

ECD: Early Childhood Development and Education Consultant

Work Schedule:

Date	Product
May - August 2022	<ul style="list-style-type: none"> Support the Country Offices participating in the Replenishment Model to expand ECE in the EAP Region with the development and submissions of concept notes, revisions and analyses of documents for quality assurance. Lead the activities that the RO will have to implement based on models and guidelines from HQ. Follow up with HQ in the implementation of actions needed from RO and CO for process roll out during phase 1. Support regional mapping, provide technical advice to country offices and other activities as needed for the effective design and implementation of country-led Family-Friendly Policies with governments and businesses, as well as resource mobilization for COs in close collaboration with Social Policy and Children's Rights and Business sections. SharePoint and files are updated monthly; and all requests from country offices, HQ and internal and external partners are tracked and follow up on assigned topics. All requests for develop issue briefs, summary reports, case studies and guidance notes on varied topics are concluded on time and with quality. The development and follow up of at least 1 fundraising proposal is supported.
September - December 2022	<ul style="list-style-type: none"> Desk review of existing development, early learning and quality measurements and assessments in the region in order to develop a position paper from RO based on a state of the art of the issue. This will be followed by a strategy to develop a tailor made response to CO needs on this topic. Roll out the ECE Accelerator Tool Kit in the region in order to advance the agenda in the region. Specifically, the contractor will advance the needed actions to develop trainings for interested Co. This process includes design as well as support to deliver the trainings. SharePoint and files are updated monthly; and all requests from Country Offices, HQ and internal and external partners are tracked and follow up on assigned topics. All requests for develop issue briefs, summary reports, case studies and guidance notes on varied topics are concluded on time and with quality. The development and follow up of at least 1 fundraising proposal is supported; EAPRO ECD annual report, COVID-19 Response related reports, and revision of relevant indicators is achieved on time and with quality.
January - April 2022	<ul style="list-style-type: none"> Selected EAPRO efforts to collect and monitor data and evidence from the field is supported as requested. SharePoint and files are updated monthly; and all requests from Country Offices, HQ and internal and external partners are tracked and follow up on assigned topics. All requests for develop issue briefs, summary reports, case studies and guidance notes on varied topics are concluded on time and with quality. The development and follow up of at least 1 fundraising proposal is supported;

The contractor will be paid on a monthly basis upon submission of progressed report on agreed work assignment at the end of each month.