



EARLY CHILDHOOD WORKFORCE INITIATIVE



Terms of Reference for Tool Development Consultant

Overview of the role

Under the [Early Childhood Workforce Initiative](#), Results for Development (R4D) and the International Step by Step Association (ISSA) are working to develop a needs assessment tool to support policymakers responsible for policy planning and personnel management of ECD programs. The main objectives of this tool are to help policymakers at national or sub-national levels:

- Understand workforce demographics, along with pay experiences, training levels, qualifications, etc.;
- Systematize issues and gaps in the current system related to support for the workforce; and
- Prioritize areas of focus for supporting and strengthening the workforce taking into consideration cost, feasibility, and potential for impact.

In the initial phase of work, the tool will focus particularly on **personnel supporting home visiting programs**¹ delivered across sectors for children ages 0-3. It is anticipated that this tool could help both countries that are just beginning to implement home visiting programs and those who are scaling programs across sub-national levels.

To support this work, R4D is seeking an early childhood development specialist to assist in the design of the tool. In collaboration with the R4D team, the consultant would be responsible for advancing a conceptual framework for the tool (a working draft exists), preparing an initial design for the tool, and developing a guidance note for pilot countries. Depending on the needs and the consultant's interest, there may be an opportunity to extend the consultancy to include participation in the first pilot.

Scope of work

Over the course of 4 months, the consultant would:

Advance the conceptual framework and tool parameters (approx. 5 days in September 2018)

- Provide feedback on a draft conceptual framework developed by the R4D and ISSA teams which will guide the items included in the tool.

¹ We are defining home visiting programs as those that typically involve regular, structured visits by a trained individual to a caregiver and child. Support may be provided through a combination of individual sessions in the home and group sessions in homes or community settings. Home visiting focuses primarily on improving parenting behaviors and home environments with an ultimate aim to impact child outcomes.

- Incorporating feedback from R4D and ISSA, identify parameters for the tool (e.g. who will complete it in pilot countries, how the tool will be used, at what stage of a program's development a tool should be piloted)

Design the needs assessment tool (approx. 12-15 days, Oct 2018-Nov 2018)

- Review existing tools (e.g. SABER-ECD, NAYEC/New America Foundation Power to the Profession Initiative, UNICEF Pre-Primary Diagnostic and Planning), devise a user-friendly format for the ECWI tool which aligns with the tool parameters, and revise this format based on feedback from R4D and ISSA.
- Building on previously devised key questions for the tool (developed by R4D and ISSA) and the tool parameters, develop an outline for the core items to be included in the tool, and collect and incorporate feedback from R4D, ISSA, and other expert advisors.
- Based on the outline, develop the core items for the tool (i.e., a draft of the tool that can be piloted in selected countries), and collect and incorporate feedback from R4D, ISSA, and other expert advisors.

Design a guidance note for countries piloting the needs assessment tool (approx. 5 days, Oct-Nov 2018)

- Based on the structure and parameters of the tool, design a note (approx. 5 pages) to guide country stakeholders in their efforts to implement the needs assessment tool for the home visiting workforce in potential pilot countries. Collect and incorporate feedback from R4D, ISSA, and other expert advisors.

The consultant would work closely with R4D on all components of the consultancy and would engage with R4D's DC-based staff primarily via regularly-scheduled bi-weekly virtual check-ins.

The timeframe for this role is September 2018 to January 2019 with an estimated 25 days of work over the course of the consultancy.

Compensation will be based on the qualifications of the candidate.

Qualifications

The consultant must have background in early childhood development and demonstrated experience working with parenting programs in low- and middle-income countries. A successful candidate should exhibit the following qualifications:

- Advanced degree in early childhood development or a related field
- 5+ years working in low- or middle-income countries including implementation/technical assistance experience with NGOs or governments around parenting support programs
- Experience developing practical training manuals, monitoring & evaluation tools, and/or research instruments
- Strong demonstrated analytical ability
- Ability to verbally convey complex technical issues to a diverse audience
- Strong attention to detail
- Willingness to work collaboratively as part of a team

Application submission

To apply for this consultancy, please submit a cover letter and CV detailing relevant experiences and qualifications for this position along with your daily rate to Denise Bonsu at dbonsu@r4d.org by September 14, 2018.