

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

NATIONAL CONSULTANCY – Early Childhood Development

1. **Background:**

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does – in progress, in advocacy and in operations. The equality strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism.

Early Childhood Development (ECD) is one of the areas where inequalities are persisting in Mongolia and UNICEF's work in demonstrating models for alternative ECD strategies and approaches to reach disadvantaged children in remote and rural areas continues in the country programme of 2017-2022.

2. **Purpose of Assignment:**

The purpose of this consultancy is to support the implementation of ECD programme of UNICEF Mongolia for 11.5 months during and after maternity leave of ECD officer. The ECD Consultant will report to Education Specialist until mid of September 2022 and will report to ECD officer afterwards. The consultant will provide professional and technical operation for ECD projects within the Country Program to delivery of results.

3. **Scope of Work:**

Under the supervision of the Education Specialist and ECD officer upon her return, the consultant will perform the following duties:

Until mid of September

- Coordinate finalization and the approval of two ECD programmes: national IECD programme and development programme for 0-3 years old children
- Coordinate the follow-up works on recommendation to implement physical environment norms and standards of kindergartens, with Ministry of Education and Science (MoES)
- Co-ordinate the nutrition education pilot training for 20 selected kindergartens with UNICEF Nutrition Officer and MoES and revise the nutrition education packages of children's books and teacher handouts.
- Coordinate the national training on health education for kindergarten methodologists at the national level with Institute of Education and revision of health education handbook.
- Organize at least three exchange visits or workshops/trainings organized in five geographic focused areas (GFA) of UNICEF (Bayankhongor, Gobi-Altai, Zavkhan, and

- Umnugobi provinces and Bayanzurkh district) on integrated ECD with health, nutrition, WASH, child protection, inclusive education and prevention from air pollution
- Support the selection and implementation of 4 kindergartens to have WASH renovations in Bayankhongor, Gobi-Altai, Zavkhan and Umnugobi provinces with UNICEF WASH team and local Education and Science Department officer who is in charge of Early Childhood Education (ECE) .
 - Continue parenting club activities in the selected kindergartens and share experiences to other kindergartens among UNICEF GFAs.
 - Contribute to parenting month activities and information sharing are organized with Communication team in June 2022.
 - Coordinate and attend an online ECD training from EAPRO and WHO for 5 government participants with English translator
 - Support the audio and interactive content development in collaboration with UNICEF Education Officer of Digital Transformation
 - Support and contribute to Education cluster coordination/meeting for emergency
 - Carry out programme monitoring trips to UNICEF GFAs and submit HACT field monitoring reports in each quarter in eTools platform under guidance of HACT focal point
 - Develop ECD/ECE proposals for fund raising, when needed

After October

- Support ECD Officer for organizing of training on child protection policy for kindergartens in four target provinces
- Support ECD Officer in early screening and intervention in the target areas among health service providers with involvement of protection and early education service providers
- Co-organize nutrition education training for ECE teachers with ECD officer
- Co-coordinate development and distribution education materials for parents of 0-3 years old children
- Support the scaling-up of alternative ECE programs for children of herder families and vulnerable groups
- Support the preparation for donor visits during the consultancy period
- Support the COVID 19 related emergency response work, when needed
- Continue supporting the development of interactive and audio lesson contents

4. Programme Area and Specific Project Involved:

Outcome 200: By 2021, the most disadvantaged children benefit from access to and utilization of services in an inclusive, healthy and quality learning environment.

Output 201: The Ministry of Education and Science (MoES) capacity to develop, budget, design and implement equity-focused, gender-sensitive policies, strategies, norms, requirements for early childhood development, primary and adolescent learning is enhanced.

Output 202: Decentralized education authorities in target areas have improved capacity to increase access and utilization of quality, inclusive healthy ECD and primary education services.

5. Contract duration (start and end date):

11.5 months- between April 2022 to March 2023

6. Type of engagement:

Deliverable based(home based) Full-time, office based Part-time, office based

Full-time, office based: Contractors will be working 5 weekdays and following the office hours of the duty station, and they must report to their supervisors any absence from work. Contractors are eligible for 1.5days of Paid Time Off per month and paid UN official Holidays.

7. Deliverables, Timeframe and Payment Schedule:

The consultant will be paid upon the presentation and acceptance of the satisfactory monthly progress report with the completion of key deliverables.

Deliverables	Timeline	Payment Schedule
<ul style="list-style-type: none"> Organization of trainings on nutrition education pilot program in selected kindergartens with nutrition officer Selection of kindergartens which will implement the COVID 19 prevention measures parents and community Review and provision of feedback on new CPD and UNSDCF Provision of feedback on the contents of interactive and audio lessons 	30 April	Monthly
<ul style="list-style-type: none"> Provision of feedback on improvements in the nutrition packages of teacher handbook, exercise book and two children's stories and finalization Selection and progress about 4 kindergartens to have facility improvements in classrooms, kitchens, 	30 May	Monthly

<ul style="list-style-type: none"> and WASH in collaboration with nutrition and WASH officers • Organization of Health education training for all kindergartens at the national level in collaboration with Institute of Education • Carrying of programme monitoring trip and submit HACT field monitoring reports on eTools application 		
<ul style="list-style-type: none"> • Organization of at least three exchange visits or workshops/trainings in five UNICEF target areas on integrated ECD/ECE including nutrition, WASH, inclusive education and prevention from air pollution • Establishment of 5 new kindergartens in 4 soums and 1 khoroo, in collaboration with ECD Center NGO • Carrying out of communication activities in relation to Parenting month, in collaboration with communication team • Provision of feedback on the contents of interactive and audio lessons 	30 June	Monthly
<ul style="list-style-type: none"> • Submission of mid-year HACT reports to the HACT focal point and in the online platform • Approval of two ECD programmes: national IECD programme and development programme for 0-3 years old children 	30 July	Monthly
<ul style="list-style-type: none"> • Development of at least one community mobilization campaign on ECD in collaboration with communication team and carry out dissemination through child protection centers and family hospitals • Design and preparation of a training on mental health for ECE teachers in collaboration with health and other relevant officers based on a pilot training in Bayankhongor province • Provision of feedback on the contents of interactive and audio lessons 	30 August	Monthly
<ul style="list-style-type: none"> • Monitor the progress on the renovation of 4 kindergartens selected to improve nutrition and WASH facilities • Preparation and submission of HACT field monitoring reports on eTools application 	30 September	Monthly

<ul style="list-style-type: none"> • Organization of at least one activity that supported MoES in implementation of IECD/ECE policies. • Provision of feedback on the contents of interactive and audio lessons 	30 October	Monthly
<ul style="list-style-type: none"> • Ensuring government officials participation in the online training for policymakers in collaboration with EAPRO and WHO and provide necessary support • Organization of experience sharing activity on IECD among the target areas 	30 November	Monthly
<ul style="list-style-type: none"> • Organization of training on child protection policy for kindergartens in four target provinces • Carrying out of early screening and intervention in the target areas among health service providers with involvement of protection and early education service providers 	30 December	Monthly
<ul style="list-style-type: none"> • Organization of nutrition education training for ECE teachers based on the revised handbook • Development and distribution of education materials for parents of 0-3 years old children • Contributions to end-year reports 	30 January	Monthly
<ul style="list-style-type: none"> • Support for the preparation of annual workplan of ECD/ECE programme • Implementation of scaling-up of alternative ECE programs for children of herder families and vulnerable groups • Contribution to at least one activity on child protection in ECD services 	30 February	Monthly
<ul style="list-style-type: none"> • Provide feedback on Thematic report and other donor reports • Contribution to implementation of new CPD activities of ECD/ECE programme • Final consultancy report 	15 March	Half-month payment

8. Project Management:

Direct supervisor: Education specialist
 Frequency of performance review: Monthly

9. Qualifications and requirements:



a. Minimum qualifications required: Bachelors/Masters/PhD/Other

A Postgraduate University Degree in education, including early childhood education and development, children psychology and development, family studies or other social science field is required.

b. Relevant working experience

A minimum of 5 years of professional experience in either of the aforementioned areas. Relevant experience in ECD related areas, program/project development and management in a UN system agency or other development organization is an asset.

c. Knowledge/expertise/ skills required

- Fluency in both written and oral English is required
- Analytical and research skills
- Strong relationship building skills with internal and external counterparts
- Strong organizational skills

Nature of 'Penalty Clause' to be Stipulated in Contract:

UNICEF reserves the right to withhold the consultancy fee in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNICEF.

Note: 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.