

Consultancy: Trainer(s) specialist Early childhood intervention/detection

Terms of reference / External consultant(s) Trainer(s) specialist Early childhood intervention/detection (ECI/ECD)

I. Position Information

Post title (external consultant(s)): **Trainer(s) specialist Early childhood intervention/detection (ECI/ECD)**

Employer: Médecins du Monde ASBL - Dokters van Wereld VZW

Programme: "Phase III: Testing the Child Guarantee in Međimurje County" - OUTREACH 4 EQUALITY - Outreach ECI/ECD Community-Based Services for young children, birth through seven years of age, who have or are at-risk for developmental delays or disabilities, and their families in the Međimurje County

Location: Međimurje County, Croatia

II. Background Information and Rationale

Founded in 1997 by the gynaecologist Marie Bruyns in 1997 "Médecins du Monde ASBL - Dokters van Wereld VZW" (MDM-BELGIQUE) is an international medical development Non-Governmental Organisation (NGO) based in Brussels, Belgium and is part of the international MDM network. MDM-BELGIQUE's vision is a world where obstacles to health are overcome and where the right to health is effective through real universal health coverage. It is primarily based on the strong belief that each human being has the right to timely and adequate healthcare and as stated in the article 25 of the United National Universal Declaration of Human Rights: "Everyone has the right to a standard of living adequate for the health and well-being of himself and of his family, including food, clothing, housing and medical care and necessary social services". In line with key humanitarian principles, MDM-BELGIQUE's beneficiaries are treated by MDM-BELGIQUE's staff/volunteers following the principles of humanity, neutrality, impartiality, and independence. Additionally, MDM-BELGIQUE's actions are based on the three pillars of the organization, which are: 1) Care (give people real access to healthcare without barriers), 2) Testimonies (gain facts about healthcare realities and disseminate them), 3) Sustainable change. MDM-BELGIQUE is currently active in Belgium and seven other countries: Croatia, Bosnia-and-Herzegovina, Congo, Tunisia, Niger, Mali, and Morocco.

After signing the Memorandum of Understanding with the Ministry of Health and Ministry of the Interior of the Republic of Croatia in August 2016, the organization MDM-BELGIQUE started to provide to asylum seekers healthcare and mental health support in both Asylum seekers facilities of the country (Zagreb and Kutina, Croatia). Since end 2019, MDM-BELGIQUE extended its activities in the country to Roma community in Međimurje County.

Trainer specialist Early childhood intervention/detection (ECI/ECD)' position is funded through programme "Phase III: Testing the Child Guarantee in Međimurje County" - OUTREACH 4 EQUALITY - Outreach ECI/ECD Community-Based Services for young children, birth through seven years of age, who have or are at-risk for developmental delays or disabilities, and their families in the Međimurje County" (OUTREACH 4 EQUALITY) funded by the European Union and MDM-BELGIQUE being Implementing Partner of the United Nations Children's Fund (Croatia Country Office). The programme's main goal is to contribute to the overall objective of the programme "Phase III: Testing the Child Guarantee in Međimurje County" that children (0-7 years old) have access to integrated, multidisciplinary, adequately resourced community and family-based support services, pre-primary education and early childhood intervention. The main hypothesis is that: early detection and support of young children, birth through seven years of age, who have or are at-risk for developmental delays or disabilities and their families in an integrated/coordinated way (health, education, social protection) will improve development outcomes of children, and reduce equity gaps and social exclusion of children and families, while also reducing the medium- and long-term costs in the health, education and social sector.

The programme will combine various levels of actions: first, an ambitious outreach programme that will identify and provide families with information about their child's development, offer them information about (other) resources that are available in the community, as well as support in accessing specialized services when needed. The Child Find concept will be implemented on identifying, locating and assessing children suspected of having a delay in development. If a young child is not meeting typical developmental milestones, the team will determine if there is a need for early intervention or other services. The programme will also reinforce/empower local community capacities through training/supervisions but also by directly implementing a pilot model inside local community/ies; taking stock of its impact/results/challenges and lessons learnt with the medium-term objective to institutionalise it, make it sustainable and eventually extend/replicate it in other local communities in Croatia and/or abroad. Furthermore, the results of piloting outreach community-based model will inform the process of developing early childhood intervention (ECI) Action Plan/Framework for the Međimurje County, as well as the national process of developing ECI system under the auspices of cross-sectoral ECI Committee under the Ministry of health.

As part of programme, MDM-BELGIQUE is seeking **Trainer(s) specialist Early childhood intervention/detection (ECI/ECD)**, as external consultant(s), to conduct training programme for its field team composed of MdM ECI/ECD community workers (4) and MdM ECI/ECD outreach professionals (1 nurse, 1 psychologist and 1 ECI/ECD outreach assistant).

III. Goals and responsibilities

In line with the above mission statement and objectives of the programme "OUTREACH 4 EQUALITY", MDM-BELGIQUE **Trainer(s) specialist Early childhood intervention/detection (ECI/ECD)** will ensure the following duties and tasks:

- ✓ Developing and conducting training programme that would cover the following topics/sessions:
 - Training session on ECI/ECD concept/principles covering essential aspects of prevention, early identification, early intervention, family-based approach, referral, nutrition, social protection, responsive parenting culturally responsive practice; integrated case management, etc. - to enhance team members' skills for identifying children at risk of developmental delay or disability and to be able to refer them to appropriate services providers.
 - Session focused on developing with team members activity plan of different ECI/ECD outreach services to maximize coverage by MdM field team to identify children who need early intervention or special education services (selection of topics for workshops, prioritization plan of beneficiaries' categories to be covered on through which activities- such as infants, under 18 pregnant women, etc.). Activity plan will use planned format of activities in 5 project locations:
 - Individual health info prevention consultations by MdM nurse and MdM health staff external associates (paediatrician and gynaecologist) with community workers.
 - Group health info prevention sessions by MdM nurse and MdM health staff external associates (paediatrician and gynaecologist) with community workers.
 - Individual and group MHPSS activities by MdM psychologist with community workers.
 - Individual social consultations consisting in continuous provision of information about rights/how and where and to access rights as well as support to referral to health primary care, specialised (health) care and/or other specialised services - especially for children who have or at risk for developmental delays or disabilities. As much as possible, it also includes support to referrals such as organisation of referrals & transport to services when not free/available (for children who have or at risk for developmental delays or disabilities; and other most vulnerable persons/at risk- when possible).
 - Session on screening questionnaire tool (child find system) that will be implemented by MdM nurse and MdM psychologist to identify children who need early intervention or special education services. Example

of questionnaire : *Ages & Stages Questionnaires*® (<https://agesandstages.com/about-asq/who-uses-asq/child-find/>). Similar questionnaire can be suggested by trainer(s).

- Session focused on developing referral system/pathway with team members for children who need early intervention or special education services (based on some concrete cases used as case studies) - including description of screening, prevention, intervention measures and referrals to be implemented.
- Session on work ethic principles (humanity, neutrality, impartiality, independence, confidentiality in the workplace, etc.).

Training format: Training programme shall last 3-5 days minimum and will be conducted in person in Roma settlement Kuršanec (Međimurje County).

- ✓ Producing the following deliverables:
 - Training agenda (in Croatian/English)
 - Report on training programme conducted (min. 15 pages in Croatian and English) to be used as manual for training participants (reflecting main session of training such as ECI/ECD concept/principles, activity plan developed during training, screening questionnaire with advice for conduction, referral system/pathway developed during training, work ethic principles, etc.).
 - Signed participants list (original).
 - Pictures from training.
 - Evaluation forms fulfilled by participants (fulfilled) and 2 pages report in English about results.

IV. Deliverables and Timeframe

#	Deliverable	Location	Timeframe
1	<i>Training agenda in Croatian/English</i>	Home based/field work	28 th of June 2021-04 th of July 2021
2	Conduction of training programme 3-5 days minimum <i>(Documentation to be provided to MdM-BE: - Signed participants list (original). - Pictures from training)</i>	Roma settlement Kuršanec	4 th of July 2021-18 th of July 2021
3	<i>Report on training programme</i> conducted (min. 15 pages in Croatian and English) to be used as manual for training participants (reflecting main session of training such as ECI/ECD concept/principles, activity plan developed during training, screening questionnaire with advice for conduction, referral system/pathway developed during training, work ethic principles, etc.).	Home based/field work	Deadline: 1 st of August 2021
4	Evaluation forms fulfilled by participants (fulfilled) and 2 pages report in English about results.	Home based/field work	Deadline: 1 st of August 2021

V. Management and supervision

The selected trainer(s) will work under the direct supervision of the MDM-BE General coordinator Croatia and MDM-BE Programme coordinator. MDM-BE staff will review and approve the deliverables. Criteria for performance are

the quality of the process and the delivered products (instruments, reports, etc.), timeliness, accuracy, initiative, responsibility, competence and communication.

VII. Minimum qualifications and competences

- Proved experience in the field related to ECD (Early Childhood Development), trainings and services provisions focused on children with disabilities, with academic qualifications (at least a master's degree) in social sciences (Psychology or Social Policy, Political Science, Public Administration, etc.) or another related field.
- Credible trainer with at least 5-8 years of professional experience in trainings and services provisions of integrated ECI/ECD activities.
- Understanding of the policy and institutional/organisational frameworks for ECI/ECD, child poverty and social exclusion reduction in Croatia
- Ability to work independently.
- Strong analytical and writing skills, capacity to synthesise, structure and clarify complex issues. Critical and nuanced thinking would be an asset.
- Excellent communication and report writing skills in English and Croatian.
- Commitments to deliver the final products in line with the set ToR within the agreed timeline.
- Proven experience in conducting similar analyses (including stakeholder consultations) and policy development and producing similar deliverables/publications.
- The ability to be flexible and deliver results under tight deadlines.

Trainer(s) specialist Early childhood intervention/detection (ECI/ECD) must respect code of ethics adhering to principles of confidentiality, humanity, neutrality, impartiality and independence; as well as MDM-BELGIQUE Charter of values.

Condition of Work

The trainer(s) will facilitate the arrangement of trainings with MdM-BE as required and will provide logistical support, as necessary. The trainer(s) will use their laptops for the assignment. The consultants are expected to undertake field trips to the selected location in a private arrangement.

VII. Submission of applications

Interested trainer(s) must submit the following documents/information to demonstrate their qualifications to Julie Cellier assistant.croatia@medecinsdumonde.be :

- Cover letter(s) explaining why they are the most suitable candidate(s) for the assignment
- Updated CV(s)
- A brief methodology on how they will conduct the training programme
- Financial proposal: The applicant shall present a detailed financial proposal, with a detailed cost breakdown: (i) Professional fees (daily consultancy rate, number and level of professionals on the proposed team included in the quotation); (ii) Travel-related expenses (including international and local travel; travel cost must be the most economical and most direct route, economy class air ticket only); (iii) Translation (if applicable), and (iv) Accommodation costs arising from planned visits, as well as other costs related to administrative tools, translations, communication, etc. Please provide the all-inclusive price to deliver professional services in accordance with the Terms of Reference. The price must include all costs to be borne by the applicant for undertaking the specific assignment.

Final date of receipt of the application files: 20/06/2021 at 23h59 p.m. Brussels time

X. Evaluation Criteria

The consultant will be evaluated against a combination of technical and financial criteria.

Maximum score is 100.

Out of the maximum score, the score for technical criteria equals 70% - maximum 70 points, and for financial criteria 30% - maximum 30 points.

The technical evaluation (70%, or max 70 points) will take into account the following as per the scoring provided:

- Experience in trainings and services provisions of integrated ECI/ECD activities: 30 points.
- Quality of methodology proposed regarding conduction of training programme: 40 points.

Financial proposal - 30% of total evaluation - max 30 points.

Only the highest ranked candidates who would be found qualified for the job will be considered for the Financial Evaluation.

XI. Contracting and payment

The following modalities will be possible for this position:

- (i) Payment as per invoice issued by the trainer(s) trade or the company/organisation
- (ii) Payment as per service contract if the successful candidate/trainer(s) does/do not own a trade or a company/organisation (in which case due taxes and contributions will be added to the total amount from the financial proposal for the financial evaluation purposes)

Payment as per invoice issued by the consultant's trade or the company after production all expected deliverables.

Reservations: MDM-BE reserves the right to terminate the contract and/or withhold all or a portion of payment if the rules and the regulations regarding confidentiality, ethics and procedures of UNICEF and the partners are not followed, or the performance is unsatisfactory: