
Terms of Reference for Consultancy

Conduct a Baseline Knowledge, Attitude and Practices (KAP) Survey and Need Assessment of Early Development and Intervention for Children in the Municipality of Lautem and Liquica, Timor-Leste

Introduction

ChildFund Timor-Leste is a representative office of ChildFund Australia. ChildFund Australia is an independent and non-religious international development organization that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children's rights. We want every child to be able to say: "I am safe. I am educated. I am heard. I can make a difference. I have a future."

ChildFund Australia implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia's goals in Timor-Leste are to achieve and demonstrate effectiveness and accountability in its program activities and add value to the efforts of its partners through quality development programs that are respectful, responsive, and effective in helping children in poverty, their families, and communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 9 million children and families in over 50 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government's overseas aid program.

Description of the Project

The ChildFund's Early Development and Intervention for Children (EDIC) project aims to improve the development outcomes of early years children through access to quality early childhood education, adequate health care and child friendly spaces, and by equipping parents and community members with skills and knowledge to support their children's development.

The project will be implemented in 50 alternative preschools (APS) in 50 villages across Lautem and Liquica municipalities. There will be 3 phases of implementation: a pilot in Year 1 (10 APS), replication of success in Year 2 (15 additional APS) and a significant scale up of the model in Year 3 (25 additional APS). Scaling up in Year 2 and Year 3 will only occur if Year 1 is successful and if there is adequate capacity available to expand.

The key outcomes of the project will be:

1. Supportive families and communities - Parents, caregivers and families provide the best possible environment for a child to develop to their full potential via safe spaces and increasing caregiver knowledge (Child Protection)
2. Preventative health - Mothers, children and youth improve health, nutrition and hygiene practices at the home and community level (Health)
3. Child Learning- Children's learning outcomes improve and children are happier, healthier and safer at school (Education)

ChildFund Timor-Leste will ensure alternate preschool spaces meet the minimum child friendly space requirements including establishing a kitchen garden that can be used for complementary feeding, building appropriate WASH facilities that are accessible for children and families and equipping the space

with child-friendly resources that contribute towards ECE development. Activities offered at the ECD center will include a complementary feeding program for children 0-5 years and biannual health check visits from health practitioners for immunizations, birth registry and relevant screenings. The establishment and refurbishment of the APS will ensure that children have access to child friendly spaces that can cater to their health, protection and education needs.

Villages will select facilitators to run the ECD program between 3-5 days a week. Facilitators will have their capacity built through initial and ongoing training of the curriculum and will be equipped with the appropriate manuals and resources to support their practice. This will improve the quality of education that children receive and increase their learning outcomes.

Facilitators, School Management Committees and external providers will present monthly topics (10 per year) to community on Early Childhood Development (including health, education and child protection). This will enhance parents and community's capacity to support their children's development. By building the skills and knowledge of parents and community members, the impact of the program will be strengthened and be sustainable.

Children will also participate in a school transition program established between APS and elementary schools at the end of each year. This aims at improving the transition rates from ECE to formal elementary schooling. Through the establishment of a transition program, children and their parents will be supported in becoming school ready and be more likely to succeed at school.

The intervention of APS will address the poor development outcomes of early years children. Through children and their parents' participation in the program, they will be more likely to reach their development goals and will have a greater opportunity to reach their potential as they develop. The approach utilizes and builds on the resources and capacity of the whole community. Multiple self-fundraising methods have been planned to ensure the project is sustainable. Throughout the project, community will be provided with the skills, resources and knowledge that they can continue to use to enhance the lives and outcomes of early years' children both now and in the future.

The project will work together with other sector projects in health, birth registration and education.

Objectives and Scope of the Baseline Survey

- The project will cover 50 villages in both Luattem and Liquica municipalities over the period of three years. KAP survey of households will be conducted across a sample of 10 randomly selected villages involved in the project to capture the demographics and needs of the communities. The assessment will include Focus Group Discussions with parents, teachers and community members to collect relevant information and issues to inform the project
- To capture a snapshot of early childhood development situation (including education, health and child protection) and assess appropriate spaces and local resources for the alternative preschool in the target villages of Liquica and Lautem municipalities.

Objectives of Consultancy:

- Collect and review relevant literature, project documents and reports from ChildFund, government and other sources as well as travel to the study areas in both Lautem and Liquica municipalities and hold discussions with the line government offices and beneficiary community leaders and identified institutions.
- Prepare a detailed survey protocol for submission to ChildFund for review and approval. The detailed survey protocol shall clearly describe research methods in detail, data collection tools and formats, work plan to undertake the assignment etc. based on the international guidelines and recommended standard methods.
- Ensure transfer of technical skills to the project staff on all aspects of the study through the process. The consultant will be required to present a capacity building plan for this.
- Develop appropriate data collection tools and methods and present them to ChildFund for review and approval.

- Set up the sample, train enumerators on both quantitative and qualitative data collection methods and develop data collection guidelines for the enumerators (including training manual for data collectors and supervisors). The consultant will engage ChildFund's MEL Manager and Senior Education Project Manager in generating qualitative data from community members, local leaders and municipality health staff.
- Conduct pre-testing of developed guidelines and all instruments, and amend as appropriate
- Conduct field level data collection based on agreed assessment tools, maintain quality and accepted norms and standards, lead the data entry and analysis.
- Write a comprehensive draft report on findings/results of the study with input from ChildFund/project team.
- Present/share the findings of the baseline study to and with ChildFund and relevant stakeholders through a workshop in Lautem, Liquica municipalities or Dili capital.
- Incorporate comments and suggestions forwarded and produce final report as per the agreed timetable.

Timetable

It is anticipated the assignment will be undertaken from **2nd of September 2019 to 27th of September 2019**. The baseline study will approximately cover five weeks, and in the last week before the end of the assignment the consultant will present the study findings and thereafter produce a final report. Initial final sets of activities would be delivered from remote at home.

Indicative dates	Event/Activity
September 2 -September 7, 2019	<ul style="list-style-type: none"> • Conduct a literature review and meetings with relevant stakeholders • Develop and submit a detailed survey protocol including activity work plan and timeline, and • Data collection tools in English and Tetun/Fataluku languages and training schedule
September 8 – Sept 10, 2019	<ul style="list-style-type: none"> • Training of enumerators and supervisors including field testing of tools
Sept 11 – Sept 21, 2019	<ul style="list-style-type: none"> • Amendment of tools following field testing, and carry out data collection
September 23, 2019	<ul style="list-style-type: none"> • Presentation of preliminary survey results to ChildFund project staff
Early October 2019	<ul style="list-style-type: none"> • Submission of final baseline survey report with summary

Required experience and qualifications

- University degree in Early Childhood Education, Public Health, Community Health and Development, Social Sciences, Monitoring and Evaluation, or related disciplines with strong experience in conducting similar research works in developing countries particularly in South East Asia.
- Experience in monitoring and evaluation, and conducting baseline survey utilizing quantitative and qualitative research methods including data collection techniques and analysis in maternal child health and reproductive health.
- Applied knowledge and sound understanding of Results Based Management (RBM) and theory of change.
- Proven experience in data management and analysis and report writing including use of data analysis software's such as the Statistical Package for the Social Sciences (SPSS), Ms. Excel or any other relevant data analysis software.
- Flexible and able to adapt to a multi-cultural environment and complex situations, with demonstrable high-level interpersonal and cross-cultural skills, such as building collaborative relationships internally and externally

- Self-driven, strong organizational and planning skills, with the ability to work independently or in a group, as well as under pressure
- Excellent command of English both written and oral
- Knowledge of Portuguese language, Bahasa or Tetum is an added advantage

Submission of Application

ChildFund welcomes applications from qualified applicants or consultancy firms. All interested candidates should submit a cover letter in English describing their suitability based on the above required qualifications and experiences. The candidate should include a recent CV, principles and approach that will be used to achieve the purpose/objectives of this Consultancy work and a financial proposal.

NOTE: The financial proposal should specify a total lump sum amount and a breakdown of a daily professional fee and communication costs etc. Applications without a financial proposal will be regarded as incomplete and will not be considered for further assessment.

How to apply:

For further information, please contact Fabiola de Jesus Dos Santos by email at fsantos@childfund.org.au or hand delivery to ChildFund Timor-Leste, Rua do Loriko Colmera Dili. **Application closes August 25th, 2019.** Only shortlisted candidates will be contacted.