development areas like mental, socio-emotional, language, motor skills and self-care. Research shows that education received during these years increases the development potential of children and has a positive influence on their preparedness for primary school and on their success level in school during formal education in the short and medium term. In the long term, early learning plays an operative role in the development of skills that determine sustainable outcomes in life.[[2]](#footnote-3) This influence, in turn, points to the strength of early childhood education in building human capital by investing in the individual starting during the first years of life.

Ankara Metropolitan Municipality (AMM) and UNICEF started collaborating under a Rolling Work Plan covering 2022-2023. This collaboration includes supporting 20 playrooms of the municipality to provide quality ECE services to children, supporting teachers’ professional development through teacher trainings, supporting parents/caregivers with informative interactive sessions on child development and healthy eating habits, supporting more than 600 children with healthy snacks, preparation of a healthy diet list, supporting toy libraries of the municipality technically and financially, and supporting the organization of neighbourhood-level ECE activities.

1. **Scope of the Consultancy;**

The individual consultant/expert is expected to support UNICEF and AMM in the operationalisation and functioning of playrooms, so that they are able to provide structured education support to children. This support includes helping teachers in the preparation of daily and monthly education plans, on-site supervision and providing constructive feedback in class, replying to teachers’ questions both remotely and face to face. Moreover, the consultant is expected to deliver face to face teacher training.

1. **Deliverables/Tasks:**

| Tasks | Deliverable | Required Days | Timeline |
| --- | --- | --- | --- |
| Task 1[[3]](#footnote-4)  Supporting teachers’ professional development with teacher trainings and regular supervision. | 10 teacher trainings are conducted.   * Preparation of needs assessment survey on capacity building needs of teachers. * İdentifying training topics and delivering trainings. * Preparation of 1-pager training report to assess the effectiveness of the trainings.   \* Once every three-months, quarterly trainings will be conducted. AMM and UNICEF will decide the dates. | 20 days | September 2024 -November 2026 |
| Task 2[[4]](#footnote-5)  Providing on-site supervision support to teachers in playrooms | Development of quarterly monitoring reports - Report 1 | 20 days | September 2024 - January 2025 |
| Task 34  Providing on-site supervision support to teachers in playrooms | Development of quarterly monitoring reports - Report 2 | 20 days | February 2025-July 2025 |
| Task 44  Providing on-site supervision support to teachers in playrooms | Development of quarterly monitoring reports - Report 3 | 20 days | August 2025-December 2025 |
| Task 54  Providing on-site supervision support to teachers in playrooms | Development of quarterly monitoring reports - Report 4 | 20 days | January 2026-May 2026 |
| Total Workload | | | 100 working days |

**\*All deliverables as per the scope of work must be satisfactorily completed and accepted by UNICEF TCO to facilitate the payment. Delivery estimated working days are tentative.**

The deliverables will be in Turkish. The consultant will be responsible for meeting the set deadlines as described above and produce high quality deliverables. UNICEF will measure the consultant's performance and quality of deliverables in accordance with UNICEF's regulations. Additionally, the consultant will participate in regular weekly meetings with UNICEF and Ankara Municipality representatives when required.

1. **Duty Station:**

The consultant is required to be based in Ankara for the duration of the consultancy, which is approximately 100 days.

1. **Supervisor:**

The consultant will work under the overall supervision of the UNICEF Early Childhood Education Officer. Day-to-day supervision and guidance will be provided by UNICEF.

1. **Estimated Duration and Cost of Consultancy:**

**Duration:** The contract will be effective from the date of signing until the successful submission of the deliverables, which are estimated to require a total of 100 working days which will be planned during the initial working days. The consultancy is spread between **September 2024 -November 2026.**

**Estimated Cost of Consultancy:** Applications shall include a detailed financial proposal that elaborates on daily costs based on the completion of above-mentioned deliverables, including a total sum demanded. All costs shall be covered by the contractor and should be included in the financial proposal. The candidate is required to specify their daily rates and the total amount as per the number of anticipated working days for each deliverable in the financial proposal and provide the breakdown of the lump sum amount as well as incidentals of each deliverable in TRY.

**Payment:** UNICEF will issue a contract in TRY. The payment will be done in instalments upon submission of the deliverables as per the above list and will be executed in TRY.

**Payment Schedule:** The payments will be made upon the delivery of outputs. In case of any unexpected delay(s) in the estimated time frame (approval process, force majeure, etc.), the duration of the assignment might be extended subject to the same conditions and mutual will of the parties.

**Travel Requirements:** There is no travel required for this consultancy. Consultant is responsible for the travels within the duty station, Ankara.

**Reservations:** UNICEF reserves the right to terminate the contract without a prior notice and/or withhold all or a portion of payment if performance is unsatisfactory, if the rules and the regulations regarding confidentiality, ethics and procedures of UNICEF and the project partners are not followed, if work/outputs are incomplete, not delivered or for failure to meet deadlines.

1. **BACKGROUND, QUALIFICATIONS and SPECIALIZATION REQUIRED FOR THE ASSIGNMENT**

* A PhD degree or equivalent experience in early childhood education is required.
* At least 5 years of academic work in a higher education institution in the field of ECE.
* At least five years of experience in delivering teacher training.
* At least five years of experience in providing on-site supervision to teachers in playrooms and proving this with sample work.
* At least five years of research experience (qualitative and quantitative) and publications in the field of ECE.
* At least five years of experience in working with national/international organizations in the field of ECE.

1. **Application and Selection Process:**

To apply for this consultancy, the following documents should be submitted in English.

* Financial Proposal
* P11 Form or most recent CV along with sample works in mentoring teachers in the classroom.

Financial proposals should be submitted in separate folders from the remaining documentation. After the technical evaluation, the financial proposals of qualified candidates will be evaluated. The technical evaluation will be completed based on the below technical evaluation criteria.

Kindly submit your applications to Ms. Kumru Ozberk ([kozberk@unicef.org](mailto:kozberk@unicef.org)).

The applications will be evaluated from the technical and financial point of view. Technical aspects will be evaluated using the criteria outlined in the below matrix:

|  |  |
| --- | --- |
| **Criteria for technical evaluation** | **Max Points** |
| PhD degree in early childhood education or 10 years of commensurate work experience in ECE | 10 |
| At least 5 years of academic work in a higher education institution in the field of ECE. | 10 |
| At least 5 years of experience in delivering teacher trainings. | 15 |
| At least 5 years of experience in providing mentoring support to teachers in the playrooms and proving this with sample work. | 20 |
| At least 5 years of research experience (qualitative and quantitative) and publications in the field of ECE. | 5 |
| At least 5 years of experience in working with national/international organizations in the field of ECE. | 10 |
| **TOTAL** | **70** |

The financial proposals will be opened only for the candidates that reach or exceed forty-nine (49) points out of a maximum seventy (70) points. Thirty (30) points will be awarded to the candidate that presented the lowest fee for the services requested. The remaining financial offers will receive proportional points ([lowest bid/bid] x 30 points).

**Child Safeguarding Checklist**

Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView&isSPOFile=1)” from a child safeguarding perspective?

YES √      NO       If YES, check all that apply:

**Direct contact role**

YES√    NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:   Approximately 10 hours.

**Child data role**

YES √     NO 

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos): Approximately 10 hours.

More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx?xsdata=%3D%3D&sdata=RGtoaktBVmJWTTY5UjlDNysvQkNBb2R1UEttYnROZ09HMXh3U25Ha3o2az0%3D&ovuser=77410195-14e1-4fb8-904b-ab1892023667%2Cakapukaya%40unicef.org) and   [Child Safeguarding FAQs and Updates Dec 2020.pdf](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf)

1. Shonkoff and Phillips, 2000 [↑](#footnote-ref-2)
2. Campbell and Ramey, 2004 [↑](#footnote-ref-3)
3. Task 1: Payment will be made every 6 months based on the actual work completed. [↑](#footnote-ref-4)
4. Consultant will receive payment after completion for monitoring of 20 playrooms and submitting the report. Estimated payment shchedule is every three-months. [↑](#footnote-ref-5)