

**TERMS OF REFERENCE FOR  
LOCAL RESEARCH PARTNERS/LOCAL CONSULTANTS  
FOR THE MAPPING OF ECD SERVICES IN RWANDA  
(NOVEMBER 2014)**

## **1 Background**

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Data on early childhood development (ECD) in Rwanda tends to focus on child health and nutrition with limited data available on areas such as child development and child protection. For example, the percentage of children in organised care and education is currently not known. While there are several international, national and community-based organisations engaged in the provision of ECD services, there is – at present – limited systematic monitoring of these programmes and services. Therefore, a gap exists in reliable data that may be used to inform decision-making on the design and targeting of ECD policy interventions.

## **2 Rationale for the Mapping of ECD Services in Rwanda**

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To overcome this knowledge gap, the ECE Working Group, established to support enforcement of ECD policy, is looking for up-to-date information. UNICEF Rwanda therefore requested a consultancy to map out existing ECD services in Rwanda, including their quality, out-reach, and effects on the targeted population/s<sup>1</sup>.

## **3 Purpose and Objectives of the Assignment**

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The overall purpose of the ECD Mapping assignment, as mentioned above, is to systematise knowledge generation on ECD programmes and services currently being provided in Rwanda. The objectives of this assignment therefore include:

- Documenting and describing ECD services currently available
- Identifying the possible use of innovative approaches and new technologies by ECD service providers
- Identifying any critical programmatic gaps, constraints and lessons learnt

To achieve these objectives, eight ECD service providers have been selected, in consultation with UNICEF Rwanda, for in-depth review. Southern Hemisphere is seeking the services of local consultants/fieldworkers with a sound knowledge of local contexts and languages to assist with fieldwork and data collection on each of these ECD service providers.

Each local fieldworker will work together with a consultant from Southern Hemisphere. He/she will provide assistance with translations as well as guidance and input around local context, plus any other information related to the activities of the ECD service providers.

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<sup>1</sup> TOR for the ECD Mapping study: UNICEF Rwanda.

Each local consultant will be offered training by Southern Hemisphere in the research process and in the administration of the research instruments. Details of the full study sample are provided in the table below.

**Table 1 Overall sample for ECD Mapping study**

Level	Stakeholder	Method	Number
National level	UNICEF ECD Unit	Semi-structured interview	2
	<ul style="list-style-type: none"> <li>- ECE Working Group and Government Officials Government: Ministry of Education, Ministry of Health, Ministry of Local Government, MIGEPROF (4)</li> <li>- International and national non-governmental organisations responsible for implementation; including Care International, Save the Children, Imbuto Foundation (3)</li> </ul>	Semi-structured interview	7
District level	Government officials responsible for ECD activities at district level including planning, budgeting and service delivery	Semi-structured interviews	8 (1 per site)
Sector level	Government officials responsible for ECD activities at sector level	Semi-structured interviews	8 (1 per site)
Community level	Local community ECD committee	Semi-structured interviews	16 (2 per site)
	Community leaders such as village leader or other key informants at local level, possibly including other NGOs/CBOs, principal at local primary school, grade 1 teacher, community health workers, etcetera	Semi-structured interviews	16 (2 per site)
Site level	Implementing organisation	Semi-structured interviews	8 (1 per site)
	Staff at the ECD centre <ul style="list-style-type: none"> <li>- Coordinator or principal (1)</li> <li>- Caregivers or volunteers (2)</li> </ul>	Semi-structured interviews	24 (3 per site)
	Children attending ECD services	Focus groups	8 (1 per site)
	Parents who are either attending ECD services or whose children are attending services	Focus groups	8 (1 per site)
	Non users: parents/guardians who are not attending ECD services or whose children are not attending ECD services	Semi-structured interviews	16 (2 per site)
	Observation of lesson or home- based service (or both)	Observation	8 (1 per site)
	Application of site checklist	Checklist application	8 (1 per site)
<b>TOTAL: 105 semi-structures interviews, 16 focus groups, 8 observations, 8 checklist applications.</b>			

## **4 Responsibility of Local Consultants/Fieldworkers**

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The specific roles and responsibilities of the local consultant are:

1. To facilitate entry into selected ECD sites and their surrounding communities, through establishing contact with relevant stakeholders and facilitating introductions to these stakeholders
2. To identify and set up interviews with selected research respondents
3. To work with the Southern Hemisphere consultants on translation of the instruments
4. To assist with information gathering by co-facilitating interviews and focus group discussions
5. Translation of interview data from local languages to English
6. Compilation of fieldwork reports
7. Provision of guidance and input around the local context

## **5 Supervision Arrangements**

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The local consultants will work under the supervision - and in close consultation with - the Southern Hemisphere consultants.

## **6 Duration of the Consultancy**

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The contract will cover the period from 26 January 2015 to 06 February 2015.

## **7 Required Skills**

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- A university degree in the social sciences
- Focuses on results for the client and responds positively to feedback
- Knowledge of Kinyarwanda and English is required, while knowledge of French is an advantage
- Proven experience in oral and written translation
- Demonstrated qualitative research experience and analytical skills
- Knowledge of research and attention to detail
- Ability to work in a multi-cultural team
- Knowledge of child protection or early childhood development will be an advantage

## **8 Submission Package**

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If you meet the above-mentioned criteria and are interested in applying for the position, please send a cover letter explaining why you are the most suitable candidate for the position together with a comprehensive and up-to-date CV.

The deadline for receipt of applications is Friday, **12 December 2014**.

Enquiries and applications should be addressed to:

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