**TERMS OF REFERENCE**

**Purpose of the Assignment:**

**Section Submitting: Health and Nutrition**

**Purpose and Objective:** In collaboration with the Technical group on Early Childhood development of the Ministry of Health, develop tools, processes and training packages for early identification and intervention of developmental delays and disability.

1. **Methodology and Technical Approach:**

The first 1,000 days of child’s life are a crucial phase of growth and development because experiences during early childhood can influence outcomes across the entire course of an individual’s life. For all children, early childhood provides an important window of opportunity to prepare the foundation for life-long learning and participation, while preventing potential delays in development and disabilities. For children who experience disability, it is a vital time to ensure access to interventions which can help them reach their full potential.

Developmental difficulties include conditions that place a child at risk for suboptimal development, or that cause a child to have a developmental deviance, delay, disorder or disability. Identification happens through developmental monitoring, screening and assessment/testing.

Developmental difficulties are the most common causes of long-term morbidity. Infancy and early childhood are the best time for the prevention and mitigation of problems that could potentially cause developmental difficulties and affect brain development. Most importantly, multiple studies show, how much positive caregiver interaction can stimulate the brain and building the resilience of children.

In Mozambique, there is a strong recognition by the Ministry of Health on the importance of early childhood and a technical group is established, convening different department of the Ministry, NGOs with relevant technical capacity and UN agencies.

In 2019, in both healthy child and sick child registers, an indicator on developmental delays was introduced. The orientation specific to developmental delays is being validated, and the IEC tools were printed and distributed nationally at the end of 2020. The tools allow to do development monitoring and screening to identify children at-risk. However, tools for the next stage, i.e. assessment/evaluation, as well as SOPs for the full process of identification and referrals, are not yet developed. For parent education, posters for development monitoring have been developed, but more detailed guidance for parents whose children have been identified as having delays or disabilities would be needed.

1. **Activities and Tasks:** *Specify the activities and tasks to be completed during the assignment. Tasks should be described as the steps taken in carrying out and completing the key activities of the assignment.*
2. Conduct a desk review for existing tools, guidelines and materials and consult relevant stakeholders
3. In collaboration with the ECD technical group, develop a set of tools and processes for the second-stage assessment (once a risk of delay or disability is identified), including job-aids such as easy-to use guides, pathway algorithms, SOPs, job-aids
4. In collaboration with ECD technical group, develop referral pathway (guidance for referral to services when a delay or disability is confirmed.
5. In collaboration with ECD technical group, develop a training package on early identification and intervention tools and processes.
6. In collaboration with ECD technical group, develop/adapt parent engagement/education tools for caregivers of children with disabilities and developmental delays.
7. **Deliverables and Payments:**

*Deliverable 1:*

Desk review, interviews and suggested tools: 2 weeks, 5 working days

Deliverable/product(s): Document describing the overall approach, list of tools, guidance and other support documents

Payment (indicate amount or %): 20%

*Deliverable 2:*

*Tool and process development: 6 weeks, 15 working days*

Deliverable/product(s): all agreed upon tools, guidance and support documents described in Tasks B and C above.

Payment (indicate amount or %): 40%

*Deliverable 3:*

Family education package– 4 weeks, 10 working days.

Deliverable/product(s): guidance for caregiver engagement

Payment (indicate amount or %): 20%

*Deliverable 4:*

Trainings package development – 4 weeks, 10 working days.

Deliverable/product(s): Training package on the tools and processes

Payment (indicate amount or %): 20%

1. **Management and Supervision:**

*The assignment will be supervised by Health Specialist in collaboration with Disability Inclusion Specialist.*

1. **Qualifications and Specialized Knowledge:** *Provide the details of the required qualifications of the consultants/contractors. If there are experts involved, please specify the number of experts required.*

Academic qualifications:

At least a /Masters’[[1]](#footnote-1) degree in Pediatrics, Psychology or relevant medical and social sciences

Work experience:

At least 8[[2]](#footnote-2) years of relevant work experience in early childhood development

Specific knowledge, competencies, and skills required:

Technical expertise in child development, developmental delays and disabilities.

Experience in development of trainings

Experience in working with government agencies in developing country contexts

Experience in participatory development of modules, materials and other documents

Strong skills in working with people

Language skills: Portuguese and English

1. **Conditions of Work:** *Provide details of conditions in which consultancy will be carried out in the attached table. This should include specifics on logistics, transport, insurance, security and other related issues to be covered, or not covered, by UNICEF.*

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| --- | --- | --- |
| **Items** | **Provided by UNICEF** | **Remarks** |
| **Yes** | **No** |
| Service incurred death, injury or illness | x |  | Per the provisions of CF/IC/2013-001 on insurance coverage “in cases of service-incurred injury, illness or death under a third-party provider”. |
| Health Insurance |  | x |  |
| Office Space |  | x |  |
| Computer in office premises |  | x |  |
| Access to printer in the office premises |  | x |  |
| Airtime |  | x |  |

1. **In-country Travel. N/A**
2. **Evaluation Criteria**

The selection of the consultant will be based on a “best value for money” principle. Interested candidates should, in addition to submitting their CV and cover letter, indicate their all-inclusive fees (including travel, subsistence costs, etc.) for the services to be provided. The office shall select the individual who quoted the lowest fee from the list of individuals who are deemed technically suitable for achieving all tasks in time. The technical evaluation criteria are stipulated below.

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| **Item** | **Technical Criteria/Qualifications**  | **Max. Points** |
| **1** | **Education**  |  |
| **1.1** | Master’s degree or higher as listed in section 5. | 10 |
| **2** | **Work Experience**  |  |
| **2.1** | At least 8 years of experience in Inclusive Education and Early childhood development  | 15 |
| **3** | **Technical Skills and Knowledge**  |  |
| **3.1** | Developmental delays and disability | 20 |
| **3.2** | Early childhood development  | 20 |
| **3.3.** | Capacity building -training development | 20 |
| **3.4.** | Work with government entities | 15 |
|  | ecblank**Total Technical Score** |  |
|  | **Minimum Technical for pass to financial assessment** | **80** |
|  | *Only those candidates meeting the minimum technical score will be eligible for further review.* |

1. **Remarks:** *Provide any other comments as necessary.*

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| **Child Safeguarding** 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)” from a child safeguarding perspective?        [ ]    YES    [x]    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:

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 **Child data role**[ ]  YES    [x]   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):

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More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf)   |

1. NO/P-1 and 2: at least a BA; NO/P-3 and above: at least a Masters [↑](#footnote-ref-1)
2. Standard: NO/P-1 and 2: 2 years; NO/P-3: 5 years; NO/P-4: 8 years; NO/P-5: 10 years [↑](#footnote-ref-2)