

CALL FOR CONSULTANCY SERVICE

February 23, 2016

Assalamu Alaikum Warahmatullahi Wabarakatuhu!

The Bangsamoro Development Agency (BDA) is looking for experienced and qualified individual consultants as indicated below:

Post: Early Childhood Education (ECE) Consultant-Writer

Project Name: Integrated Early Childhood Education for 3-5 years old Children in Bangsamoro Communities-Early Child Education Component (Phase 3)

Period of assignment/services: The assignment will be carried out from March to May 2016.

Interested candidates are invited to submit their expression of interest and Curriculum Vitae on or before February 28, 2016 to the following:

Address: Diversion Road, Purok Islam, Barangay Datu Balabaran (MB Tamontaka), Cotabato City **or**

Email to: bangsamorodc11@gmail.com

For further details you may call at the BDA Central Management Office (064 552-0131) and look for Ms. Warda S. Mohammad.

1. Background

The Bangsamoro Development Agency has entered into a new partnership agreement with the United Nations Children Fund (UNICEF) for the development of a culturally sensitive and age-appropriate pre-school curriculum (Tahderiyyah) for children affected by armed conflict. This 3rd Phase of the Tahderriyah Program is aimed at the attainment of the following goals: 1) providing and increasing access of 3 to 5 years old children in

Bangsamoro communities to quality ECCD services; 2) improving their readiness for school; and 3) strengthening ECCD governance systems. It is envisaged that the program will support the development of 3 to 5 year old children, as well as of the wider ECCD system.

Specifically, the child protection component (Component 2.1) of the program will focus on ensuring protective and safe environments, reinforcing Child Protection (CP) launched in Phase 2. This sub-component will target 100 Tahderriyyah Centers adding to the current Twenty Three (23) Community-Based Child Protection Network (CBCPN) sites composed of 34 Tahderiyyah Centers. The child protection component will strengthen CBCPNs and CP work established under Phase 2, while adding new interventions focused on strengthening the protective environment within the classroom (Tahderiyyah) and home. Child protection interventions include a) raising awareness of Child Protection, social and emotional development in early childhood and positive parenting; b) strengthening the protective environment through establishing and reinforcing protective standards and referral pathways for children; and c) documenting lessons learned and best practices in CP for replication in other Bangsamoro communities.¹

2. Requirements for Experience and Qualification

ANNEX A: Terms of Reference and Scope of Services

EARLY CHILD EDUCATION CONSULTANT

NAME	
JOB TITLE	➤ Early Childhood Education(ECE) Consultant-Writer
TIMING AND DURATION	➤ March – May, 2016
OFFICE ASSIGNMENT	➤ Reporting to the Bangsamoro Development Agency in Cotabato City. Actual work delivery may however be at the consultant's home/office.
PROGRAM TITLE	➤ Integrated Early Childhood Education for 3-5 Yrs Old Children in Bangsamoro Communities – Early Child Education Component (Phase

¹ Taken from the Detailed Project Document and Work Plan

	3)
ORGANIZATIONAL RELATIONSHIPS	<p>Management</p> <ul style="list-style-type: none"> ➤ Under the management of the BDA's Executive Director <p>Supervision</p> <ul style="list-style-type: none"> ➤ Reports to the Project Operations Officer of the Early Child Education Component (Cotabato City) for guidance and supervision on tasks, deliverables and other related matters. ➤ Also reports to the Program Coordinator and/or Programs Head (Cotabato City) for guidance on other administrative- and organizational- related matters.
General Qualifications	<ul style="list-style-type: none"> ➤ Must have at least 4 years of relevant professional experience during which the candidate has proven his/her capabilities in developing, writing and editing of policies, manuals, handbooks, toolkits and other similar reference documents; ➤ Must have a working knowledge on Early Childhood Care and Development (ECCD) and/or early child education in school, community and home environment in times of emergencies (natural disaster and conflict settings); ➤ Must have experience working with government and/or non-government organizations, academe operating in conflict affected communities in Mindanao; ➤ Must be familiar with different international and local frameworks related on Disaster Risk Reduction and Climate Change Adaptation ➤ With good communication and social skills; ➤ Computer literate (MS Word, Excel, Power Point); ➤ Demonstrated ability to build good working relationship with other BDA staff, and ➤ Demonstrated adherence to the BDA Core Values.

Scope of Services

The following define in detail the deliverables of the ECE Consultant:

Tasks	Deliverables	Deadline
1. Level off with the Program Team on the project objective, deliverables, plan and timeframe.	Agreements transpired from the consultation meeting	
2. Develop an inception report detailing how the project will be delivered by the consultant based on the agreements set during the consultation meeting with the Program Team.	Inception report with detailed work plan and timeframe.	
3. Conduct an inventory and review of present/current drafts of documents related to Education in Emergencies (EiE), Climate Change Adaptation and Disaster Risk Reduction (CCA-DRR), Early Childhood Care and Development	List of reference documents and a general description	

(ECCD) principles with inclusion of Islamic ECCD principles, and other related literatures relevant to the drafting of modules for Tahderiyyah (kindergarten) school.		
4. Submission of the first draft of the modules for review and feedback by the Program Team	Submission of the 1st draft of the modules /guidelines	
5. Revision of the 1 st draft based on the comments provided by the Program Team	Listing of comments, suggestions acceptable to the program team and partners.	
6. Submission of the 2 nd and final draft of the modules	Submission of the 2 nd draft of the modules/guidelines	
7. Presentation of the output in no. 6 above to Program team, partners (BDA-CMO, Unicef and Tarbiyyah)	Actual Presentation acceptable to the Program Team and Partners.	
8. Finalize the modules/guidelines	Submission of the Final modules based on the agreed revisions generated during the presentation acceptable to the Program Team, Partners.	

ANNEX B. Consultant's Reporting Obligations

Reporting Obligations	Deadline
1. Agreements during the leveling-off meeting with the Program Team	
2. Inception Report (with clear workplan and timeframe)	
3. List of reference documents with complete description (i.e. date of last update, authors, main contents, etc.).	
4. 1st draft of the modules	
5. Consolidated comments from the Program team which will be used to revise the first draft of the modules	
6. 2 nd draft of the modules complete with comments and suggestions from the program team, partners.	
7. Presentation of Second draft of the modules to program team, partners with comments and suggestions.	
8. Submission of Final modules with corresponding annexes based on the agreed revisions generated during the presentation.	

ANNEX C. Cost Estimate of Services, List of Personnel and Schedule of Rates

Terms of Payment

1. The short-term consultant shall receive remuneration pre-determined by Bangsamoro Development Agency during the consultant recruitment and selection processes.
2. Payment of consultant shall be based on the following:

Upon signing of contract	10% of agreed contract amount
Upon submission of the First draft of the modules	30% of agreed contract amount
Upon submission of the Second draft of the modules	30% of agreed contract amount
Upon submission and approval of the Final Draft of the modules	30% of agreed contract amount

Rescission

Bangsamoro Development Agency may deem it necessary to terminate Consultant Contracts or Agreements for defaults in performance. Such rescission shall have immediate effect upon written notice of Bangsamoro Development Agency. In such case, the Consultant forfeits any or all compensation due and owing to him/her for the tasks already performed.

“Default” may mean any or all of the following:

- a. Failure to perform the service(s) based on agreed work schedules/implementation plan specified or any extension thereof;
- b. Failure to perform any of the other provisions of his/her Contract/Agreement;
- c. Failure to perform as to endanger over-all performance of the Bangsamoro Development Agency to be able to fulfill its duties as a Development Arm of the MILF, as Implementing Agency of the UNICEF, as well as its duties in other programs and projects.

SIGNED:



MOHAMMAD S. YACOB
Executive Director