

Terms of Reference

Summary

Title	Technical facilitation of the process for development of national multisectoral ECD Program (Guideline, Implementation Plan, Costing and financing, M & EL)
Purpose	To lead the participatory process of developing the National Multisectoral ECD Programme (Guideline, Implementation Plan, Costing and financing, M & EL)
Location	Dar es Salaam, Tanzania and field travels
Duration	8 months
Reporting to	Chief of Health (UNICEF) with oversight from Permanent Secretary of Ministry of Health Community Development Gender Eldery and Children (Principal Department of Community Development) through the Director of Child Development

1. Background, Problem Statements, and Justification

The Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC-Principal Department of Community Development) is developing the first National Multisectoral ECD (Early Childhood Development) Programme. The process of developing National ECD Programme will be participatory with lead involvement of the National ECD Task Force, and targeted participation of Ministries, Departments, Agencies, and a range of Non-State Actors which are involved in ECD in Tanzania. In view of this, UNICEF on behalf of the Ministry of Health, Community Development, Gender, Elderly and Children invites consultancy firms to facilitate the process of developing the National Multisectoral ECD Programme.

The development of the National Multisectoral ECD Programme is a result of a long participatory process which will involve stakeholders from the key ECD Ministries and Agencies as well as Non-State Actors. The process of developing National Multisectoral ECD Programme is a culmination of extended multisectoral dialogue catalyzed by an ECD Situational Analysis conducted by Children in Crossfire in 2017. The situation analysis pointed to the Multisectoral ECD coordination gap in the country. One universal feedback from stakeholders was the general lack of ECD multisectoral dialogue, contrary to the historical vibrancy of ECD dialogue structures and processes that Tanzania championed regionally. ECD stakeholders across government, development partners and CSOs also noted that the lack of ECD multisectoral dialogue had coincided with the decline of the Tanzania ECD Network (TECDEN).

Recognizing the gap, a strong appetite across all stakeholders to bring the stakeholders' field together again and catalyze once more coordinated ECD advocacy at the national level was revealed. Meanwhile

stakeholders noted the vibrant dialogues in specific ECD sub sectors such as nutrition, protection, and education that could be used to inform the formulation of an ECD multisectoral dialogue process. Furthermore, there were strong case studies of multisectoral coordination across specific ECD domains, including for example, nutrition (NMNAP, National Multisectoral Nutrition Action Plan), violence against children (NPA-VAWC, National Plan of Action to end Violence against Women and Children) that could be utilized in recommending structures for ECD multisectoral dialogue process.

Furthermore, this initiative is timely with the introduction of the Nurturing Care Framework (WHO 2018) which emphasizes on multisectoral intervention to support the holistic development of the child. Launched globally during the World Health Assembly in May 2018, the Nurturing Care Framework was presented at the African regional ECD meeting in Nairobi in October 2018, with African nations tasked to roll-out the Nurturing Care Framework at country-level.

In this context, ECD stakeholders, with the leadership of MOHCDGEC-Principal Department of Community Development, conducted a National Multisectoral ECD Stakeholders Forum in December 2018 to discuss and plan for a future, well-coordinated programme. During the forum, a leading recommendation was to have an inclusive and a well-articulated gender responsive National Multisectoral ECD Programme. In order to achieve this, the National Multisectoral ECD Task Force was formed under the chairmanship of the Ministry of Health with co-chair support from TECDEN to facilitate the process of development of the National Multisectoral ECD Program.

2. Purpose of assignment

The overall purpose of this assignment is to lead the participatory process of developing the National Multisectoral ECD Programme. Institutional Consultancy (Lead Facilitation Team) will work closely with the National Multisectoral ECD Task Force.

3. Objectives

The assignment will include the following objectives:

1. Conduct a Situation Analysis of ECD interventions in the country.
2. Facilitate the process of developing National Multisectoral ECD Programme Guideline
3. Develop the National Multisectoral ECD M&EL (Monitoring, Evaluation and Learning) Plan.
4. Facilitate the development of the institutional arrangement and coordination framework and the dissemination plan for National Multisectoral ECD Programme Implementation Plan.
5. Facilitate the process of developing programme costing and financing modalities for National Multisectoral ECD Programme.

4. Approach

The Lead Facilitation Team will liaise with UNICEF ECD task force with close collaboration with Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC), National Multisectoral ECD Task Force and Secretariat throughout the process of developing the National Multisectoral ECD Programme. The Lead Facilitation Team should utilize gender responsive approaches; ensure all aspects of inclusiveness; and consider children infected and affected by HIV. Additionally, the Lead Facilitation Team will develop strong liaison with the lead officials designated across respective Ministries, Departments and Agencies for organizing and facilitating the technical workshops in developing National Multisectoral ECD Programme. The Lead Facilitator will report to the Chief of Health-UNICEF who will work with Director of Child Development Department within the Ministry to sign off the deliverables. For all the deliverables under this assignment both MOHCDGEC and UNICEF will need to sign off.

5. Key function, accountability and related duties/tasks

5.1 Situation Analysis

This task will involve undertaking desk review for existing policies, plans, strategies, guidelines, interventions, tools and mapping of ECD stakeholders. Other tasks include to design a study based on the gaps identified during desk review, tools for data collection, and conduct field work for data collection, using approaches that are friendly to both men and women. This will be followed up by data analysis, presentation of draft report to the National ECD Task Force, presentation of SITAN report to key stakeholders, and submission of the report to the MoHCDGEC and UNICEF for approval.

5.2 Programme Design

Facilitate the Task Force in developing of draft National Multisectoral ECD Programme design template and identify interventions by domain. Facilitate stakeholders' lab as per thematic area based on nurturing care framework (health, nutrition, responsive care, early learning, child protection and social protection and WASH) to input into the draft programme design document. Present programme design to key stakeholders for inputs and submission of the report to the MoHCDGEC and UNICEF for approval.

5.3 M&EL Plan

Engage M&EL Specialist to develop M&EL framework, present M&EL plan to Task Force and key stakeholders for inputs and submission of the report to the MOHCDGEC and UNICEF for approval.

5.4 Institutional Arrangements/Coordination

Identify Institutional roles and responsibilities for each intervention, coordination guidelines, linkages around interventions and present Institutional Arrangement and Coordination plan to key stakeholders for inputs and submission of the framework to the MoHCDGEC and UNICEF for approval.

5.5 Dissemination Plan

Facilitate development of dissemination/communication plan including launch and post-launch activities, present dissemination plan to Task Force for inputs and submission of the plan to the MoHCDGEC and UNICEF for approval.

5.6 Costing and Financing Modality

Engage Finance Specialist to develop framework, develop annualized operational/work plan and detailed cost of the entire plan, phasing of activities and resource mobilization plan. Present detailed cost of the entire plan to Task Force for inputs and submission to the MOHCDGEC and UNICEF for approval.

5.7 Programme document consolidation

Consolidate Programme document (programme design, M&EL, institutional and coordination arrangement, dissemination and costing plans).

5.8 Validate draft report and finalize

Present draft Programme document to Task Force and incorporate inputs, present updated Programme document to Secretariat, present refined programme document to key stakeholders across Ministries, Departments and Agencies, and Non-State Actors. Submission of National Multisectoral ECD Programme Document to the Management of the MOHCDGEC and UNICEF for endorsement and approval.

6. Deliverables

Sno	Deliverable	Payment %
1.	Inception Report	10%
2.	Programme design document which include: <ul style="list-style-type: none"> SITAN Report National Multisectoral ECD Programme Guideline National Multisectoral ECD Programme Implementation Plan with Institutional and Coordination Arrangements Framework 	25%
3.	Costing and Financing Plan; Monitoring, Evaluation and Learning (M&EL) Plan and Dissemination plan	15%
4.	Final Draft National Multisectoral ECD Programme Document	25%

5.	Signed off National Multisectoral ECD Programme Document	25%
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7. Timeframe

This work is due to start on **1st October 2019** and to be completed latest **by 31st May 2020**.

The Lead Facilitation Team will be expected to complete the following, together with indicative schedule:

Phase	Days	Timeline
Inception Report	4	
Situation Analysis		
Desk Review		
Existing policies, plans, strategies, guidelines, interventions and tools in close consultation with the Child Development Department and Social Welfare Department (base to be the MOHCDGEC) including analytical description of the sectors	8	
Develop a study design based on the gaps from desk review	4	
Presentation of Desk Review findings and Study Design to the Secretariat for inputs	2	
Circulate to Task Force Members and incorporate inputs	2	
Data collection based on identified gaps & Conducting Mapping Exercise		
Consultations with Umbrella Organizations (TECDEN, TCRF, PANITA, TENMET, SHIVYAWATA)	2	
Consultation with different MDAs (MOEST, MOHCDGEC, PMO, PORALG, MOHA, TFNC, RCHS, MOFP) and Government Institutions (UDSM, UDOM, ISW, OUT)	4	
Consultations with Key ECD Non-State Actors (including but not limited to UNICEF, WHO, CIC, SCI, CRS, EGPAF, CUAMM, AKF, BRAC, AGH, SOS and Msimbazi Center.	3	
<i>Follow up with PORALG on collection of information regarding ECD CSOs in each LGAs as per Mapping Framework</i>	8	
<i>Consolidate Information from PORALG and Umbrella organizations</i>	3	
Rapid field work -Data collection	8	
Data entry, analysis and presentation of draft report to the task force	8	

Phase	Days	Timeline
Presentation of SITAN report to the Secretariat for inputs	2	
Circulate to Task Force Members for inputs	1	
Share SITAN findings with UNICEF, Task force, heads of line MDAs and Key Stakeholders	2	
Programme Design		
<i>Draft and agree on programme Logical Framework and programme document outline</i>	2	
Identify interventions by nurturing care components (Task Force + Technical people) (including communication for SBC)		
Conduct stakeholder's lab to input into the draft programme design document	4.5	
Task Force to fine tune programme Logical Framework/interventions	2.5	
MEL Plan		
Develop Outcome level Indicators Framework, Output level M&E Results Framework Outline of the Institutional Arrangements and coordination Section, Dissemination section	3	
Costing and Financing Modality		
Develop annualized operational/Work plan and budget and source of budget	4.5	
Consolidate Operational Plans, budgets, and explanation of cost drivers and resource mobilization strategies	3	
Programme document consolidation		
Consolidate programme document (programme design, M&E plan, Institutional arrangement, dissemination plan and costing)	5	
Validate draft report and finalize	2	
Present to Task Force	2.5	
Validation meeting: Presentation of programme document to MDAs/NSA, Key stakeholders	4	
Final report	4	

Phase	Days	Timeline
Present to UNICEF and a joint Management meeting for approval	2	
Submit document to UNICEF and MOHCDGEC for approval		
Provisional guidance on full-time equivalent (FTE) days for Facilitation Team	100	

Selection Criteria

Proposals will be technically and financially evaluated. The technical evaluation will account for 70% of the score while the financial evaluation will account for 30 percent. Sum of technical and financial evaluations will be equal 100 points.

The proposals will be evaluated as indicated below:

No	Evaluation Criteria	Max. points
1.	Technical Evaluation Criteria	
1.2	Organizational Experience	15
	Demonstration of experience of developing multisectoral plans/programmes through participatory process	
1.3	Technical proposal	10
	Demonstrable understanding of government organisation, and hierarchy of technical structures for providing effective coordination and delivery of multisectoral agenda	
1.4	Technical Team	20
	Technical competence and experience of the Facilitation Team across all the required areas of expertise	
1.5	Strong technical understanding of the Tanzania early childhood development sector, policy and implementation context	15
1.6	Facilitation skills across multi-stakeholder setting, and especially with regards government systems and practice for progressing technical dialogue	10
	Only proposals which receive a minimum of 50 points will be considered further	
2.	Financial proposal (incl. fees, travel costs, living cost, etc)	
	Budget	30

8. Communication & Reporting

The Lead Facilitator will work closely with MoHCDGEC through National Multisectoral ECD Task Force Secretariat, and report to the Permanent Secretary (Principal Department of Community Development) through the Director of Child Development and Chief of Health -UNICEF .

9. Experience and qualifications of the Lead Facilitator team

- The Facilitation Team will comprise of three areas of expertise including the lead facilitator, M&EL

expert, and finance expert.

- Demonstrable experience of developing national-level, government-oriented, multisectoral plans/programmes through participatory process.
- Demonstrable understanding of government organization, and hierarchy of technical structures for providing effective coordination and delivery of multisectoral agenda.
- Strong technical understanding of the Tanzania early childhood development sector and policy and implementation context, including integrating gender equality perspectives in strategic documents
- Strong understanding of the global early childhood development policy and implementation context, including the Nurturing Care Framework and 'A World Ready to Learn; Prioritizing quality early childhood education' (2019).
- Facilitation skills across multi-stakeholder setting, and especially with regards government systems and practice for progressing technical dialogue.
- Fluency in Swahili and English, with excellent communication, interpersonal and writing skills
- Lead facilitator should have at least a master's degree level qualification in early childhood, health, education or another relevant field
- Availability to conduct the Lead Facilitator role between September 1st, 2019 – May 2020, with commitment throughout the process.

Applications are expected to be received from Lead Facilitator firms only. Local institution that meet the required experience and qualifications are highly encouraged to apply. Firms or individuals must be VAT registered and have valid business licenses. Withholding tax as per government regulations shall be deducted from the Lead Facilitator fee.

Administrative issues

The level of payment will be determined by the profile of the proposed consultants and financial proposals. Payments will be made upon submission and acceptance of specified deliverables and submission of invoices.

Financial proposal should cover planned project costs including consultancy fee, travel expenses and DSA. Costs for in-country travel for the on-the ground assessment will be determined at a later stage when assessment locations are identified. Costs related to convening stakeholder consultations will be handled by MOHCDGEC differently.

Travel cost shall be calculated based on economy class travel, regardless of the length of travel and costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).

The selected organization or company will discuss with UNICEF technical and financial staff to plan the final scope of work and develop and negotiate the final contract.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines.