

## UNICEF JAMAICA

### Terms of Reference

**Consultancy:** Mapping of Jamaica’s national response and current capacity to provide care (early intervention) for young children affected by the Zika virus and other congenital malformations; as well as existing support services for their families

#### SUMMARY

<i>Title</i>	Response and Capacity Mapping – Child Care and Family Support
<i>Purpose</i>	To provide a mapping of national response and current capacity to provide services and support to new-borns and young children affected by the Zika virus and/or other congenital malformations and their families
<i>Expected fee</i>	US\$ 35,000
<i>Location</i>	Jamaica
<i>Duration</i>	14 weeks
<i>Start Date</i>	1 February 2018
<i>Reporting to</i>	Education Specialist, Rebecca Tortello

#### BACKGROUND

The first notified case of Zika fever in Jamaica was reported on May 11, 2015. As of 30 November, 2017, 7772 suspected cases have been reported by the Ministry of Health and 203 cases confirmed.

Jamaica is one of eight countries benefiting from a USAID-UNICEF supported undertaking called *Prevention of the spread of Zika and Provision of care and support to Children affected by Congenital Zika syndrome and their families*. In addition to its specific aims, the undertaking is intended to strengthen child care and family support for those affected by the Zika virus and other congenital malformations as well as the mainstreaming of childhood disability and inclusion within overall ECD programming, with a special focus on new-borns and their families.

The Government of Jamaica (GOJ) recognises early childhood development (ECD) as a key strategic area for national development. As a result in 2003, the Early Childhood Commission Act was passed which established the Early Childhood Commission (ECC) as the regulating and coordinating agency for the ECD sector. In 2005, the Government of Jamaica passed the Early Childhood Act and its attendant Regulations which establishes the minimum standard for the management and operation of Early Childhood Institutions. The ECD sector spans the sectors of Health, Education and the Social Services. In 2008, the ECC coordinated the development of two sector wide National Strategic Plans (NSP) that established the priorities for the sector over the five year period 2008-2013 and 2013-2018. The World Bank continues to co-finance the implementation of the NSP, including a technical assistance component to support the achievement of the targets of the NSP. The NSP was developed using a consultative process including parents, early childhood practitioners, early childhood stakeholders local and international development partners.

The NSP recognizes the early childhood period to include the cohort of children from zero to eight years, with zero (rather than birth) acknowledging the importance of early childhood development from the ante-natal period. It also recognizes the difference in models for implementation of plans and programmes for children aged 0-3, the majority of whom are not in early childhood institutions but who access state

health services regularly during this period; children aged 3-6 the majority of whom are in Early Childhood Institutions (ECIs); and children aged 6-8, who attend primary level schooling and are governed by the Education Act. It is important to note that many early childhood institutions accept young children with disabilities regardless of whether the school itself is accessible or the teachers are specially trained and there is a national early stimulation programme for children with disabilities run by the Ministry of Labour and Social Security (MLSS).

A key feature of the NSP is the strengthening of the legal and policy framework governing early childhood development (ECD). The national response and capacity mapping process -presented in this proposal - aims to provide a better understanding of existing ECD and family-based early intervention services and capacities and to assist in the strengthening of an ECD and childhood disability framework within which early childhood identification (detection), referral and stimulation (early intervention) services in Jamaica for young children with disabilities and their families, especially those affected by conditions of Congenital Zika Syndrome and/or other congenital malformations (birth defects) can be strengthened and scaled-up. It seeks to address the deficiencies identified in the current service delivery model, to strengthen the coordination within and between services, and to orient and provide support to the multi-sector interventions required, in a direction that will ensure that ALL Jamaican young children receive the best possible start, with more family and caregiver involvement.

## PURPOSE

The general purpose of this consultancy is to lay the bases for a wider multi-sector undertaking supported by UNICEF to increase national capacity to provide child care (early intervention) for young children affected by the Zika Virus (or conditions of CZS) and other congenital malformations and to support their families response and involvement.

The specific purpose is to:

- Map the actors, policies, protocols and services in play for the national and local response to young children affected by the conditions of the CZS and other congenital malformations, and their families
- Map and review relevant policies relating to clinical and non-clinical child care and family support,, with an emphasis on those new-borns and young children affected by the Zika virus and other congenital malformations.
- Map existing referral pathways, mechanisms and follow-up services for children born with congenital malformations (including existing elements and services for family support).
- Conduct SWOT workshops around the national response and capacity with a view to identifying and addressing gaps and prepare a final report on the results of the workshop (including an analysis of mapping results)

## METHODOLOGY AND PROCESS

<p>The consultant will;</p>
<p>a. Conduct literature review to identify best practices in other countries for providing services (early intervention) for young children with disabilities and their families, including those affected by the Zika virus and other congenital developmental challenges and malformations</p>
<p>b. Conduct review of the national legislative, institutional frameworks and services in line with those international best practices identified in the literature review, identifying key components</p>
<p>c. Map existing relevant programmes and policies; identifying gaps, challenges and opportunities and referral pathways, with an emphasis on child care (early intervention) for young children affected by the Zika virus and other congenital malformations (birth defects) and support for their families.</p>
<p>d. Conduct at least 4 SWOT workshops (one per Ministry of Health region) around the national response and capacity with key sector representatives (policy makers and planners in Government agencies and selected, schools, hospitals, clinics, early intervention (stimulation) services, and NGOs, parents, caregivers);</p>
<p>e. Draft report and present findings of the reviews, mappings and assessment (above-mentioned from (a-d))</p>
<p>f. Develop first draft of Final Report</p>
<p>g. Develop final document, including changes requested by UNICEF</p>

The basic reference documents for this consultancy are:

- *Care and Support for Children affected by Zika Congenital syndrome and their families: Introduction to Essential Component Framework and Essential Package.* UNICEF Dec 2017
- *Mapping guide and matrix formats used for mapping processes in other Central American countries (supported with Phase I USAID funds)*
- *Non-clinical care and support to families with children affected by Zika and disabilities. Technical programming note.* UNICEF. May 2016
- *Inclusive Early Childhood Development and Disability. Programme Guidance Note.* UNICEF 2015.
- *ECC NSPs 2008 and 2013*
- In addition, a report from a disability expert technical mission to Jamaica in October 2017 will be made available.

The consultant will be expected to work in close consultation with UNICEF, PAHO and MOH staff.

## DELIVERABLES

DELIVERABLE	TIMELINE	PAYMENT SCHEDULE
Literature Review of international best practices (experiences) in early interventions.	2 WEEKS	10 %
Mapping of actors and services involved – Government as well as NGO sector*	3 WEEKS	
Mapping and brief review of relevant policies – MOH, MOE, MLSS	1 WEEK	
Mapping of referral pathways	1 WEEK	30 %
SWOT workshops with key service providers and representatives from early childhood and disability sectors	2 WEEKS	
SWOT report	2 WEEKS	30 %
Mapping Report (including results of SWOT report and comparison with literature review of international best practices) Draft and final report	2 WEEKS for draft 1 WEEK for final	30 %

\*This exercise should benefit from / feed into a USAID-funded update of a service directory for children

## **QUALIFICATIONS AND SPECIAL KNOWLEDGE REQUIRED**

- i. At least Postgraduate qualification in Social Sciences with specialty in Child Psychology, Childhood Development Psychology, School Psychology or Special Education Studies;
- ii. A minimum of 5 years' experience in the field of policy development, design and social research;
- iii. Knowledge of the ECD sector in Jamaica and/or internationally;
- iv. Knowledge of the special education sector (with an emphasis on early intervention services for young children and families) in Jamaica and/or internationally
- v. Excellent research and analytic skills;
- vi. Excellent written and oral communication skills
- vii. Group facilitation skills.

## **CONTRACT SUPERVISION**

This consultancy will be supervised by Rebecca Tortello, Education Specialist at UNICEF Jamaica.

## **ESTIMATED DURATION OF CONTRACT**

14 weeks

## **INSTRUCTION FOR APPLICATION**

**Applicants (individual, teams or institutions) are invited to submit, by 2 separate emails:**

1. Technical proposal including methodology
2. Financial proposal with flat fee including travel and other expenses.
3. Detailed TOR can be downloaded at [www.unicef.org/Jamaica](http://www.unicef.org/Jamaica) on the Resource Centre

**Deadline for applications: 5 February 2018**

**Applications should be sent to:**

[Jam-ops@unicef.org](mailto:Jam-ops@unicef.org)

## STRUCTURE OF TECHNICAL PROPOSAL

The Technical Proposal should include but not be limited to the following:

- Detailed understanding of UNICEF requirements
- Detailed Methodology/Approach to project demonstrating how the consultant will meet or exceed UNICEF requirements for this assignment
- Proposed timeline and milestones
- Project assumptions
- Expertise of consultant or company detailing general and specific experience with similar assignments in the past five years. Bidders are requested to back up their submissions by providing:
  - Evidence in the form of job completion certificate, contracts and/or references.
  - Three case studies containing the following information:
    - Name of Client
    - Title of the Consultancy
    - Year and duration of the Consultancy
    - Team members on each of the project and their specific roles
    - Project timelines (start and end date year, and any other information necessary)
    - Reference /Contact person details
- Details of the Proposed Consultant or Team for the assignment including the following information:
  - Title/Designation of each team member on the project
  - Educational qualifications and professional experiences
  - Past experience in working on similar project and assignment – List all similar projects they worked on and their roles on the project.
- Project implementation and work plan showing the detailed sequence and timeline for each activity and man days of the of each proposed team as necessary
- Quality assurance mechanism and risk mitigation measures put in place

## **OFFICIAL TRAVEL IF ANY**

Consultants are expected to travel within the country for the purpose of data collection. Travel plans to be pre-approved and agreed to by UNICEF Jamaica.

## **UNICEF GENERAL TERMS AND CONDITIONS**

UNICEF's general terms and conditions will apply to the contract awarded to the vendor. Please note that in the evaluation of the technical merits of each proposal, UNICEF will take into consideration any proposed amendments to the UNICEF General Terms and Conditions. Proposed amendments to the UNICEF general terms and conditions may negatively affect the evaluation of the technical merits of the proposal.

## **EVALUATION PROCESS**

In making the final decision, UNICEF considers both technical and financial aspects. The Evaluation Team first reviews the technical aspect of the offer followed by a review of the financial offer of the technically compliant vendors.

### **A. TECHNICAL PROPOSAL:**

The technical proposal should address all aspects and criteria outlined in this Request for Proposal. The total amount of points allocated for the technical component is 70, but divided into two parts:

1. Desk review (50 points): UNICEF evaluators will read your technical proposal and supporting materials. Scores from the desk review will be allocated according to the table below.
2. Presentation (20 points): For technical proposals receiving a total score of 30 or more.

Technical Proposals will be evaluated against the following:

REF	Evaluation Criteria	POINTS
<b>DESK REVIEW</b>		
<b>1</b>	Quality and completeness of proposed work plan to achieve the goals stated in this RFP in a comprehensive manner	
<b>2</b>	<i>All requirements are represented</i>	8
<b>3</b>	<i>Clear and rational methodology</i>	9
<b>4</b>	<i>Reasonable timelines including milestones</i>	4
<b>5</b>	<i>Appropriate dependencies</i>	2
<b>6</b>	<i>Reasonable assumptions</i>	2
<b>7</b>	Evidence of experience and ability to provide high calibre deliverables and complete this project in a timely manner	
<b>8</b>	<i><u>Vendor profile</u> (history of projects, expertise, clients) suitability for scale and scope of work</i>	13
<b>9</b>	<i>Currency of knowledge about <u>Government policy and practice</u></i>	4
<b>10</b>	<i>Currency of <u>knowledge about the early childhood sector</u></i>	4
<b>11</b>	<i>Evidence of <u>operational planning</u> for similar undertakings</i>	4
	Subtotal – Desk Review	<b>50</b>
Only proposals which receive 30 points or more during the Desk Review will be considered for Presentation.		
<b>PRESENTATION</b>		
<b>12</b>	<i>Communicates a relevancy of the case study to this project and expert knowledge of digital communication</i>	15
<b>13</b>	<i>Experience with large international organizations similar to UNICEF</i>	5
	Subtotal – Presentation	<b>20</b>
	<b>TOTAL – Technical Proposal</b>	<b>70</b>
Only proposals which receive a minimum of 50 points for the entire Technical Proposal (i.e. Desk Review plus Presentation) will be considered for the commercial proposal evaluation.		

Proposed amendments to the UNICEF general terms and conditions may negatively affect the evaluation of the technical merits of the proposal.

**B. PRICE PROPOSAL**

The price should be stated as a flat fee covering the consultancy fee and all related expenses for the consultancy. The total amount of points allocated for the price component is 30. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

$$\text{Score for price proposal X} = \frac{\text{Max. Score for price proposal} * \text{Price of lowest priced proposal}}{\text{Price of proposal X}}$$

The proposal obtaining the overall highest score after adding the scores for the technical and financial proposals is considered to be the proposal that offers best value for money.

UNICEF will award the contract to the vendor whose response is of high quality, clear and consistent with consultancy goals. The price/cost of each of the technically compliant proposals shall be considered only upon evaluation of the above technical criteria.

- All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.

**FOR INTERNAL USE ONLY**

These terms of reference were:

**Drafted by:**

Rebecca Tortello, Education Specialist

**Signature:**

**Date:**

**Reviewed by:**

Audrey Tulloch, Operations Officer

**Signature:**

**Date:**

**Reviewed by:**

Lone Hvass, Deputy Representative

**Signature:**

**Date:**

**Approved by:**

Mark Connolly, Representative

**Signature:**

**Date:**