

**TERMS OF REFERENCE
INDIVIDUAL CONSULTANT
UNICEF CHINA**

Subject / Title: Consultancy to developing preschool educational pedagogical coaching handbook

Expected start date: May 15, 2019

Duration: 7 months

Supervisor: Education Specialist

1. Background

The Early Childhood Care and Education (ECCE) services in China have been rapidly expanding since 2010, as the State Council issued its landmark ‘Guiding Opinions on Pre-School Education’. A major challenge in this context is how to ensure expansion with quality. With the implementation of the three terms of the 3-year action plans (2010-2012) and huge investment from the central and local governments to expand ECE services in the rural areas, thousands of kindergartens and preschools have been set up; many teachers were newly recruited or transferred from primary schools to staff the kindergartens and preschools. This rapid change in access raised the issue of quality of service delivery. UNICEF has been working with government counterparts to develop and promote the implementation of quality related guidelines, such as the Early Learning and Development Guideline. However, it needs to be supported by more practical, and cost-effective models of quality kindergarten services, and the staff working with children urgently require capacity development on what makes for a good kindergarten that is nurturing and that provides opportunities for children’s physical and psychological development.

Teacher’s pedagogical coaching activities are regarded as an effective way to build up teachers’ professional capacity. In 2018, the Chinese Government issued a policy documents <Some opinions on deepening the reform and standardization of preschool education>. In this policy, it emphasized the importance of improving the preschool education pedagogical coaching system through strengthening the kindergarten based and regional based kindergarten teachers’ pedagogical coaching ” However, in China, there is no existing guidance or handbook to guide local ECD focal points or kindergartens on how to do pedagogical coaching activities and activities often turned out very low efficiency and could not resolve teachers’ questions, especially in the rural areas. Therefore, there is urgent need of writing up a handbook of preschool education pedagogical coaching activities handbook which could be used by ECD project focal points or kindergartens in UNICEF pilot areas to do their own pedagogical coaching activities with high quality, so that to promote their teaching quality and sustain the quality improvement, and potentially benefiting more teachers and children beyond UNICEF programme through professional exchange activities .

The services of a consultant are required to undertake the writing up this handbook.

2. Purpose of the Consultancy

The purpose of the consultancy is to develop a handbook on preschool educational pedagogical coaching activities handbook.

3. Expected results:

This handbook includes the general principles and methods of conducting pedagogical coaching activities, but also ten important kindergarten quality theme which ECD focal points or kindergartens could follow step by step in their own contexts. This handbook need a rural perspective.

4. Deliverables & Timeframe

Activities	Deliverables	Duration	Time
Seminars, workshops, and field visit to learn the current situation of pedagogical coaching, collect needs, and solicit ideas for drafting this handbook Actual draft of the handbook	A plan for drafting this handbook A draft of preschool education pedagogical coaching activities handbook for review	Two months	June 2019
Field test of each activity suggested in this handbook, and collect feedbacks from the end users	Field Test of the draft of the handbook	Three months	October 2019
Seminars, workshops, discussions to finalize this handbook Actual finalization of the handbook	Comments and suggestion collected Handbook finalized	One month	December 2019

* Complete submission of deliverables as per expected standard and quality as assessed by the supervisor is a prerequisite for payment of fee. UNICEF reserves the right to adjust or withhold payments for late deliverables or for deliverables not meeting expected quality. Should the deliverables not meet the expected quality, revisions are to be undertaken with no additional costs.

*The exact number of days needed and deadlines each of the deliverables may be further discussed, amended and agreed between UNICEF and the Consultant.

* Confidentiality:

The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with UNICEF.

The contract signed with the consultant will include the other general terms defined by UNICEF.

*Ethical principles:

The revising and information collecting process should be consistent with UNICEF Ethical and Principle Guidelines for the reporting on children and young people under 18 years old.
<http://childethics.com>

5. Duty Station

Consultant may work remotely, and travel to project sites to collect materials as needed. Seminars and workshops are needed during the development process.

6. Supervision / support

The assignment will be overseen by the Education Officer/Specialist, and work in close cooperation with other relevant colleagues from UNICEF China, as well as other ECD experts.

7. Key competencies, technical background, and experience required

- Advanced university degree in early childhood education and development with research background in early childhood education;
 - At least 10 years of working experience in early childhood education and research;
 - Demonstrated knowledge and extensive experience in conducting preschool education pedagogical coaching activities.
 - Excellent writing skills;
 - Previous experience in/with the UN, including knowledge of UN/UNICEF programme and operations, policies and procedures an asset;
 - Proficiency in the use of Microsoft Office software;
 - Ability to work independently and under tight deadlines.
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