

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<b>Title</b>  <b>Individual Consultant for Holistic Integrative ECD Programme</b>		<b>Type of engagement</b> <input type="checkbox"/> Consultant (ZCON) <input type="checkbox"/> Individual Contractor Part-Time <input checked="" type="checkbox"/> Individual Contractor Full-Time	<b>Duty Station:</b>  <b>Home based/ Jakarta, Indonesia</b>
<p><b>Purpose of Activity/Assignment:</b></p> <p>The Government of Indonesia (GoI) is committed to Early Childhood Development (ECD), as reflected in the 2013 Presidential Regulation on Holistic Integrated Early Childhood Development (HI-ECD), to which UNICEF has provided substantial policy advice and technical support. Since the issuance of the Regulation, the GoI has launched the “National Action Plan on Holistic and Integrated ECD” in line with the Sustainable Development Goal (SDG) Target 4.2 – <i>ensuring that all girls and boys have access to quality early childhood development, care and pre-primary education so that they are ready for primary education</i>. Assisting the GoI in achieving SDG Target 4.2 is one of the key components of the current UNICEF-Government of Indonesia Country Programme for 2021-25; and was a focus in the previous country programme cooperation partnership from 2016-20.</p> <p>UNICEF continued to be a key partner to the GoI, especially Ministry of Education, Culture, Research and Technology (MoECRT), in developing a quality approach to the delivery of early learning and development services. The approach focuses on the holistic and integrated development of early childhood education (ECE) centres (Pendidikan Anak Usia Dini–PAUD) by enhancing teachers’ capacity, developing a mentoring system for teacher, providing healthy, safe and conducive learning environments and engaging and empowering parents to support children’s learning and development at home. In the current Country Programme, this model will be further institutionalized and scaled-up through intensive policy advocacy at provincial level together with capacity development support in 60 districts, focusing on eastern Indonesia, where the need for holistic and integrated early childhood education (HI ECD) is greatest. As HI ECD is implemented with reference to the nurturing care framework, the work is cross-sectoral in nature, including key components on early learning, health, nutrition, caregiving, and child protection.</p> <p>To date, UNICEF has advocated for corresponding policy changes to facilitate the provision of HI ECD services; and is assisting the GoI in replicating the HI ECD approach with its own resources. Current major activities UNICEF is working with the GoI to progress include:</p> <ol style="list-style-type: none"> <li>1. The MoECRT in piloting holistic ECD interventions by improving coverage and quality of community based ECD centres and kindergartens in 50 districts.</li> <li>2. The Ministry of National Development Planning (Bappenas) has developed and promulgated the National Action Plan and Technical Guideline for HI ECD implementation.</li> <li>3. Statistics Indonesia (BPS) in adapting the Early Childhood Development Index (ECDI2030) as the child developments measurement for children age 24-59 months, to be used in national household survey.</li> <li>4. The National Population and Family Planning Agency (BKKBN) in developing and testing the Social Behaviour Change Communication (SBCC) for the parenting programme and Financial Literacy Module implementation for parents with children 0-6 years of age in West Papua.</li> </ol> <p>To support the roll-out of HI ECD programmes across several districts, with a focus on optimizing the sustainability of UNICEF’s support to GoI, UNICEF is seeking to recruit an individual national consultant. The national consultant will also support some activity planning and dialogue at the national level in support of this work.</p>			

**Scope of Work:**

The support areas include:

1. Technical input into the development of teaching and learning materials to support effective transition to primary school and for catch-up learning during the COVID-19 pandemic, with a focus on pre-literacy and pre-numeracy, with MoECRT.
2. Technical support for the development of the ECDI2030 instrument adaptation into the national household survey with BPS.
3. Support the partnership and programme document development with the Coordinating Ministry of Human Development and Cultural Affairs (Kemenko PMK) for HI-ECD coordination at the national level, including liaison with other relevant sectoral programmes with UNICEF.
4. Coordinate and provide technical guidance for the implementation and replication of HI-ECD in 8 districts across 3 provinces based on an agreed detailed programme implementation plan. Assisting with coordination activities with WASH, health, nutrition and child protection sections will be an important part of this work.

<b>Supervisor:</b>	<b>Start Date:</b>	<b>End Date:</b>	<b>Number of Days (working)</b>
<i>Education Specialist UNICEF Jakarta</i>	<i>15 February 2022</i>	<i>31 December 2022</i>	<i>221 days (10.5 months)</i>

<b>*Work Assignment Overview (SMART)</b>			
<b>Tasks/Milestone:</b>	<b>Deliverables/Outputs:</b>	<b>Timeline</b>	<b>Estimate Budget (IDR)</b>
<p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>Review and finalization of the paper-based early literacy and numeracy pocketbook for ECD teachers</li> <li>Necessary preparations for the development of the early literacy and numeracy digitised pocketbook for teachers.</li> <li>Review and technical input into the ECDI2030 piloting result with BPS</li> <li>Necessary preparations for the programme document (Prodoc) development with Kemenko PMK for HI ECD coordination at the national level</li> <li>Coordination and final input into HI-ECD (0-6 years) implementation planning</li> </ul>	<p><b>Deliverable #1:</b></p> <ul style="list-style-type: none"> <li>Inception report with proposed work plan, of 5 pages, excluding annexes.</li> <li>A monthly progress report, of approximately 5 pages, excluding annexes, with results, challenges and way forward.</li> </ul>	28 February 2022	
<p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>Review and technical input into the prototype of early literacy and numeracy digitized pocketbook for teachers, with MoECRT</li> <li>Necessary preparations for a cross-sectoral assessment of the impact of HI ECD services, in the COVID19 context (baseline study)</li> <li>Review and technical input into the ECDI2030 piloting result with BPS</li> <li>Necessary preparations for the programme document (prodoc) development with Kemenko PMK for the HI ECD coordination at the national level</li> <li>Necessary preparations for the provision of ECD and primary school teaching and learning kits to support young learners catch-up on lost learning and development, and to assist with the transition to primary school.</li> <li>Help to coordination regular cross-sectoral updates of HI ECD replication/implementation that includes strengthening 0-3 years programme.</li> <li>Preparation of ad-hoc briefing and reporting documents for HI ECD, as required.</li> </ul>	<p><b>Deliverable #2:</b> A monthly progress report of approximately 10 pages, excluding annexes, with results, challenges and way forward.</p>	31 March 2022	
<p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>Technical input for finalization of the digitisation of the early literacy and numeracy pocketbook for teachers, with MoECRT</li> <li>Technical input into the cross-sectoral assessment of the impact of HI ECD services, in the COVID19 context (incl. baseline and endline)</li> <li>Necessary preparations for the adaptation of ECDI2030 into SUSENAS 2022, with BPS and Bappenas</li> <li>Support for the finalisation of the programme document (prodoc) with Kemenko PMK.</li> <li>Necessary preparations for the provision of ECD and primary school teaching and learning kits to support young learners catch-up on lost learning and development, and to assist with the transition to primary school</li> </ul>	<p><b>Deliverable #3:</b> A monthly progress report of approximately 10 pages, excluding annexes, with results, challenges and way forward.</p>	30 April 2022	

<ul style="list-style-type: none"> <li>• Help to coordination regular cross-sectoral updates of HI ECD replication/implementation.</li> <li>• Preparation of ad-hoc briefing and reporting documents for HI ECD, as required.</li> </ul>			
<p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Technical input into the cross-sectoral assessment of the impact of HI ECD services, in the COVID19 context (baseline and endline).</li> <li>• Necessary preparations for the provision of ECD and primary school teaching and learning kits to support young learners catch-up on lost learning and development, and to assist with the transition to primary school</li> <li>• Necessary preparations for ECD teacher’s training on catch-up learning and to support smooth transition to primary school.</li> <li>• Prepare the workshop and FGD (internal with MoECRT) to support the development of early literacy and numeracy pocketbooks for parents.</li> <li>• Help to coordination regular cross-sectoral updates of HI ECD replication/implementation.</li> <li>• Preparation of ad-hoc briefing and reporting documents for HI ECD, as required.</li> </ul>	<p><b>Deliverable #4:</b> A monthly progress report of approximately 10 pages, excluding annexes, with results, challenges and way forward.</p>	<p>31 May 2022</p>	
<p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Review and provide technical input into the cross-sectoral assessment of the impact of HI ECD services, in the COVID19 context (baseline study).</li> <li>• Support preparation for ECD and primary school teaching and learning kits provision and logistics plan to 8 districts across 3 provinces.</li> <li>• Make necessary preparations for the teacher’s training on catch-up learning and to support smooth transition to primary school. Prepare the workshop and FGD (other stakeholders) to support the development of early literacy and numeracy pocketbooks for parents, with MoECRT</li> <li>• Help to coordination regular cross-sectoral updates of HI ECD replication/implementation.</li> <li>• Preparation of ad-hoc briefing and reporting documents for HI ECD, as required.</li> </ul>	<p><b>Deliverable #5:</b> A monthly progress report of approximately 10 pages, excluding annexes, with results, challenges and way forward.</p>	<p>30 June 2022</p>	

<p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Develop policy brief and presentation on the baseline report of the cross-sectoral assessment of the impact of HI ECD services, in the COVID19 context (baseline and endline).</li> <li>• Support the implementation of ToT for ECD teacher’s training on catch-up learning and to support smooth transition to primary school</li> <li>• Review and provide technical input into the development of the early literacy and numeracy pocketbooks for parents, with MoECRT</li> <li>• Support preparations for the ECD and primary schools teaching and learning kits and logistic plan to 8 districts across 3 provinces.</li> <li>• Prepare an ECD human interest story/photo essay related to the roll-out of HI ECD in eastern Indonesia, and in the context of COVID19.</li> <li>• Help to coordination regular cross-sectoral updates of HI ECD replication/implementation.</li> <li>• Preparation of ad-hoc briefing and reporting documents for HI ECD, as required.</li> </ul>	<p><b>Deliverable #6:</b> A monthly progress report of approximately 10 pages, excluding annexes, with results, challenges and way forward.</p>	<p>30 July 2022</p>	
<p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Support distribution of the teaching and learning kits to 100 primary schools and 200 ECD centres in 8 districts across 3 provinces</li> <li>• Support to the implementation of ToT for teacher’s training on catch-up learning and to support smooth transition to primary school</li> <li>• Support to the implementation of teacher training on catch-up learning and to support smooth transition to primary school</li> <li>• Necessary preparations for the parenting activities in 200 ECD centres to support the children’s learning and development for a smooth transition to primary school</li> <li>• Review and technical input on the development of early literacy and numeracy pocketbook for parents with MoECRT.</li> </ul> <p>Help to coordination regular cross-sectoral updates of HI ECD replication/implementation. Preparation of ad-hoc briefing and reporting documents for HI ECD, as required.</p>	<p><b>Deliverable #7:</b> A monthly progress report of approximately 10 pages, excluding annexes, with results, challenges and way forward.</p>	<p>31 August 2022</p>	
<p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Support the implementation of parenting activities in 200 ECD centres to support the children’s learning and development for a smooth transition to primary school</li> <li>• Review and finalization on the development of early literacy and numeracy pocketbook for parents with MoECRT</li> <li>• Support to the implementation of teacher’s training on catch-up learning and to support smooth transition to primary school</li> <li>• Support on the distribution of the teaching and learning kits to 100 elementary schools and 200 ECD centers in 8 districts across 3 provinces.</li> </ul>	<p><b>Deliverable #8:</b> A monthly progress report of approximately 10 pages, excluding annexes, with results, challenges and way forward.</p>	<p>30 Sept 2022</p>	

<ul style="list-style-type: none"> <li>• Help to coordination regular cross-sectoral updates of HI ECD replication/implementation.</li> <li>• Preparation of ad-hoc briefing and reporting documents for HI ECD, as required.</li> </ul>			
<p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Support the implementation of parenting activities</li> <li>• Necessary preparations on the development of the IEC materials on school readiness for parents and communities through media: e.g. local TV and radio broadcast, social media, etc.</li> <li>• Help to coordination regular cross-sectoral updates of HI ECD replication/implementation.</li> <li>• Preparation of ad-hoc briefing and reporting documents for HI ECD, as required.</li> </ul>	<p><b>Deliverable #9:</b> A monthly progress report of approximately 10 pages, excluding annexes, with results, challenges and way forward.</p>	<p>31 Oct 2022</p>	
<p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Review and technical input on the development of the IEC materials on school readiness for parents and communities</li> <li>• Support to disseminate the IEC materials on school readiness for parents and communities through media: e.g. local TV and radio broadcast, social media, etc</li> <li>• Support to review and give quality inputs to proposals, donor reports, and other programme documents concerning HI ECD replication for 2023.</li> <li>• Prepare a second human interest story/photo essay related to the replication of HI ECD in eastern Indonesia.</li> <li>• Help to coordination regular cross-sectoral updates of HI ECD replication/implementation.</li> <li>• Preparation of ad-hoc briefing and reporting documents for HI ECD, as required.</li> </ul>	<p><b>Deliverable #10:</b> A monthly progress report of approximately 10 pages, excluding annexes, with results, challenges and way forward.</p>	<p>30 Nov 2022</p>	
<p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Support to disseminate the IEC materials on school readiness for parents and communities through media: e.g. local TV and radio broadcast, social media, etc</li> <li>• Support to review and give quality inputs to proposals, donor reports, and other programme documents concerning HI ECD replication for 2023</li> <li>• Help to coordination regular cross-sectoral updates of HI ECD replication/implementation.</li> <li>• Preparation of ad-hoc briefing and reporting documents for HI ECD, as required.</li> </ul>	<p><b>Deliverable #11:</b> Final Report, of approximately 10 pages, excluding annexes, with a summary of results achieved over the period of the consultancy, lessons learned and recommendations.</p>	<p>31 Dec 2022</p>	

<p><b>Minimum Qualifications required:</b></p> <p><input checked="" type="checkbox"/> Bachelors   <input type="checkbox"/> Masters  <input type="checkbox"/> PhD   <input type="checkbox"/> Other</p> <p>Enter Disciplines</p>	<p><b>Knowledge/Expertise/Skills required:</b></p> <ul style="list-style-type: none"> <li>▪ Minimum of a bachelor’s degree in a relevant discipline, preferably with particular training in ECD.</li> <li>▪ 5 years of progressive experience in programme implementation or research on holistic and integrative early childhood development (HI ECD)</li> <li>▪ Demonstrated knowledge of HI ECD, parenting education, capacity building of frontline workers, monitoring and evaluation.</li> </ul>
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- Demonstrated track record of accomplished research and advocacy at different levels of government (national and sub-national).
- Ability to work independently and communicate well with a variety of stakeholders.
- Excellent writing skills in both Bahasa Indonesia and English