

Terms of Reference

Hiring a local consultant to develop an Early Childhood Intervention Package (ECIP) for 0-5 years and above 5 years

I. Summary

Title	Hiring a local consultant to develop an Early Childhood Intervention Package (ECIP) for 0-5 years and above 5 years
Purpose	1. Develop an Early Childhood Intervention Package (ECIP) for 0-5 years and above 5 years 2. Develop a communication and advocacy strategy for ECIP
Location	Thimphu
Duration	3 Months (approximate time)
Start/End Date	September- November
Reporting to	Project Coordinator

II. Background and Rationale

Bhutan has signed United Nations Conventions on the Rights of Persons with Disabilities, but it is yet to be ratified. The Two Stage Child Disability Study (2010-2011) estimates that 21% of children aged 2 to 9 years have at least one form of disability. These children are a diverse group and include those with cognitive, visual, hearing, speech, physical and behavioral impairments. Hence, one of the challenges for Bhutan is to ensure that all children with special educational needs, disabilities, and developmental delays receive appropriate support and social services. The Knowledge, Attitude and Practice study (2017), a first of its kind in Bhutan, revealed that knowledge and attitude on children with disabilities in Bhutan are minimal and because of this positive practice are limited. The study also recommended four target areas: policy environment and system strengthening, support to families of Children with Disabilities (CWDs), attitudinal change of the general population, and capacity development of professional groups. The study on the experiences of parenting a child with autism spectrum disorder (ASD) in Bhutan (2021) found that parents whose children had severe ASD had to resign from their jobs to devote their full time to caregiving.

Moreover, parents reported suffering from hypertension as a result of the challenging situations they have to deal with. The study also revealed that despite the challenges, parents were found to make use of resources such as school and social support groups. Moreover, parents were found to be searching for answers on their own through the internet as the only resource person for them is the teachers, who are given limited training and at times do not know how to work with the child. This finding shows that despite the teachers being the immediate resource persons for the parents, they still lack expertise. Additionally, while the internet provides a wide variety of information, it is important to highlight that not all information on the internet are validated or safe. It is important for caregivers to understand how they can differentiate between correct and incorrect information on the web.

In sum, while there are services, there is a lack of a coherent and unified approach to the services provided. The Early Childhood Intervention services currently being used are not accessible to every child with disabilities. They are also not standardized to be used in different contexts within the country. Thus, there is a need to develop an Early Childhood Intervention package (ECIP) that can be used by parents and caregivers, ECCD facilitators, Primary School teachers, and Health workers. The package will also support the mental health of parents and caregivers to prevent stress and burnout, and promote positive thinking.

It will strengthen the linkage of social support for the vulnerable families of children with disabilities and train teachers, facilitators, and others on the early identification and referral process. The ECIP booklet will help caregivers/social workers to support the identification and referral process as well as provide applicable early intervention services to children with disabilities. Thus, the targeted audience of the ECIP are the caregivers and social workers so that the children can avail early intervention services in the home setting and community setting at large. Therefore, ABS would like to hire a consultant to develop an early childhood intervention package (ECIP).

III. The Objectives of the Assignment

- The purpose of this assignment is to develop an Early Childhood Intervention Package for 0-5 years and above five years
- Development of communication strategy for the ECIP.

To ensure this, the TA should focus on the specific tasks mentioned below:

- Conduct consultations with key OPDs (Organizations for persons with disability), Ministry of Health, Ministry of Education, CSOs, parents, and other relevant stakeholders in identifying the crucial components that need to be reflected in the ECIP package.
- Identify and map the key services providers of the early intervention services for children with disabilities.
- Develop a referrals mechanism for children with disabilities that can be adopted nationwide.
- Incorporate the key red flags (in consultation with experts) in the development milestone of children aged 0 to 5 years and in reference to the Bhutan Child Development Screening Tools (BCDST)
- Develop a basic intervention package for children aged 0-5 years and above 5 years.
- Include a parent counselling program/management/support component in the package
- Include the child protection elements for children with disabilities.
- Refer to the minutes/report of the consultation workshop for development of ECIP held in August 2021.
- Refer to the various disability/ early intervention studies, materials and packages developed by the key stakeholders as a part of the desk research.
- Be open to feedback provided by the Expert Committee and take into account their recommendations in the ECIP.
- All above specified tasks (but not limited to) should be included in the ECIP.

IV. Expected Deliverables

Deliverables	Specifications
1. Detailed work plan	To be submitted within one week upon signing of contract. The work plan must provide clear timelines related to the deliverables and must also include details of list of stakeholders, consultation schedules, and questions that will be asked during consultations. The work plan should also include a Two to Three-day presentation/consultation with the Expert committee members. (tentative November first week).
2. Draft Report	Complete draft report submitted 1 month after signing of contract. The draft report must be comprehensive and include all components of the ECIP. The draft report will also be shared via email to Expert Committee prior to the consultative workshop.

3. Presentations on the draft ECIP	Presentations on the draft report: 1. To the Expert Committee
4. Final ECIP	Final ECIP must incorporate comments received from all relevant stakeholders Complete full report by the end (30 th) of the November

V. Duration

The services will be contracted for three months (September 2021 to November 2021). However, the work deliverables will be paid based on the number of working days.

VI. Expected Qualifications and Experience

The consultant should have the following specific qualifications and experiences:

- A master’s degree in social sciences/ Education or health/ disability/ early childhood care and development and any other relevant degree
- At least three years of demonstrated experience in early intervention for children with disabilities and related research.
- Demonstrated knowledge and understanding on various challenges faced by children with disabilities in availing intervention services.
- Must demonstrate strong understanding and knowledge of the situation of early intervention for children with disabilities and development in general and in Bhutan will be an added advantage.
- Fluency in English language with excellent writing and communication skills.
- Strong analytical and writing skills, ability to conceptualize, plan and prepare analytical plans.
- Expertise in communications and facilitation skills, including the capacity to conduct consultative meetings and consolidate key points, engaging in evidence-based policy dialogue with Government and other key stakeholders.
- Effective working skills and strong drive for results.

VII. Reporting and Quality Assurance

- The consultant will work with the Project Coordinator about assignment with oversight by the Executive Director for all activities. Formats for reporting will be discussed and agreed with ABS.
- The consultant must work in consultation with the Ability Bhutan Society.

VIII. General Conditions: Procedures and Logistics

The consultant is expected to use his/her own computer and work from his/her own work station. He/she will also be expected to use his/her own transportation means for travel within Thimphu. If field visits outside of Thimphu is necessary, transportation costs will be reimbursed upon

submission of appropriate travel log sheets only for travels that had prior approval of supervisor and based on agreed work plan. The allowable reimbursement of transport cost and travel DSA should be specified in the financial proposal when the application is submitted. The consultant will be working closely with supervision from ABS.

IX. Application and Evaluation Process

The application will be assessed based on its technical and financial proposal. The evaluation weighing criteria will be split as 70% technical and 30% financial.

The financial proposal should include details of all costs related to resource costs (daily rate (x) number of days of team members), travel costs, and any other expected costs. The proposal should consider the payment modality shared below.

X. Proposals and evaluation criteria

Proposal should include the following:

1. Cover letter
2. Consultant’s qualification and experience (Full Curriculum Vitae, CV)
3. Approach that will be followed in executing the assignment
4. Tentative workplan
5. Fee structure/budget for carrying out the assignment (financial proposal)
6. Name(s) of collaborator(s), if applicable, and full curriculum vitae of collaborators
7. Submission of similar work (final products or links to previous work can be shared along with the proposals)
8. Pervious work sample of similar work will be an asset.

Selection will be done by evaluation committee nominated by Ability Bhutan Society in accordance with the procedures. Assessment of proposal will be weighted as follows:

Technical quality of the proposal	50%
Appropriate qualifications to execute the assignment	20%
Price (fee comparison related to ABS standards & as compared with other applicants where appropriate)	30%
TOTAL	100%

XI. Submission of proposal

Proposals must be clearly marked and submitted in hard copy on or before 3rd September by 5.00 pm. Late submission will be not accepted.

XII. Payment Modality

The Consultant will be paid based on deliverable phases upon certification by ABS's Project Coordinator that all deliverables have been delivered satisfactorily and based on incorporation of feedback after submission of deliverables and invoice. The final payment to the consultant will be made after successful completion of all deliverables and submission of consultancy performance.

The tentative payment modality would be based on the following deliverables:

- Submission of detailed workplan/Inception report (10%).
- Submission of draft ECIP and completion of presentations (40%).
- Completion of final ECIP (50%).

XIII. Policies both parties should be aware of:

- Under the consultancy agreement, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both parties and consultant will not travel without a signed travel authorization prior to the commencement of the journey to the duty station.
- Consultants will not have supervisory responsibilities or authority on ABS budget.
- The consultant must complete **two online courses** in Agora (<https://agora.unicef.org/index.php>) and must submit the certificates before making any payments for the assignment. The two mandatory courses are; 1. Prevention of sexual Exploitation and Abuse (PSEA). 2. Prevention of Sexual harassment and Abuse of Authority (PSHAA).

Project Coordinator Details:

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