# Terms of Reference (ToR) for Early Childhood Development Consultant

## Background

HI is an independent international solidarity organization that has been working for over 40 years in situations of poverty and exclusion, conflict and disaster. Working alongside vulnerable people and people with disabilities, HI acts and speaks out to meet their essential needs and improve their living conditions. It is committed to promoting respect for their dignity and fundamental rights. Since it was founded in 1982, HI has set up development programs in nearly 60 countries and intervenes in numerous emergency situations.

HI has historically approached Early Childhood Development (ECD) programming from a health perspective, typically leveraging health facilities as a contact point for the caregiver-child dyad, strongly focusing on screening and assessment of children at risk of developmental delays and disabilities and consequentially working on the early interventions of identified delays and disability in home, community and service settings.

HI has worked specifically on: a) awareness at household and community level on the importance of regular developmental screenings, responsive parenting and developmental red flags for children age 0-6; b) service delivery and service strengthening of developmental screening and assessment in health facilities, child friendly spaces and kindergartens; c) case management of children with developmental delays and/or children and their family; d) development of parents’ support programs for all parents and specifically for parents of children with developmental delay and disabilities; e) support national authorities in the development of national clinical pathways for identification and intervention of specific developmental disorders f) provision of early childhood intervention services in health facilities, schools and at household level. Among these services, HI's specificity lies in the provision of rehabilitation services for disabled children and for children at risk of developmental delay; g) support to mainstreaming services to be inclusive of children with disabilities, specifically in education and health sectors.

Since 2021, HI had committed to ensure that its programming will progress towards a more integrated, multi-sectoral, multi-ministerial approach, aligned with the global Nurturing Care Framework, with a focus on children with developmental delays and/or disabilities and their families.

HI has an historical presence of ECD related programming in Southeast Asia and West Africa region, with an expansion to the Middle East and Central Africa region in the last 5 years.

## Objective

The primary objective of this consultancy is t:

1. Establishing a Community of Practice (CoP)
2. Create and Finalise HI ECD Capacity Statement

## Scope of Work

### Create a Community of Practice (CoP)

The consultant will undertake the following steps to establish a CoP:

#### Define the Purpose and Goals of the CoP:

Clarify the objectives, benefits, and expected outcomes of the CoP to ensure alignment with HI programs' needs and organizational goals.

#### Identify and Engage HI focal points:

Identify potential members, including staff and field level, regional level and HQ level. Engage them through surveys, interviews, and meetings to gather their input and secure their commitment.

#### Design the CoP Structure:

Decide on the governance, roles, and responsibilities within the CoP. Determine the format (e.g., online forum, regular meetings, workshops) and frequency of interactions.

#### Develop a Communication Plan:

Create a plan for regular communication among CoP members. This may include newsletters, discussion boards, social media groups, and regular updates on activities and outcomes.

#### Facilitate Initial Meetings and Activities:

Organize and facilitate the inaugural meeting and initial activities to kick-start the CoP. Ensure active participation and set the stage for ongoing collaboration.

#### Provide Ongoing Support and Coordination:

Offer continuous support to maintain engagement, manage conflicts, and ensure the CoP evolves to meet its members' needs. This includes moderating discussions, organizing events, and tracking progress.

#### Evaluate and Refine the CoP:

Regularly assess the effectiveness of the CoP through feedback from members and other metrics. Make necessary adjustments to improve the CoP’s impact and sustainability.

### Create a Capacity Statement

#### Reevaluate the data already collected on HI’s ECD past project:

Conduct a comprehensive assessment of past and current ECD projects.

#### Develop a Comprehensive Capacity Statement:

Draft a detailed document outlining the existing capacities, identified gaps, and proposed strategies for capacity building. This statement should include:

* Executive Summary;
	+ Brief Overview: Summarize the key areas of your organization’s expertise, and the main points you want to convey to the donors.
	+ Mission and Vision: State your HI’s and HI ECD sector’s mission and vision clearly.
* Organizational Background: brief history of HI ECD sector evolution and key focus area
* Programmatic Expertise
	+ Core Areas of HI ECD programming
	+ Key Achievements: Highlight significant accomplishments and successes in ECD part and current programming
	+ Innovations and Best Practices: Describe any innovative approaches or best practices that has developed and implemented in HI ECD programming
* Organizational Capacity
	+ Technical Capacity: Explain the technical skills and resources HI ECD sector possesses
	+ Partnerships and Collaborations: List significant partnerships HI had with other organizations, governments, and stakeholders, emphasizing successful collaborations.
* Alignment with Donor Priorities
	+ Draft an example part that underline what it needs to be included in the paragraph related to donor interests, for instance: how HI’s work aligns with the donor’s priorities, goals, and areas of interest.
* Future Plans and Sustainability
	+ Strategic Goals: Outline HI ECD sector’s strategic goals and objectives for the future.

#### Review and Finalize the Capacity Statement:

Engage stakeholders to review the draft, incorporate their feedback, and finalize the document.

### Deliverables

#### Community of Practice (CoP) Documentation:

1. Purpose and Goals Statement
2. CoP Structure and Governance Document
3. Communication Plan
4. Key PPT template to be used on COP meetings
5. Reports on Initial Meetings and Activities
6. Ongoing Support Plan
7. Evaluation and Refinement Report

#### Capacity Statement:

1. Draft Capacity Statement
2. Final Capacity Statement

### Timeline

Consultancy will start 1st of September 2024 and it will last until 1st of December 2024. Within this period the consultant is expected to dedicate from 22 to 28 full working days.

### Reporting

The consultant will report to the ECD Global Specialist and provide regular updates on progress, challenges, and any support needed to achieve the objectives.

### Qualifications

* Advanced degree in Early Childhood Development, or a related field.
* Proven experience in establishing and managing Communities of Practice.
* Excellent communication, facilitation, and stakeholder engagement skills.
* Demonstrated ability to produce high-quality reports and documents.

### Application Process

Interested candidates should submit:

1. Resume
2. Cover letter
3. Work plan including timeline detailing number of days of work for the 2 objectives
4. Financial proposal

Work Plan and Financial proposal should be submitted in the same document.

### Administrative Requirements

Once selected, the consultant will be asked to provide the following documents and information:

* Certificate of registration of the consultant
* Insurance certificate (including professional civil liability)
* Proof that the Service Provider has paid its social security contributions or certificate of non-taxability

The Consultancy will be paid in Euros

### Deadline

Applications should be sent to **m.marelli@hi.org** be 31st of July 2024; 11.59pm CEST with the email subject “Early Childhood Development Consultancy Application”