

Support to Early Childhood Education Development Program

Terms of Reference

Preparation of Resource Manual on Psycho-Motor Development for use by Early Childhood Education Teachers (3-6 years)

Background and Context

Welfare Association (Taawon) – Lebanon is an independent non-profit organization established in 1983 by a group of Palestinian business and intellectual figures to provide development and humanitarian assistance to Palestinians in the West Bank (including Jerusalem), the Gaza Strip, 1948 Areas, and the Palestinian communities in Lebanon. Welfare Association (Taawon) – Lebanon works in close collaboration with local partners active in the Palestinian communities on four major programs: Education, Community Development (including health and disability), Culture Relief and Emergency Assistance.

Since 2015, Welfare Association (Taawon) – Lebanon with support from UNICEF has been implementing a holistic and multi-dimensional early childhood education program (ECE) that seeks to enhance the quality of ECE in the Palestinian camps in Lebanon. It works by supporting local non-governmental organizations that provide early childhood education through training of their KG teachers, enhancement of physical structure of KGs, supply of educational resources and support in networking with parents.

Within the framework of this joint collaboration, Welfare Association (Taawon) – Lebanon seeks the support of an education consultant (or institutions) produce a resource manual for psycho-motor development in pre-school education.

Objective of the Assignment

The aim of the assignment is to develop a comprehensive resource manual focused on psycho-motor development in pre-school education for children aged 3-6 years. The manual is intended to provide a user-friendly reference material in Arabic language to serve and support teachers of KGs provide high-quality education in their classrooms.

Scope of Work

The selected consultant is expected to lead the assignment in close coordination with Taawon Project Coordinator and ECE Advisor undertaking the following tasks:

- Prepare an inception report including detailed methodology and work plan with timeframe
- Conduct a desk review of international literature – map similar manuals in other languages
- Include the importance of psycho-motor development in early childhood education; include definitions and indicators for early childhood education specifically what is related to psycho-motor development for ECE.
- Produce a comprehensive manual for the 3 stages of ECE – including lesson plan for the different years and an evaluation plan for the children in each stage.
- Present the draft manual in a workshop hosting a selection of partners, experts in education and other concerned stakeholders for review; revisit the manual as per the workshop’s outputs
- Pilot test a sample of the proposed activities with selected KGs; depict lessons learnt and modify accordingly
- Ensure that examples, demonstrations, tools, language and all other components of the manual are fit to the context of Lebanon (and the region) and of the Palestinian camps in particular
- Support and advise on the development of supplementary tools for the manual (cards, music, photos, etc.) including the design for the different components of the manual.

Expected Deliverables

- A detailed methodology/short inception report including time frame – including a theoretical framework
- A comprehensive manual covering the three stages of ECE
- A set of lesson plans for the three stages of ECE
- A set of supporting tools / suggestions for tools including music

The language of the Resource Manual is **Arabic**.

Required competencies and qualifications

The selected consultant or institution should possess the following:

- Holder(s) of an advanced degree in Education.
- Extensive knowledge of early child hood education practices and standards particularly what is relevant to psychomotor development principles
- Demonstrated experience and ability to prepare similar manuals
- Good understanding of the Palestinian context in Lebanon – specifically what is related to early childhood education
- Excellent communication skills and ability to communicate with a wide range of stakeholders ensuring effective consultation and engagement is achieved
- Independent and neutral

Application Procedures

Interested candidates are invited to share their proposals before 12 November noon time to recruitment@taawon.org . Proposals to include the following:

- **Technical proposal** a) the proposed methodology to conduct the assignment, including techniques and tools to be used, b) the proposed activities schedule/work plan with time frame, and c) copies of the CV(s) for the lead consultant and supporting team, specifying the roles and responsibilities of each team member.
- **Financial Proposal** to include Itemized fees and costs.

Submission of Proposals

Interested candidates or institutions are invited to share their proposals before 12 November noon time.

- Proposals should be submitted in one sealed envelope containing two sealed envelopes one for the Technical Proposal and one for the Financial proposal. Envelopes should have the title “ECE Resource Manual”.
- Pages of both proposals should be numbered and stamped by the submitting organization.

Proposals to be submitted to Taawon offices – Ramlet el Bayda, Al Akhtal el Sagheer Street, Green Project Bldg. - Telephone: 01.850218/9.