

## **Terms of Reference (ToR)**

### **For Conducting a Baseline Survey for the Project “Promoting sustainable holistic and inclusive developmental support in early childhood in Mongolia”**

#### **Background**

Save the Children Japan in Mongolia (Save the Children) is implementing a project “Promoting sustainable holistic and inclusive developmental support in early childhood in Mongolia” funded by the Japanese Ministry of Foreign Affairs (MoFA) in the selected areas of Mongolia.

Save the Children, in collaboration with the key cross-sectoral stakeholders, including the Ministry of Health, Ministry of Education, Ministry of Family, Labor and Social Protection and relevant local authorities, local public service providers, and non-government organizations, is working across three districts (Bayanzurkh, Chingeltei, and Songinokhairkhan districts) of Ulaanbaatar city, Bayankhongor, and Selenge provinces to improve the physical environment and strengthen the capacity of local public service providers (Family Health Centers, branch commissions, and kindergartens) to enable early identification and intervention of disabilities in early childhood.

#### **Project Goal and Objectives:**

In the three districts of Ulaanbaatar and the provinces of Bayankhongor and Selenge, the foundation will be laid for local public service providers to promote holistic and inclusive early childhood development support. Measures by central and local governments to support holistic and inclusive early childhood development support through legislation and support for its implementation will be initiated and continued.

The following elements will be included in this project.

- a. Strengthening the capacity and systems of Family Health Centers
- b. Strengthening the capacity of Branch Commissions of Health, Education and Social Protection for Children with Disabilities (branch commission)
- c. Strengthening the capacity and systems of kindergartens and supporting the transition to elementary schools
- d. Awareness-raising activities for parents and community members
- e. Advocacy for government

#### **Purpose and Scope of the Assignment**

The purpose of this baseline survey is to assess the current state of the newly selected five Family Health Centers and five kindergartens and the new policies on early identification and intervention of disabilities.

The baseline survey results should reflect the current state of the following expected outcomes.

#### **Expected outcomes:**

1. The environment is set up for early identification and intervention at five targeted Family Health Centers.
2. The quality of developmental and educational support provided by the branch commission in the target areas will be improved.
3. An environment is in place at the target kindergartens to provide instruction and developmental support tailored to individual needs, including disabilities and developmental delays.
4. Parents and community members will provide support and assistance for early identification and intervention of disabilities.
5. Central and local governments will be able to support the promotion of early identification and intervention of disabilities through legislation and support for its implementation.

**Methodology:**

A selected consulting team will conduct this survey. The consulting team will develop the methodology, consisting of mixed quantitative and qualitative research methodologies, in consultation with the project team. Since the same baseline study was conducted in the 1<sup>st</sup> year of the project, the methodologies should be aligned with the previous survey's methodologies (please see [https://savethechildren.mn/wp-content/uploads/2025/04/Baseline-survey-report\\_MoFA-2024-2025\\_mon.pdf](https://savethechildren.mn/wp-content/uploads/2025/04/Baseline-survey-report_MoFA-2024-2025_mon.pdf) for Mongolian or [https://savethechildren.mn/wp-content/uploads/2025/04/Baseline-survey-report\\_MoFA-2024-2025\\_eng.pdf](https://savethechildren.mn/wp-content/uploads/2025/04/Baseline-survey-report_MoFA-2024-2025_eng.pdf) for English).

**Specific Tasks, Deliverables, and Timeframe:**

- Research methodologies and tools/data collection instruments should be appropriate and inclusive for all the project-participating parties, including health, social protection, or education sector authorities, administrators and staff in Family Health Centers and kindergartens, parents, and community members.
- The consulting team will design the details of the baseline survey in consultation with the project team. During the specific stages of the survey, the project team will be involved by providing feedback to improve the quality of the survey and the report.
- The consulting team will design a sampling framework with a sample size with clear justification as required by the methodology proposed.
- The consulting team will be responsible for and supervise field operations, including logistics, and informed consent from individuals taking part in the survey.
- The commitment to child safeguarding, child protection, gender equality, and inclusion should be adhered.
- All information provided by Save the Children as well as findings of the baseline survey should be confidential.
- The consultancy service is expected to be completed in 2.5 calendar months, including preparation and report writing.
- When concluding the contract, all data, including raw data and deliverables should be handed over to the project team.
- All documenting processes, from the plan and tools to the final report, will be delivered in both Mongolian and English.

*Specific tasks, deliverables, and deadlines are outlined in the table below:*

| No. | Deliverables  | Specific tasks  | Due date   | Payment proportion | Note                              |
|-----|---|---|--|--------------------|-----------------------------------|
| 1.  | <b>Inception report</b><br>outlining the key scope of the work and intended work plan of the analysis, and assessment questions | Inception report including work plan, methodologies, tools/data collection instruments that are in line with the project indicators | Starting from April 21, 2025 (initial draft);<br>by April 30, 2025 (final tools) | 40%                | The project team will be involved |
| 2.  | <b>Data collection and fieldwork</b> – includes training of research assistants/data collectors, field testing, and field trip  | Evidence for training and field testing conducted; completed survey forms and data quality assurance plan                           | by May 23, 2025  |                    |                                   |
| 3.  | <b>Data analysis and</b>  | Clean data set in SPSS  | by June 13,  | 40%                |                                   |

|    |   |   |                  |     |                                   |
|----|---|---|------------------|-----|-----------------------------------|
|    | <b>draft report</b> – includes data entry, cleaning and validation, and secondary data review | software, etc., and draft report (data should be analyzed by age, gender, ethnicity, disability, geography, etc.)                           | 2025             |     |                                   |
| 4. | <b>Presentation</b>   | Presentation of findings and recommendations in mini workshop to the key stakeholders   | by June 20, 2025 |     | The project team will be involved |
| 5. | <b>Final report</b> – incorporating comments by the project team                              | The final report of the project baseline survey, along with 3-5 pages of summary factsheet with key headings, findings, and recommendations | by July 4, 2025  | 20% | The project team will be involved |

### Content of the final report

The baseline survey report should be organized according to the following contents, which could be changed based on the negotiation. The expected page length is a maximum of 80 pages (Arial 11, space 1), excluding annexes and references.

1. Executive Summary
2. Introduction of the project
3. Description of the research methodologies
4. Survey results and interpretation/analysis
5. Conclusion
6. Recommendations
7. Annexes

### Management and Supervision of the Assignment

A research manager who will be the focal point to report to the Project Coordinator on all contractual obligations should be appointed.

The Project Manager, Project Coordinator, and the Monitoring, Evaluation, Accountability and Learning Officer of the project will offer technical support as needed to the consulting team.

The Project Manager will be responsible for approving the quality of the survey (including the tools and methodology to be used) and the extent to which the report fulfills the requirements stated in the ToR before the final payment is done.

In case the work/report is substandard and/or does not fulfill the requirements stated in the ToR, Save the Children keeps the right to adjust the final payment accordingly.

### Responsibilities of Save the Children:

1. Provide the relevant project documents;
2. Guide and consult with the consulting team to carry out the survey;
3. Mobilize the relevant stakeholders (i.e., authorities, local public service providers) for the survey;
4. Obtain all necessary permission from authorities and engage parties to conduct the survey based on the plan.

### Qualifications Required for Consulting Team

The team would be composed of a team leader (who provides overall leadership), and a research coordinator (focal point to report to the project team on all contractual obligations). It is also recommended that the team have a sectoral expert as a consultant and qualified support staff with relevant university degrees and experience conducting research, particularly in the education and health sector. Also, the consulting team would recruit, train, and manage a broader team, including enumerators.

The team leader's qualifications should meet the following minimum requirements:

- University degree in statistics, education, health, disability, or related fields. A master's degree is preferred.
- At least eight years of proven professional experience in any of the following:
  - Planning, design, and management of both qualitative and quantitative research
  - Development of survey tools and instruments
  - Experience with and knowledge of data analysis and quality assurance
  - M&E systems development and implementation
  - Problem analysis and program development
- Understanding of operations research and rigorous research methodologies;
- Familiarity with early childhood education and health service in the Mongolian context;
- Strong management, organizational, and communications skills;
- Verbal proficiency and excellent report-writing skills in Mongolian and English.

The research coordinator's qualifications should meet the following minimum requirements:

- University degree in statistics, education, health, disability, or related fields.
- At least five years of proven professional experience in any of the following:
  - Planning, design, and management of both qualitative and quantitative research
  - Development of survey tools and instruments
  - Experience with and knowledge of data analysis and quality assurance
  - M&E systems development and implementation
  - Problem analysis and program development
- Understanding of operations research and rigorous research methodologies;
- Strong management, organizational, and communications skills;
- Verbal proficiency and excellent report-writing skills in Mongolian and English

### **Contract Duration**

The assignment will be commenced in April, 2025. The final report should be submitted in both English and Mongolian in July 2025.

### **Submission of Proposal**

Consulting teams meeting the requirements should submit sealed technical and financial proposals to the Save the Children Mongolia Office receptionist by 12:00 PM on April 28, 2025. Submission should include the following documents in English:

1. A capability statement, including demonstrated ability to handle the assignment;
2. A breakdown of the level of effort to conduct the survey and expected consultancy fee in MNT;
3. Curriculum vitae of the team leader and all secondary members of the team involved who will undertake the assignment, clearly indicating qualifications and experiences;
4. A statement of commitment that the consultant team leader and key team members will be entirely engaged if consultancy is awarded;
5. A list of three recent organizations where similar services of the individual consultants have been utilized, including contact details and title of the assignment.
6. Organization certificate(copy)

