

**TERMS OF REFERENCE (TOR)**  
**CONSULTANCY SERVICES TO DEVELOP COSTED OPERATIONAL**  
**GUIDELINES/Framework FOR THE NATIONAL INTERSECTORAL EARLY**  
**CHILDHOOD DEVELOPMENT (ECD) COUNCIL AND SUPPORT START-UP**  
**ACTIVITIES**

**1. BACKGROUND**

1.01. The Government of Grenada (GOGR) has received funding from the Caribbean Development Bank (CDB) and the Global Partnership for Education to conduct the second phase of the Grenada Education Enhancement Project (GEEP). Under the Institutional Strengthening Component of the Project, financing has been allocated for consultancy services to develop the costed operational guidelines for the National Intersectoral ECD Council and support its start-up activities.

1.02. The GOGR is working to establish the National Intersectoral Early Childhood Development (ECD) Council as mandated by the Education Act. While the Council is legislated, consultancy services are required to develop costed operational guidelines and support its start-up activities to ensure its efficient functioning. This initiative will align with the Ministry's broader efforts to establish an integrated ECD strategy that addresses the holistic development (physical, social, emotional, cognitive, and language) of young children, with a focus on gender-sensitive care and education. The ECD Council will play a crucial role by providing strategic oversight for the implementation of this strategy.

1.03. Consultancy services will be procured to develop the costed operational guidelines and provide the necessary support for the successful start-up of the ECD Council, ensuring that it is adequately prepared to fulfil its responsibilities and objectives, including promoting gender-sensitive early childhood standards and providing strategic oversight for the implementation of the Intersectoral ECD Strategy.

**2. OBJECTIVES**

2.01. The consultancy aims to:

- a) Develop comprehensive, costed operational guidelines for the National Intersectoral ECD Council (governance structure, functions, membership, operational modalities), ensuring these align with international best practices and the specific needs of the Grenadian context, promoting gender equity in ECD.
- b) Support the start-up activities of the National Intersectoral ECD Council, including the establishment of its organizational and governance structure, operational processes, legal basis and strategic planning.
- c) Ensure the ECD Council is prepared to address current gaps in the current mechanisms and provide strategic oversight for the National Intersectoral ECD Strategy and support its implementation.

**3. SCOPE OF WORK**

3.01. The Consultancy Firm will undertake the following tasks:

- a) Conduct a needs assessment to understand the specific operational requirements of the ECD Council and gather input from key stakeholders.
- b) Develop costed operational guidelines/framework, including a detailed budget for Council activities, staffing needs, and resource requirements, emphasizing non-discriminatory practices and equal opportunities for boys and girls.

- c) Facilitate strategic planning sessions with Council members and key stakeholders to align on priorities, roles, and responsibilities, integrating gender equity as a core principle of ECD governance and practice.
- d) Design and implement capacity-building activities to prepare Council members and staff for their roles, including training sessions on governance, management, and ECD strategy implementation.
- e) Recommend complementary policies or actions to strengthen ECD governance.
- f) Provide technical support and advice to ensure that the Council's operational guidelines are integrated into the Ministry's annual recurrent budget.

#### **4. DURATION**

The consultancy is expected within a 12-month period, commencing from the date of final signature of the agreement thus allowing sufficient time for the planning, development, and implementation of the operational guidelines and the start-up activities of the ECD Council.

#### **5. QUALIFICATIONS AND EXPERIENCE**

5.01. The Consultancy Firm must have expertise in the following areas:

##### ***Qualifications and Education Required***

- Minimum Requirements: Master's degree or higher in Early Childhood Development, Education Policy, Public Administration, or related field.
- At least 8 years' work experience in policy development, or institutional design, research documentation, report writing, and institutional coordination.
- Proven experience in stakeholder engagement and governance framework development
- Familiarity with Caribbean education systems and regional ECD models is an asset.
- Adherence to the Government of Grenada's regulations and standards for public consultancy services.

##### ***Preferred Experience and Skills***

- Early Childhood Development (ECD): Extensive experience in the development and implementation of ECD programs and policies, including gender sensitive practices.
- Organizational Development: Proven expertise in establishing and supporting organizational structures, particularly for government or non-governmental agencies.
- Strategic Planning: Experience in facilitating strategic planning sessions and developing costed operational guidelines.
- Capacity Building: Demonstrated skills in training and capacity development for organizational staff and stakeholders.
- Government Policy and Budgeting: Understanding of government budgeting processes.
- results-oriented approach: focusing on delivering tangible outcome
- Strong analytical and strategic thinking skills
- Excellent facilitation and communication abilities
- High-level writing and documentation skills
- Ability to work independently and collaboratively
- Knowledge of ECD policy frameworks and governance models

## **6. DELIVERABLES**

- a) **Inception Report:** A detailed report outlining the consultancy's approach/methodology, work plan, and timeline for the assignment, with specific plans for building gender equity into operational guidelines
- b) **Needs Assessment & Stakeholder Consultation Reports:** Analysis of the operational requirements and capacity development requirements for Council Members and stakeholders' input.
- c) **Draft Costed Operational Guidelines:** An initial / draft version of the operational guidelines, including a budget for Council activities.
- d) **Strategic Planning Report:** Documentation of strategic planning sessions and outcomes, inclusive of key indicators to monitor sector progress, including gender-sensitive practices, aligned with the ESP.
- e) **Workshop Reports:** Detailed reports on the capacity building activities conducted, including content covered, participant feedback, and outcomes.
- f) **Final Operational Guidelines Document:** Finalized guidelines ready for submission to the MOE for integration into the recurrent budget.
- g) **Final Consultancy Report:** A comprehensive summary of activities, outputs, validated framework and recommendations.

## **7. IMPLEMENTATION ARRANGEMENTS**

7.01. The GOCR, through its Project Coordinator, supported by the Institutional Strengthening Coordinator, the Deputy Chief Education Officer for Early Childhood Development, the Chief Education Officer and Permanent Secretary, will facilitate and review the work of the Consultant.

7.03. The Consultancy Firm will provide relevant data and information necessary for the assignment and coordinate with key stakeholders to support the consultant's activities.

7.02. The Consultancy Firm is expected to operate remotely and maintain regular communication with the Deputy Chief Education Officer for Early Childhood Development.

7.04 The Consultancy Firm must:

- Be available for scheduled meetings, consultations, and presentations as requested by the Ministry.
- Ensure timely submission of weekly progress updates and the final report upon completion of the assignment.
- Utilise its own equipment, software, and communication tools to carry out the assignment.
- Maintain professional standards and confidentiality in all interactions and documentation.
- Be responsive to feedback and flexible in adapting deliverables to meet evolving needs.