

## **Consultant required for Conducting Training on Childhood Education and Development and Psychosocial Support Skills Secours Islamique France – Pakistan Mission**

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### **1. Background**

#### **1.1. About SIF**

Secours Islamique France (SIF) is a Non-Governmental Organization of international solidarity based in France. Founded in 1991, SIF is a non-profit and non-political organization that intends to help, to bring relief and to protect the lives of those threatened by natural disasters, armed conflicts or by economic collapse. SIF intervenes in more than 20 countries around the world through operations of emergency aid, recovery and development. SIF provides its help since more than 20 years in the respect of the cultural diversity, without any distinction of origin, religion or sex.

In Pakistan, SIF has primarily focused on relief interventions from 2010. SIF's emergency and relief projects reached more than 700,000 flood-affected and draught affected people in AJK, KPK, Punjab, and Sindh and provided food and non-food items, drinking water, permanent and semi-permanent shelters, and schools while many people benefited from cash-based interventions.

Since 2013, SIF has explored long-term and sustainable solutions to build the resilience of communities and reduce the impact of future disasters by implementing innovative models like elevated bamboo storage towers to mitigate flood or rainwater harvesting models to mitigate draught.

#### **1.2 Project Description**

SIF Pakistan Mission is implementing Aqiqa and Child Welfare project in Islamabad and Rawalpindi. The aim of the project to assist the vulnerable children living in Child centers. SIF has taken a unique initiative by integrating child welfare activities with its routine Aqiqa project to address the basic needs of the children and addressing the nutritional needs of the targeted beneficiaries and to lessen their miseries by enabling the children to access healthy foods and child welfare assistance in a dignified manner. Currently SIF is assisting nine centers only through Aqiqa project (provision of Aqiqa meat) that covers 463 children and supporting 5 centers under childhood component. SIF endeavor to improve the overall situation of the centers and living conditions of the vulnerable children through various child welfare activities.

Under this project, SIF aims to train the child centers staffs in areas including childhood care & development, psychosocial support & skills and capacity building of the child center's staff in Children diagnostic. Childhood care plays an important role in children's development and provides a valuable support to parents, guardians and child centers staff. It is therefore important to understand the impact of these services and to ensure their quality and accessibility.

These terms of reference pertain to the first component, which aims to "train the child centers staffs in areas including childhood care & development, psychosocial support & skills".

**Objective:**

- To increase awareness of the child centers staff regarding childhood education and development
- Participants gain a deeper understanding of psychosocial support, improve their ability, and strengthen their skills in conducting counseling.

**2. Scope of work/ Work Assignment**

Consultant is required for two trainings (each of one day) during month of July & September 2017. The main objective of the training is to equip the center's staff (responsible for taking care of children ages between 04-18 years) with the knowledge and information regarding childhood education & development and psychosocial support skills

The consultant will impart training sessions to child center's staff to meet above-mentioned objectives and follow the simplest approach to communicate the content with frequent use of local language. The participants of the training are child centers staff and none of them has received this training before. The methodology of the training would be participatory and in local language. The consultant can use videos, info graphics, images etc for better understanding of participants.

**3. Topics to be covered during each session:****A. Childhood Education and Development****1. Approaches to Early Childhood Programs**

- a. Standards for Quality Early Childhood Programs
- b. Understanding Young Children
- c. Supporting Child Development through Holistic Approach and Play

**2. Stages of childhood Development**

- a. Different stages of Early Childhood Development
- b. What are typical Development Characteristics

**3. Assessment of Young Children's Development**

- a. Techniques of positive guidance
- b. Using Observation and Documentation for Ongoing Assessment of Children

**4. Quality Early Childhood Environment for Children**

- a. The Physical Environment
- b. Group Activities in Early Childhood Environments
- c. Supporting Children in Language and Literacy
- d. Supporting Children in Early Mathematics

**5. Young Children with Special Needs and Protection**

- a. Children and Disabilities
- b. Child Protection

## **6. Health, Safety & Nutrition**

- a. Health and Safety of Children
- b. Growth and Nutrition of Children

## **B. Psycho Social Support Skills**

1. What is Psychosocial Support?
2. Tools required to support the “Psychosocial Support to Children”

## **4. Content of Proposal:**

The consultant is required to submit a detailed Technical and Financial proposal. The technical proposal must contain:

- Methodology of the training
- Detail agenda of the training
- Content of the training. (including development of IEC material for training participants)
- A detailed work plan including dates for submission of the draft and final report
- Evidence of experience in delivering trainings in early childhood education, psychosocial child development, instructional design, etc.
- CV's of the resource person's detailing relevant experience.
- The financial proposal must be submitted in Pak Rupees with a detailed break up of all activities budgeted for, showing unit, unit cost and duration. SIF will be responsible only for training venue, lunch & refreshment. (SIF will not be responsible to provide accommodation & travelling cost to the trainers etc.)

## **5. Deliverables for Consultant**

The following deliverables are expected:

- Consultant will be responsible to share material with participants in local language.
- Consultant will be responsible to share details of the content in detail.
- Draft report for the training using the required structure of report mentioned in the TORs in relevant section.
- A final report after incorporating comments from SIF (MS Word - page size A4-in English).
- Take quality pictures capturing every moment of the activity.
- Keep record of the attendance

## **6. Outcome of the Training:**

The outcome of the training is to ensure that children:

- Have high-quality, consistent, and safe relationships with their caregivers.
- Are treated holistically by their caregivers, with attention to their health, nutrition, safety and protection, as well as all areas of their development: spiritual-moral, physical-motor, cognitive-language, and social-emotional.
- Are protected from psychological and physical harm, and that their rights to survival, growth, and participation are fully met, with special attention to children with special needs such as orphans and vulnerable children (OVC) and children with disabilities.

- Are cared for in a culturally appropriate manner, with respect for their values, beliefs, experiences, and language, as well as those of their caregivers, families and communities.
- Grow up and learn in a safe, healthy, nutritious, inclusive, and stimulating environment, with sufficient opportunities for play, creativity, exploration, physical movement and sensory manipulation of objects, and social and individual activities (both indoor and outdoor)
- Receive care from responsive and sensitive caregivers and teachers who manage their behavior in a loving way rather than through harsh punishment.
- Are regularly observed so that their progress can be documented and they receive timely and appropriate interventions.

## 7. Structure of the Report:

Report should be submitted in soft. Final report format should include:

- Table of contents (automatically generated)
- List of Figures
- List of Tables
- Acronyms and abbreviations
- Executive Summary (Having contents; Objectives, Methods, results & conclusion)
- Background (description of programs)
- Objectives of the study
- Methodology
- Proceedings of the session (content delivered, gender age wise data segregation, feedback of the participants etc)
- Conclusions
- Findings
- Recommendations
- Annexure: (Participants list, Training content, agenda of the training)

## 8. Timeline & Budget

Two trainings (each comprising of two day) will be delivered in the month of July and September, 2017 as per agreed timelines.

The budget allocated for this study is up to PKR. 90,000.

## 9. Payment Procedure:

Terms of payment shall be based on two installments as per following schedule:

Payment Schedule	Percentage	Description
1 <sup>st</sup> Installment	50%	After submission of final report for 1 <sup>st</sup> training
2 <sup>nd</sup> Installment	50%	After submission of final report for 2 <sup>nd</sup> training

Professional fees, administrative costs related to transport, the consultant will handle accommodation and stationary.

## 10. Required Qualifications and Experience

The consultation firm or successful candidate would have high academic qualifications and extensive experience in the design and delivery of trainings in the area of early childhood development and psychosocial needs.

1. The consultant should be able to provide evidence of at least 5 years of practical experience in designing and delivering training in the area of early childhood education.
2. Strong English-language (written and spoken) and communication skills (presentational skills, listening skills, etc.), as well as demonstrated ability to work productively in teams.
3. Ability to communicate effectively with the participants in local language preferably in Urdu (as per need of the participants)

## **11. Submission Procedure**

The technical and financial proposals should be sent in separate sealed envelopes, marked on the top right hand corner technical and financial proposals for “**SIF- Childhood Education and Development and Psycho Social Support Skills**” Please submit proposals to;

The Country Director Mission  
Secours Islamique France Pakistan,  
Country Office; Plot # 06, 4<sup>th</sup> Floor,  
Gulberg Plaza, E-11/3 Markaz,  
Islamabad

**Note:** The last date for submission of proposal is **June 29, 2017**. Only short listed applicants will be contacted. SIF reserves the right to reject any or all proposals and is not bound to any legal claim in this regard. No telephone inquiries will be entertained.