

## **TERMS OF REFERENCE AND SCOPE OF SERVICES**

### **Consultants' firm delivering services for supporting the process of improving the quality of preschool system**

#### **I. OVERVIEW**

The Government of the Republic of North Macedonia (GoNM) has received Loan from the International Bank for Reconstruction and Development, for implementing the Macedonia Social Services Improvement Project (SSIP).

The SSIP development objective is to expand access to and improve the quality of social services, including preschool services, for vulnerable groups.

The Social Services Improvement Project will help address the challenges that are particularly associated with social exclusion of vulnerable groups and the low quality and fragmentation of Early Childhood Education and Care (ECEC) and social services.

By supporting strengthening the overall social protection delivery system for improved service provision and access to services by existing social assistance recipients and by vulnerable groups and by support of quality early learning for preschool children and their families and strengthen the transition into primary education with focus on inclusive education and learning, the project will contribute to the GoNM's ultimate objectives of alleviating poverty and enhancing human capital by supporting the strengthening of the effectiveness and efficiency of the GoNM's social safety net and thereby reducing the inter-generational transmission of poverty over the long run.

#### **II. BACKGROUND**

Highly trained, continually supported, and empowered staff are more likely to provide high-quality pedagogy and learning environments, which in turn, fosters children's overall development and increases learning outcomes. Scientific evidence emphasizes that ECEC is critical for the development of overall brain architecture and executive functioning and has enormous consequences over the course of a lifetime. The project aims at supporting activities that contribute to strengthening in-service preschool teacher training.

#### **III. OBJECTIVE OF THE ASSIGNMENT**

Supporting the Ministry of Labor and Social Policy (MLSP) in the process of improving the quality of preschool services in the Republic of North Macedonia through providing organizational and logistic support for organizing and carrying out in-service preschool teacher training workshops

#### **IV. SPECIFIC TASKS**

- 1) Provide logistics for organizing and carrying out workshops/training sessions of competency modules developed, including assistance in the selection and reimbursement of trainees and participants, arranging meeting rooms, travel, food, lodging, translation technical equipment, preparation of materials etc.
- 2) Provide audio/video recording and photo session of the workshops as needed and prepare a summary, including pictures, to be posted on the SSIP web-site and other social media
- 3) Other tasks in line with this assignment, as requested

#### **V. REPORTING OBLIGATIONS**

The consultant shall deliver monthly reports for the activities implemented:

All reports in English and Macedonian must be sent for approval to the SSIP PMU ECEC Coordinator and SSIP Project Manager.

Each activity that shall be undertaken by the Consultant and all reimbursable expenses must be pre-approved by the SIP PMU ECEC Coordinator and SSIP Project Manager

The payment of all reimbursable expenses shall be based on actual invoices/receipts for the costs occurred. Everywhere where it is reasonable, the consultant shall obtained at least three quotations, and the costs shall be preapproved by the Client in advance

#### **VI. QUALIFICATIONS AND EXPERTIZE**

1. Demonstrate strong capacity and experience in logistic services
2. The consultant should have performed at least one similar assignment in the past five years,
3. Experience and knowledge of preschool education system in the country,
4. Experience and/or knowledge with the foundation of peer support teachers shall be considered as an advantage,
5. Extensive experience in organizing conferences, seminars and workshops
6. Experience in working with government institutions and/or other stakeholders at national level.

#### **VII. DURATION OF THE ASSIGNMENT**

The consultant is expected to provide his services for a period of 80 working days during a period starting December, 2019, and the expected duration of the assignment is one year

## **VIII. SELECTION METHOD AND CONTRACT**

The selection method is “Consultant’s Qualifications Based Selection” and the contract shall be Time Based according to the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers – Procurement in IPF of Goods, Works, Non-Consulting and Consulting Services, (Regulations) issued in July 2016, revised November 2017., [www.worldbank.org](http://www.worldbank.org).