

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Early Childhood Development Consultant	Funding Code <div style="background-color: black; width: 50px; height: 15px; margin: 5px 0;"></div>	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Georgetown, Guyana
<p>Purpose of Activity/Assignment: To support the Lifelong Learning Programme and contribute to a well-planned and integrated culturally appropriate Early Childhood Development ECD programme and Parenting Education programme in migrant and host communities in Guyana's hinterland and selected coastal areas in Guyana.</p>			
<p>Background:</p> <p>UNICEF takes a lifecycle-based approach, recognizing the particular importance of early childhood development and adolescence. ECD is the best start to provide a solid foundation for learning and develop social skills across primary and secondary grades. UNICEF programmes focus on the most disadvantaged children, including those living in fragile contexts, those with disabilities, those who are affected by migration and those affected by environmental degradation.</p> <p>The COVID-19 pandemic has highlighted the important role of childcare services in the sustainability of any economy; thereby identifying Childcare Service as among the top "Essential Services" around the world because of the support it provides to working families especially, front-line workers.</p> <p>The proposed integrated ECD programming in Centre and Community Based settings in the hinterland and selected coastal communities, and WASH interventions in the dormitories of secondary school offer the necessary space for knowledge dissemination and prototype facilities to demonstrate and encourage behavior changes for combatting the risks posed by COVID-19. Equally important are the educational and Psycho-social gains to be had from early stimulation, parent education and continued learning across the life cycle.</p> <p>Targeting the <4 years age group in local and migrant communities in the hinterland will contribute to the SDG 4: by 2030, ensure that all girls/boys under 5 years have access to quality early childhood development, so that they are ready for primary education. It is based on the belief that a window of opportunity for proven interventions can unlock children's full potential as inadequate childcare has irreversible effects for future development; this will contribute to Guyana's transformative "Vision-2040", with a priority for human capital development.</p> <p>Focusing on nurturing care from birth to age 4 cohort in host and migrant communities, it will address children's vulnerability to harmful practices, with limited skills from low stimulation, inadequate nutrition, or inadequate parenting. It will also address the challenge of poor water and sanitation practices. Ultimately, it will strive to make child-care services - community based and day care centres, and practitioners ready for children. The project partnership between the Canada High Commission and UNICEF will focus on integrating ECD emergency preparedness and response, with special attention to the young child's nutritional needs, psycho-social support for mothers and greater attention to the young child's wellbeing for security and protection.</p>			

Scope of Work: Under the supervision of the Project Coordinator:

- Plan and monitor all ECD interventions for project areas. These interventions include innovative strategies and sound technical support for conceptualizing, implementing, and monitoring ECD interventions for migrant and host communities in the hinterland and selected coastal areas in the project such as capacity building; programmed development.
- Lead the assessment of ECD facilities in communities including child and maternal health facilities in the identified locations and make recommendations.
- Support the development of supply plan for the ECD components of the Project.
- Support the development of all data collection tools and training relating to ECD programming.
- Develop and implement ECD training programmes and parent education programmes for the various target groups - data collectors; ECD monitors including for CHWs: CBM; parents
- Coordinate with ECD partners and stakeholders for planning, implementation, and reporting.
- Provide data/evidence for ECD inputs for major donor reports.
- Conduct regular field monitoring visits to project sites and share findings.
- Prepare monthly update and share with supervisor.
- Accomplish any other related task assigned by supervisor.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" 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:

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):

11 months - Starting from May 2021

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2021	Requesting Section/Issuing Office: Programmes/ Georgetown Guyana	Reasons why consultancy cannot be done by staff: There is no staff available	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension: Not applicable			
Supervisor: Audrey Michele Rodrigues	Start Date: May 15, 2021	End Date: April 15, 2022	Number of Days (working) 220 days- (11 months)

Work Assignment Overview Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget US\$
Review work plan and revise the ECD component with suggested timelines for all capacity building and inputs for ECD supply plan	Work plan submitted	May 20, 2021	33,000 Payments made monthly at 3000/mth in accordance with deliverables
Conduct Assessment of ECD project sites in Regions 1, 4 and 9 and make recommendations for upgrade in each	Report of assessments with recommendations	July 15, 2021	
Facilitate the process for upgrades and prepare reports for period August to November	Reports of completed works	September 30 and November 30, 2021	
Prepare and facilitate all ECD capacity building exercises training	Monthly reports capacity building programmes of including the tools developed	Every month from August 2021 to February 2022	
Prepare draft report of ECD component of Project	Report Submitted	March 11, 2022	
Prepare final report of ECD component of Project	Report submitted to Project Coordinator	April 9, 2022	

Estimated Consultancy fee			
Travel International (if applicable)			Nil
Travel Local (please include travel plan)			8,000
DSA (if applicable)			7,000
Total estimated consultancy costsⁱ			48,000
Minimum Qualifications required: <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other <ul style="list-style-type: none"> Enter discipline: A degree or equivalent training in any area Education Childhood Development with a minimum of six (6) years of professional experience in designing, implementing and supervising various aspects of early childhood development. 	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> A good understanding of equity issues in ECD interventions and experience in Integrated approach in ECD Experience in planning and management for programmes and services for nurturing care Experience working with a Development Agency Knowledge of the workings of the decentralized system in Guyana Good communication skills and ability to work with all partners with minimum supervision Must be a Guyanese national living in the country. 		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>		

ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Conditions and remarks:

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check. Successful individuals will be required to produce the following:

- Certificate of good health
- Proof of Health Insurance
- Statement of good standing
- Designation of beneficiary form
- Mandatory training certificates from UNICEF’s e-learning platform (prior to commencement of the Assignment)