



Organisation of Eastern Caribbean States



INVITATION FOR EXPRESSIONS OF INTEREST

CONSULTANCY SERVICES

FOR

MAPPING OF COMMUNICATION, LEARNING AND TRAINING RESOURCES FOR EARLY CHILDHOOD DEVELOPMENT IN THE EASTERN CARIBBEAN

The Organisation of Eastern Caribbean States (OECS) Commission invites interested eligible **Individual Consultants** to submit Expressions of Interest for the provision of consultancy services to undertake a **Mapping of Communication, Learning and Training Resources for Early Childhood Development in the Eastern Caribbean**.

The Terms of Reference and Guidelines for the submission of Expressions of Interest for this consultancy are provided below.

TERMS OF REFERENCE

CONSULTANCY SERVICES

FOR

MAPPING OF COMMUNICATION, LEARNING AND TRAINING RESOURCES FOR EARLY CHILDHOOD DEVELOPMENT IN THE EASTERN CARIBBEAN

1.0 INTRODUCTION AND RATIONALE

The Organisation of Eastern Caribbean States (OECS) Member States face several challenges in delivering equitable access to quality Early Childhood Development (ECD) services, which are critical for shaping lifelong learning. As outlined in the OECS Education Sector Strategy (OESS), early childhood education must be prioritised to ensure that children start school ready to learn and grow. However, many OECS Member States are struggling with inconsistencies in learning resources, training programs for educators, and communication tools that promote effective early childhood pedagogy. These gaps hinder the ability to provide a solid educational foundation for young learners, particularly for vulnerable and underserved groups. Addressing these challenges directly relates to the first imperative of the OESS—improving early childhood development—and calls for a targeted intervention to enhance the availability and quality of learning, communication, and training resources across the region.

Another key issue is the uneven quality of teacher training for ECD, which is highlighted in the second and fourth imperatives of the OESS: improving teacher quality and increasing access to quality education. Many early childhood educators lack adequate learning tools and specialised training in critical areas such as child-centered teaching methods, inclusive education, and the use of technology to support learning. Without sufficient professional development opportunities, educators are unable to deliver the high-quality, engaging, and inclusive learning experiences that young children need. Furthermore, there is often a disconnect between schools, communities, and policymakers in terms of communication, which hinders the sharing of best practices and the coordinated implementation of early childhood education strategies.

This proposed activity to identify and map communication, learning, and training resources for ECD is essential to address these challenges. By assessing the current landscape of ECD resources and identifying gaps, the consultancy is expected to provide a roadmap for improving the quality and accessibility of resources in the region. It would directly support the OESS imperatives of enhancing teacher quality, increasing access to quality education, and leveraging innovation and technology to create inclusive and effective learning environments. Further, the consultancy is expected to improve the delivery of early childhood education as well as help strengthen the capacity of educators, caregivers, and policymakers, ensuring that all children in the OECS have the opportunity to thrive from their earliest years.

The Objectives of the consultancy are as follows:

- Identify existing high-quality communication, learning, and training resources for ECD in the Eastern Caribbean;
- Outline potential gaps and needs in available ECD resources;
- Develop an inventory and online repository of available Communications, Learning and Training resources for ECD;
- Increase awareness and distribution of available Communications, Learning and Training resources for ECD; and
- Inform on training plans for accelerating the use of curated resources.

2.0 PURPOSE AND SCOPE OF WORK

The OECS and the United Nations Children's Fund (UNICEF) are committed to enhancing access to ECD services for children and their families across the OECS Member States. Recognising the wealth of ECD resources developed through various projects, programs, and initiatives in the region, there is a strategic need to identify, map, and curate these resources into a comprehensive repository. This initiative aims to promote the sharing and implementation of quality ECD practices and positive child-rearing parental practices by leveraging existing materials for training and general information. The OECS Commission (OECSC) intends to facilitate the dissemination of these resources through the OECS Digital Learning Ecosystem and other means.

The Consultant will undertake a detailed review and mapping of ECD resources developed within the Eastern Caribbean and work closely with stakeholders from the OECSC, UNICEF, and Member States to gather, evaluate, and document relevant resources.

The consultant will undertake the following key activities in carrying out the work:

1. **Stakeholder Engagement:** Conduct consultations through virtual meetings, email and other electronic means with key stakeholders, including ECD leaders, government agencies, NGOs, and educational institutions to identify existing ECD resources.
2. **Resource Identification:** Collect and review various ECD materials such as public service announcements, training manuals, communication tools, learning resources and activities, educational programs, and informational resources.
3. **Mapping and Evaluation:** Evaluate the quality, relevance, and applicability of the identified resources and map them according to specific ECD domains and target audiences (early learners, caregivers, parents, practitioners, administrators).
4. **Develop the Inventory:** Develop a structured inventory in a shared Google Drive folder (or other file sharing means) of curated resources to be made accessible through and integrated into the OECS Digital Learning Ecosystem, providing copies or links to the resources, identifying the author/owner, publication date and applicable terms and permissions for use, and any other relevant information.

5. **Reporting:** Prepare a complete report to include:

- a. The findings from the stakeholder and research activities;
- b. A single link to the inventory of identified resources;
- c. Outline of potential remaining gaps and needs in available ECD resources;
- d. A Strategic Plan to build awareness and enhance dissemination for optimising the utilisation of the curated resources;
- e. A Training Plan to improve the capacity among caregivers, parents, practitioners and administrators for using the resources.

3.0 METHODOLOGY

The methodology for this consultancy will be structured around five key phases: **Inception, Stakeholder Engagement, Resource Identification and Collection, Resource Mapping and Evaluation, and Reporting and Dissemination**. This phased approach ensures a comprehensive and systematic review of existing ECD resources, stakeholder involvement, and the development of actionable plans for resource dissemination and capacity building.

3.1 Phase 1: Inception

Objective: To set the foundation for the consultancy, confirm the scope, and establish a clear work plan with key deliverables and timelines.

1. **Initial Consultation and Project Planning:**

- Conduct virtual meetings with the OECSC, UNICEF, and key stakeholders to clarify the consultancy's objectives, expected outcomes, and methodology.
- Review the Terms of Reference and key project documents to ensure a clear understanding of the consultant's scope of work, deliverables, and expectations.
- Develop and submit an **Inception Report** outlining a detailed work plan, methodology, communication strategy, and timeline for deliverables.

Deliverable: Inception Report including a detailed work plan and timeline.

3.2 Phase 2: Stakeholder Engagement

Objective: To identify and engage key stakeholders involved in early childhood development across the Eastern Caribbean to facilitate resource identification and gather valuable insights.

1. **Identification of Stakeholders:**

- Identify key stakeholders including government agencies, NGOs, educational institutions, early childhood practitioners, caregivers, and other ECD leaders across OECS Member States.

2. **Stakeholder Consultation:**

- Conduct virtual consultations (via email, virtual meetings, surveys) to gather input on existing ECD resources, training materials, and communication tools. This process will

- provide valuable insights into the current landscape of ECD resources and identify gaps in content and delivery.
- Utilise stakeholder feedback to shape the criteria for evaluating the quality, relevance, and applicability of ECD resources.

Deliverable: Summary of stakeholder feedback integrated into a report and used to inform the resource mapping phase.

3.3 Phase 3: Resource Identification and Collection

Objective: To collect and catalogue a wide range of existing ECD resources across the OECS, including communication, learning, and training materials.

1. Identification of Resources:

- Gather existing ECD materials such as public service announcements, training manuals, communication tools, learning resources, educational programs, and child-rearing informational resources from stakeholders and relevant institutions.
- Identify both digital and physical resources that support early learners, caregivers, parents, educators, and ECD practitioners.

2. Resource Collection:

- Work with stakeholders to ensure the accurate and comprehensive collection of materials, including those housed in various institutions, government repositories, and project archives.
- Obtain necessary permissions for the use and dissemination of each resource, ensuring that the materials are suitable for inclusion in the OECS Digital Learning Ecosystem.

Deliverable: An extensive catalogue/list of collected resources, organised by category and target audience.

3.4 Phase 4: Resource Mapping and Evaluation

Objective: To evaluate and map the identified resources according to specific ECD domains, quality standards, and target audiences, ensuring their applicability and relevance.

1. Resource Evaluation:

- Assess the quality, relevance, and accessibility of each resource. This will involve checking the alignment with regional and international best practices in early childhood development.
- Evaluate the applicability of resources to different audiences (parents, caregivers, practitioners, policymakers) and ensure that the resources are aligned with the needs of vulnerable populations, including children with special needs.

2. Resource Mapping:

- Categorise resources according to specific ECD domains (e.g., early childhood education, parental engagement, inclusive education) and target groups (e.g., early learners, parents, caregivers, educators).

- Ensure that the mapping is logical, easy to navigate, and accessible for integration into the OECS Digital Learning Ecosystem.

Deliverable: A structured inventory of ECD resources mapped according to domains and target audiences, to be housed in a shared Google Drive folder (or other file-sharing platform).

3.5 Phase 5: Reporting and Dissemination

Objective: To compile the findings, develop strategic and training plans, and present final recommendations to key stakeholders.

1. Draft Final Report Preparation:

- Prepare a draft final report summarising the consultancy's findings from the resource identification, mapping, and stakeholder engagement activities.
- Include a link to the inventory of curated resources, a strategic plan to raise awareness and enhance the dissemination of these resources, and a training plan to build capacity among caregivers, educators, parents, and policymakers.
- Identify any remaining gaps in ECD resources and provide recommendations for addressing them.

2. Final Report and Strategic Dissemination Plan:

- Revise the draft final report based on feedback from stakeholders.
- Submit the final report, which will include the curated inventory of resources, strategic dissemination recommendations, and a training plan for optimizing the use of resources.
- Presentation on the findings, by the consultant, in a virtual validation workshop for key stakeholders, outlining how the resources can be effectively used and how awareness can be raised across the region.

Deliverables:

- Draft Final Report, including the link to the inventory, findings, gap analysis, strategic dissemination plan, and training plan.
- Final Report and presentation of findings to stakeholders.

4.0 KEY OUTPUTS AND DELIVERABLES

Deliverables	Activities	Estimated Time (input in working days)
1	An Inception Report detailing the Consultant's approach to the Assignment, including a detailed work plan and timeline.	3
2	Prepare a structured inventory of curated ECD resources for use by early learners, care-givers, parents, practitioners, administrators, located in a shared Google Drive folder (or other file sharing means) organised and ready for integration into the OECS Digital Learning Ecosystem.	10
3	Prepare a draft final consultancy report outlining the findings from the stakeholder and research activities, a link to the inventory of identified resources, outline of remaining ECD resource gaps, a strategic plan to build awareness and enhance the dissemination of curated resources to optimise use, the training plan to enhance capacity for use of the resources.	6
4	Prepare the final/revised consultancy report and Strategic Dissemination Plan based on feedback from stakeholders, which will include the curated inventory of resources, strategic dissemination recommendations, and a training plan for optimizing the use of resources. The findings must be presented at a virtual workshop for key stakeholders.	2

5.0 INDICATIVE PAYMENT SCHEDULE

Deliverable	Payment
1: Inception Report	10%
2: Structured Inventory of ECD resources	30%
3: Draft Final Consultancy Report	30%
4: Final Consultancy Report	30%
TOTAL	100%

6.0 DURATION/SCHEDULE FOR COMPLETION OF CONTRACT DELIVERABLES

The Assignment is expected to be undertaken in twenty-one (21) professional days over a period of three (3) months (January - March 2025).

7.0 INSTITUTIONAL ARRANGEMENTS AND REPORTING

The Consultant shall report to the Senior Technical Specialist - Education, with technical inputs from other team members of the Education Development Management Unit (EDMU). In the execution of duties, the Consultant will be expected to liaise and collaborate with teams within the OECS Commission, Early Childhood Specialist - UNICEF, OECS Member States, and relevant government institutions and authorities.

All reports listed in section 4.0 above shall be prepared in Microsoft Word format or other agreed format via electronic mail or web platform and submitted to edmu@oecs.int. The final consultancy report shall be submitted in electronic copy (PDF & MS Word format).

The Commission will provide to the Consultant the contact information for the Member States ECD Coordinators. However, the Consultant shall be responsible for making logistical arrangements for virtual meetings for consultations.

Ownership of the data from the mapping activity remains with the OECS Commission. The copyright of the inventory and final consultancy report will reside exclusively with the OECS Commission. Use of the related information for publication or other presentations can only be made with the written agreement of the OECS Commission.

8.0 QUALIFICATIONS, EXPERIENCE AND SKILLS

An individual consultant with the following expertise and qualification is required:

Qualifications:

- At minimum, an Advanced degree in Early Childhood Development, Education, Social Sciences, or a related field

Professional Experience:

- At least five (5) years of experience in Early Childhood Development, Education or a related field;
- Demonstrated experience in conducting research, mapping, and evaluation of educational resources;
- Previous experience working with international organisations, NGOs, or government agencies in the Caribbean region is an asset.

Skills and Competencies:

- Excellent communication and stakeholder engagement abilities in English;
- Excellent report writing and presentation skills;
- Strong data collection, analytical and research skills;
- Familiarity with Learning Management Systems and online content management operations;
- Ability to work independently and manage time effectively;
- Familiarity with Creole, French or Spanish is an asset.

GUIDELINES FOR SUBMISSION OF EXPRESSIONS OF INTEREST

Eligible Individual Consultants are invited to indicate their interest in providing the services. Interested Consultants must provide information on their capability and suitability to undertake the assignment.

Individual Consultants interested in undertaking the prescribed Services are to email an Expression of Interest to include:

1. Information on the Consultant's qualifications to perform the services, experience and competence relevant to the assignment, including a Curriculum Vitae.
2. A concept note on the planned framework for undertaking the assignment and a breakdown of the number of days required for each task (*as per Section 4. above*).

Expressions of Interests submitted should not exceed 30 pages.

The Consultant shall bear all costs associated with the preparation and submission of the Expression of Interest.

The OECS is not bound to accept any Expression of Interest, and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.

Expressions of Interest should be submitted, via email, by November 8, 2024, addressed to:

Procurement Officer

OECS Commission

Morne Fortune

P.O. Box 1383

Castries

Saint Lucia

Email: procurementbids@oecs.int copied to: edmu@oecs.int

The email submission should include the name and address of the Individual Consultant and shall be clearly marked in the subject line as **“Expression of Interest – Mapping of Communication, Learning and Training Resources for Early Childhood Development in the Eastern Caribbean.”**

An Individual Consultant will be selected in accordance with the Consultant's Qualifications (CQS) Selection Method as detailed in the procedures set out in the Procurement Manual of the OECS, Revised February 2020.

The criteria to evaluate the Expressions of Interest received in relation to this assignment may include:

- Technical competence in undertaking the assignment;
- Academic qualifications;
- Experience in undertaking similar assignments; and

- Planned framework submitted for undertaking the assignment.

The Individual Consultant with the most relevant experience, qualifications and technical competence will be selected and requested to submit a financial proposal, which will be the basis for negotiations leading to a contract.

It is expected that the services will be conducted from January – March 2025, in keeping with the terms outlined in the Reporting Requirements above.

Enquiries regarding this REOI should be directed, in writing, to **procurementbids@oecs.int**.