

Terms of Reference

Procurement of training and mentoring services for promoting quality inclusive education within “Romania for every child” project

Purpose	National consultants - delivering teacher training and mentoring for promoting quality inclusive education within “Romania for every child” project <i>*interested candidates may apply for one or multiple positions advertised in this call; UNICEF is encouraging the application of teams (2 trainers and 1 mentor) / subject area (3 subject areas: inclusive education, socio-emotional abilities, ECEC)</i>
Location	Romania: Moinesti and Bacau municipalities (Bacau county) and Brasov municipality
Area of intervention	14 school units from 3 cities (Brasov, Bacau, Moinesti)
Positions available (national consultants)	2 trainers and 1 mentor for inclusive education 2 trainers and 1 mentor for socio-emotional abilities 2 trainers and 1 mentor for early childhood education and care (ECEC) <i>Note: (for each mentor position we have allocated 32 hours/month)</i>
Duration	20 months
Start date	May/June 2022
Reporting to	Education Officer, Programme Specialist
PCR/IR	Social Inclusion
Key Result Area	Education
Source of funding	SC210323 (mentoring services) SC180096 (training services)

1) Context

“Romania for every child. Making social inclusion real – breaking the cycle of exclusion for the most vulnerable children in Romania” is a SEE-Norway Grants 2014-2021 funded project, awarded to UNICEF as Promoter, in partnership with county and local authorities in Brasov and Bacau. The project aims to advance the social inclusion and equitable distribution of opportunities for the most vulnerable children in Romania, in particular children living in poverty in urban and rural areas, Roma children and children with disabilities (CWD). The model builds on prior experience gathered through the implementation of the Minimum Package of Services (MPS) and Quality Inclusive Education models between 2014 -2019 in Bacau. The project suggests further development of the initial models and it aims to improve the availability of a continuum of services, from the prenatal period until 18 for children and their families, enhancing the accessibility to specialized services to which the MPS team can refer all children and their families in need of more specialized assistance and care. The integrated services should be provided in 5 Integrated Community Centers (ICCs): one in Brasov and the other four in Bacau County.

At the same time, it aims to harness and complement UNICEF work promoting Quality Inclusive Education (QIE) through additional initiatives focused on facilitating the transition of students from lower secondary to upper secondary and promoting early childhood development (ECD). In line with the results framework agreed upon for the 2018-2022 cycle, UNICEF and the Government of Romania cooperate in the field of education, promoting the right of all children to quality inclusive education. UNICEF programmatic approach is therefore expected to lead to more inclusive and equitable outcomes in the field of education while contributing to the reduction and prevention of early school leaving.

“Romania for every child” started in June 2021, the educational component of the project is implemented in 3 urban communities (Bacau city, Moinesti city and Brasov city) starting with November 2021 and will finish in December 2023.

Two main activities are proposed for the educational component in this project:

Activity 1.4 Strengthening school staff capacity for promoting quality inclusive education (QIE), with the following expected results:

- analysis of school staff needs and capacities for promoting quality inclusive education
- toolkit on inclusive education with a focus on children with SEN and Roma children
- 12 workshops on quality inclusive education organized for minimum 70 teachers and other school staff
- 12 workshops on socio-emotional abilities organized for minimum 70 teachers
- 12 training sessions on digital skills for minimum 70 teachers
- 210 extracurricular activities focused on social-emotional skills involving children and teachers at the school level

Activity 1.5 Strengthening staff capacity for promoting early childhood education and care (ECEC), with the following expected results

- 12 school units receiving ECEC equipment and didactic materials
- 70 persons - staff from creches and kindergartens taking part in the capacity building program organized in 12 training sessions.

The activities will be implemented in the following 14 school units, as shown in the table below:

Table 1 – list of school units

School unit	Location	Educational cycles	Activity
Technological High-School “Dumitru Mangeron”	Bacau	primary school, middle school, high school	A1.4 - QIE
“Constantin Platon” School	Bacau	Kindergarten/preschool, primary & middle school,	A1.4 - QIE & A1.5 - ECEC
“Alecus Russo” School	Bacau	Kindergarten/preschool, primary & middle school,	A1.4 - QIE & A1.5 - ECEC
“Nicu Enea” School	Bacau	Kindergarten/preschool, primary & middle school,	A1.4 - QIE & A1.5 - ECEC
“Domnita Maria” School	Bacau	Kindergarten/preschool, primary & middle school,	A1.4 - QIE & A1.5 - ECEC
School no. 10 Bacau	Bacau	Kindergarten/preschool, primary & middle school,	A1.4 - QIE & A1.5 - ECEC

School unit	Location	Educational cycles	Activity
“Tristan Tzara” School	Moinesti	Kindergarten/preschool, primary & middle school	A1.4 - QIE & A1.5 - ECEC
“Stefan Luchian” School	Moinesti	Kindergarten/preschool, primary & middle school,	A1.4 - QIE & A1.5 - ECEC
Creche Moinesti "Primii pași"	Moinesti	creches (ante-prepreschool, 0-3 years)	A1.5 - ECEC
Kindergarten no. 5	Brasov	kindergarten (preschool, 3-6 years)	A1.5 - ECEC
Kindergarten no. 9	Brasov	kindergarten (preschool, 3-6 years)	A1.5 - ECEC
Kindergarten no. 26 "Junior"	Brasov	kindergarten (preschool, 3-6 years)	A1.5 - ECEC
School no. 13 Brasov	Brasov	primary school, middle school,	A1.4 - QIE
School no. 15 Brasov	Brasov	primary school, middle school,	A1.4 - QIE

2) Consultancy – objectives and expected results

In line with the current framework of the project “*Romania for every child*”, for the implementation of *Activity 1.4 Strengthening school staff capacity for promoting quality inclusive education*, UNICEF is currently looking for consultants (both individuals, companies or civil society organizations may be proposed) to organize and implement the activities listed below (Table 2):

For each of the 3 themes listed below (*inclusive education; socio-emotional abilities and early childhood education and care*) UNICEF will provide the curriculum designed for a training program that covers 40 hours (4 workshops with 10-12 hours/workshop) and the toolkit on inclusive education with a focus on children with SEN and Roma children developed within the project.

Table 2: Activities matrix for the services

A.1.4. Strengthening school staff capacity for promoting quality inclusive education			posts/ experts
Sub-activity	Expected results	Timeline	
1.4.3. Carry out workshops with 70 school staff (teachers, school directors, school counselors) focused on how to apply the toolkit on inclusive education	12 workshops (10-12 hours/workshop) on inclusive education with a focus on children with SEN and Roma children; 70 participants from 10 school units	March 2022 - August 2023	2 trainers/ workshop
1.4.4. Carry out workshops with 70 school staff (teachers, school directors, school counsellors) focused on socio-emotional abilities	12 workshops (10-12 hours/workshop) on socio-emotional abilities. 70 participants from 10 school units	March 2022 - August 2023	2 trainers/ workshop

1.4.7. Carry out 210 extra-curricular activities focused on inclusive education and socio-emotional abilities.	<p>210 extracurricular activities organized in all schools, with focus on inclusive education and socio-emotional abilities involving children and teachers;</p> <p>100 teachers trained organize extra-curricular activities focused on inclusive education and socio-emotional abilities;</p> <p>2100 students (out of which 10% of children at risk of dropout) will participate in extra-curricular activities.</p>	March 2022 – November 2023	2 mentors – one mentor for inclusive education and one mentor for socio-emotional abilities
1.4.9. Planning and implementing a mentoring and support system for teachers trained, using a blended approach (face-to-face meetings and virtual training).	<p>Mentoring and support ensured for teachers trained in order to apply the . the acquired knowledge/skills & to organise extra-curricular activities established in activity 1.4.7.</p> <p>Monthly newsletter created and sent to the community of teachers on inclusive education and socio-emotional abilities topics.</p>	March 2022 - December 2023	
1.5 Strengthening staff capacity for promoting early childhood education and care (ECEC)			<i>posts/ experts</i>
<i>Sub-activity</i>	<i>Expected results</i>	<i>Timeline</i>	
1.5.1 Capacity building program for creches and kindergarden staff, in order to equip them with the most recent knowledge on early childhood education and care	<p>12 workshops (10-12 hours/workshop) on ECEC;</p> <p>70 persons (staff from creches and kindergartens) trained on ECEC;</p>	March 2022 - December 2023	2 ECEC trainers/ workshop and a mentor for ECEC

Important notes:

- For the current consultancy, both applications from a team of individuals, companies, or civil society organizations may be proposed.
- UNICEF will provide the training curricula and a toolkit for QIE, developed under previous activities; the applicants are expected to use the curricula developed in the project, adjusting or adding to the content based on feedback received from the participants and in consultations with UNICEF staff.
- All logistics for workshops (A-1.4.3, A-1.4.4, A1.4.7 and A-1.5.1) related to conference rooms, meals and coffee-breaks for participants, training materials for participants, etc. will be organized by and paid to a travel / event agency indicated by UNICEF. Payments will be made directly by UNICEF to the respective agency.
- All activities will be facilitated and coordinated at local level by 3 UNICEF local coordinators, one person assigned per city for all activities in education.

The consultant(s) will be responsible for the following:

- A. **Plan and organize** the activities and the **selection of the participants** (teachers from the school units mentioned above), having the support from UNICEF local coordinator(s) in education.
- B. **Deliver training sessions** (workshops) in the Romanian language, as established in sub-activities: A-1.4.3, A-1.4.4 and A-1.5.1 based on curriculum and the toolkit for inclusive education developed in the project. The total duration for each workshop should be 10-12 hours.
- C. **Planning and implementing a mentoring and support system** for teachers/ECEC staff integrating the following principles: blended approach, personalization, and community engagement. Ensure mentoring, support, and monitoring for the teachers trained, to apply/practice the skills developed during workshops, including a motivation strategy for the teachers trained to carry out extra-curricular activities with a focus on inclusive education and socio-emotional abilities.
- D. Report on the activities and beneficiaries (participants) upon donor's rules and procedures, reflecting feedback and recommendations from the participants.

The consultant(s) will consider that all activities will be organized face to face, or blended, depending on the context. The approach will be decided in close consultation with the Education Officer.

3) Team(s) of experts – Qualifications

3.1. Team 1 for inclusive education – 3 positions (2 trainers and 1 mentor)

- University degree in educational sciences, social sciences or another related field.
- Minimum 5 years of experience in delivering training programs and/or mentoring programs for teachers.
- Minimum 3 years of experience working in projects/programmes that promoted inclusive education and/or addressed at risk/disadvantaged categories of students.
- Proven working experience in coaching and mentoring for teachers, with focus on addressing at-risk/disadvantaged categories of students (children with SEN, children with disabilities, Roma children).
- Knowledge of children's rights and familiarity with human rights-based approaches and with principles of gender mainstreaming.
- Availability to travel and deliver training in Bacau, Moinesti and Brasov.
- Proficiency in Romanian (all activities will be carried out in Romanian language) and good knowledge English language.

3.2. Team 2 for socio-emotional abilities - 3 positions (2 trainers and 1 mentor)

- University degree in psychology, educational sciences, social sciences, or related fields.
- Minimum 5 years of experience in delivering training programs.

- Minimum 3 years of experience working in projects/programmes dedicated to mental health for students and/or teachers, development of socio-emotional abilities and wellbeing in schools, etc.
- Proven working experience in coaching and mentoring for teachers, with focus on addressing at-risk/disadvantaged categories of students (children with SEN, children with disabilities, Roma children).
- Knowledge of children's rights and familiarity with human rights-based approaches and with principles of gender mainstreaming.
- Availability to travel and deliver training in Bacau, Moinesti and Brasov.
- Proficiency in Romanian (all activities will be carried out in the Romanian language) and good knowledge English language.

3.3. Team 3 for early childhood education and care (ECEC) – 2 positions (2 trainers and 1 mentor)

- University degree in psychology, educational sciences, social sciences, or related fields.
- Minimum 5 years of experience in activities/programs for ECD and ECEC (including on disability/inclusion).
- Minimum 3 years of experience in delivering training and/or coaching and mentoring for professionals working in ECD and ECEC.
- Proven working experience in coaching and mentoring for ECEC staff, with focus on addressing at risk/disadvantaged children (children with SEN, children with disabilities, Roma children).
- Working experience with multidisciplinary teams and the ability to work cross sectoral and strengthened the collaboration of different stakeholders for promoting ECD and ECEC.
- Knowledge of children's rights and familiarity with human rights-based approaches and with principles of gender mainstreaming.
- Availability to travel and deliver training in Bacau, Moinesti and Brasov.
- Proficiency in Romanian (all activities will be carried out in Romanian language) and good knowledge English language.

4) Submission of the technical and financial offer - the application must include:

a) Technical offer, consisting of:

- CV of all proposed team members, clearly specifying the position for which they are applying.
- Working plan with timeline for the activities, number of participants /workshop, no. of days/hours allocated and list of responsibilities for each team member;
- Proposed methodology for the delivery of the training and mentoring sessions.

b) Financial offer

Regarding the financial offer the proposed budget, the bidder does not have to budget any logistical costs for the workshops, nor the travel costs for the experts (transport, meals,

accommodation) which will be covered by UNICEF, but if needed the bidder will budget and pay directly “per diem” for the experts proposed as trainers.

Note: For individual consultant(s), it is advised to join in teams and submit a common offer for one of the 3 areas (inclusive education, socio-economic abilities or ECEC). Also, please consider that, during the selection process, in case of individual consultants that applied individually, consultations will be held in order to organize teams of trainers as the requirements of this document.

5) General conditions

Flexibility in implementation is expected, considering the changing conditions and constraints in school activities/school-year structure. The workplan for the activities must be open for adjusting based on the findings in each community and/or school unit and only in close collaboration with UNICEF team.

Working conditions. The consultant will work outside UNICEF premises, except for meetings convened by the direct supervisor.

6) Reporting

Within UNICEF, the contractor will report to the Education Officer and Programme Specialist. The contractor will also collaborate with the relevant public authorities and civil society. UNICEF will facilitate all the initial contacts with county and local authorities. All products will be shared and consulted upon with UNICEFs extended team of specialists.

The contractor will provide technical reports to UNICEF, following the templates and procedures agreed within the project.

7) Payment calendar

This contract includes no other benefits. Travel costs to project sites and attending project meetings will be reimbursed by UNICEF outside this contract, based on actual expenses. Payments will be made upon approval of UNICEF supervisor and submission of invoice.

Note: consultant/s will sign health statement prior to taking the assignment and the designation form will be completed. The Consultant will be responsible for paying income taxes and any other due taxes as per applicable national legislation.

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