

Call for proposal for the selection of an Inclusive Education Expert
to contribute to the project
“Valuing diversity: inclusive education intervention for East Jerusalem children”
(ENI/2015/359-883)

Co-funded by the European Commission (main donor), UEFA Foundation for Children and Terre des Hommes Italia

Jerusalem, June 15th 2016

1. Background information

1.1 Nature of the intervention

Terre des Hommes Italia (TDH It) is a non-profit organization dedicated to protecting children against all forms of violence or abuse and guaranteeing their right to health, education and life. TDH It, which is part of the TDH International Federation, is currently working **in 20 countries worldwide**, carrying out humanitarian interventions and development projects in the sectors of education, mother and child health, income generation, water and sanitation, child protection and rehabilitation, to the benefit of thousands of children, their families and communities.

TDH It works in **Palestine since 2000**, and it has implemented several educational, health and psycho-social interventions together with its National Partners and with Local Authorities in East Jerusalem, the West Bank and the Gaza Strip. Within the frame of its activities, TDH It is implementing a 3-year project called **‘Valuing diversity: inclusive education intervention for East Jerusalem children’**, which focuses on 10 Awqaf schools located in East Jerusalem that expressed the willingness of adopting a more inclusive approach, and of opening their premises to all children of the neighbourhood to provide them structured inclusive activities and safe places to play. The project also targets out-of-school children, including children under detention/home arrests, who are in need of educational and/or legal support.

1.2 Area of intervention

East Jerusalem, specifically Wadi el Joz, Sheikh Jarrah, Bab az-Zahra, Silwan at-Thouri, Ras al-Amoud, the Old City, Sheikh Saad and Zaayem.

1.3 Duration of the project

16th of May 2016 to 15th of May 2019

1.4 Direct beneficiaries

2,350 students of 10 schools in the target area and their parents; 120 school personnel; 100 out of school children; Ministry of Education and Higher Education (MoEHE) Officials/Counsellors/Supervisors; 10 Inclusive Education School Staff (IESS); schools involved in the network; 70 University students

1.5 Overall objective

Contribute to the full enjoyment of the right to education for Palestinian children in East Jerusalem.

1.6 Specific objective

Improve the quality of and increase access to basic education in East Jerusalem with an inclusive perspective

1.7 Expected results pursued by the project

The project addresses structural issues such as staff training and works in partnership with school teachers and principals to support the students learning process and the quality of the educational service provided. In addition, the project promotes the participation of students and school/family interaction, creating a community where people cooperate to the growth and education of the child by implementing adaptations of the curricula and of the school environment which all students will benefit from.

The project aims to achieve the following results:

1. Enhanced capacity towards developing an inclusive culture and inclusive educational practices among educators of target schools
2. Children aged 5 to 16 years living and/or attending school in the targeted area have access to inclusive educational services, increase their school attendance and/or their school performance and participate in structured inclusive activities
3. Parents and members of the local community are empowered and sensitized to a more inclusive approach and participate in inclusive extracurricular activities and in workshops/seminars
4. Networking among Awqaf schools in Jerusalem is enhanced, supporting the exchange of educational practices
5. Enhanced capacity of the JDoE and the school staff in data collection and analysis
6. Child rights based support to out of school children with focus on arrested children

2. Methodology of the intervention

The reference framework for the development of an inclusive educational environment that has been adopted for the project is that of the **Index for Inclusion**. The Index is a resource to support the inclusive development of schools in which inclusion is about the development of all children. Inclusion starts from a recognition of the differences between students, and of the need to build on such differences. Labelling children for 'having special educational needs' shifts the focus on the individual child: it lowers the expectations placed on them and ultimately condones any shortcomings of the educational system. The work to be done with students who experience difficulties should instead be connected with changes that are beneficial for the entire school: the school should address the sources of difficulties and look at how its relationship, cultures, curriculum, teaching and learning approaches, policy and school organization can be improved to impact on the entire student community, so that barriers to learning and participation be reduced for any student.

3. Expected output of the consultancy

The **Inclusive Education Expert (IEE)** is expected to:

- taking into account the specificities and different needs and conditions of each school/community, select and develop tools for, and assess the needs of training and support of the school staff (teachers and management), the Inclusive Education School Staff (IESS), the MOEHE Officials, Counsellors and Supervisors, the volunteers involved in the project, the project staff (Project Educational Coordinator, Mobile Team Leader, Field Staff) aimed at helping them assess and understand the learning profile of children and promote an inclusive educational environment that addresses the needs of all learners;

- in cooperation with the project team, design the content, and help schedule and organise, the trainings and the on-going support that the IEE and project team will provide to schools and communities;
- deliver foreseen theoretical and practical training and related follow-up to school staff (teachers and management), the IESS, the MOEHE Officials, Counsellors and Supervisors, the volunteers involved in the project, the project staff (Project Educational Coordinator, Mobile Team Leader, Field Staff). Trainings are planned as follows:

Activity	Hours
Fifteen intensive training and follow up sessions on the identification of children with additional needs and on updated inclusive methodological approaches	165 hours for training; 165 hours for follow-up
Nine training and follow up sessions for Kg2 (<i>tamhidi</i>) and 1st grade teachers on Early Childhood Development	60 hours for training; 60 hours for follow-up
Fifteen training and follow up sessions for teachers (Kg2 to 10 th grade) of the target schools on inclusive education, detection of children with additional needs and appropriate educational strategies	75 hours for training; 75 hours for follow up
Quality support and supervision of the project educational team	4 days/month for 19 months

- in cooperation with each school, define inclusive activities and strategies to be implemented in partnership with parents;
- design, and train the project staff to use, monitoring tools that measure the impact of trainings and of the on-going support provided by the project, as well as of the inclusive activities and strategies that will be designed for the schools and the communities;
- administrate individual educational assessments for students with educational challenges and needs;
- support teachers and project staff in observing the students and contributing to Individual Educational Plans for students with challenges and needs;
- assess the needs for further specialized support to children with challenges and needs and provide advice to schools, families and project staff;
- develop, together with the project staff and the project partners, a Manual on the adopted methodology, including theoretical grounds, assessment, monitoring and evaluation tools, educational resources and strategies, success stories and witnesses from the field (at a family, school and community level);
- supervise, in coordination with the project team, the preparation, translation and upload of educational tools on the project's website.

The IEE will produce for each activity carried out documents in English that will be delivered to TDH It in accordance with the timetable of the activities, jointly decided and specified at the time of signature of the consultancy agreement.

4. Language of the consultancy

All documents and reports to be produced as part of this consultancy, as well as any email exchange and other communication related to the consultancy, shall all be written in English. All trainings, both theoretical and on-the job, and related follow-up should be done in Arabic. Training outlines and evaluation should be also prepared in English.

5. Eligible applicants

Eligible candidates could be individuals, teams or companies.

Compulsory qualifications and experience required for all applicants (including all members of teams/companies) are the following:

- A post-graduate degree in Inclusive Education or Special Education
- At least 15 years of experience in schools or other educational settings, of which at least 10 as teacher, at least 5 in a senior position (such as Supervisor, Principal, Head of Department etc.) and at least 5 as Consultant on Inclusive Education
- Proven experience (at least 10 years) as Trainer on Education/Inclusive Education
- Proven experience (at least 3 years) as Trainer on Early Childhood Development
- Certified qualification on educational assessments
- Excellent knowledge of the Palestinian school curriculum and the Palestinian education system, including in East Jerusalem
- Excellent competence, skills and a solid commitment in promoting inclusion, the principles of development and the organizational goals of TDH It
- Excellent knowledge of models of learning and teaching including appropriate intervention strategies
- Excellent oral and written communication and reporting skills
- Excellent command of written and spoken Arabic and English
- Good computer literacy with high proficiency in Word and PowerPoint
- Availability to move within the West Bank and East Jerusalem
- Previous work experience with PGOs and INGOs is an asset, previous working experience with TDH is a plus

6. Selection process

The selection process will be conducted as follows:

- by or before July, 9th, 2016, candidates should express their interest to Terre des Hommes Italia to participate to the selection process. Candidates who decide to participate in the selection should include in their email their **CV** (or equivalent document) as well as their **proposal** (see below "Proposal contents"). Expressions of interest should be sent by email to PMeducation.Jer@tdhitaly.org; cc p.redaelli@tdhitaly.org; the message shall have the following object: **IEE-ENI/2015/359-883–participation to the selection. Please, note that incomplete/delayed applications will not be considered.**
- by July, 11th, 2016, Terre des Hommes Italia shall select a maximum of three eligible candidates among the applicants, who will be invited to participate to an interview by means of an email; interviews will take place in Jerusalem on July 12th and 13th 2016.
- TDH will communicate the final outcome of the selection on July, 14th 2016 by means of an e-mail; **the consultancy is supposed to start on July, 15th, 2016 and will continue until May, 15th, 2019.**

7. Proposal contents

The proposal should include all the documents listed below. The documents should be written in English and prepared using word processor and spread-sheets software that is compatible with current office systems; presentation software and PDF formats might be used for supporting documents only. The full proposal may include other supporting documents useful for the selection.

The full proposal, which shall take into account project details and other data included in the present call for proposal and which can be submitted in a free format, shall include the following essential elements:

- a. Introduction and proposed methodology** - max 4,000 characters
- b. Brief description of a tentative schedule of activities** - Later to be adapted to the individual needs of each school/group of trainees. Max 3 pages (Word document, Arial 10, single line space)
- c. Work plan** - Presented as a chronogram – e.g. a Gantt chart –and including:
 - an initial review of the project documents
 - the timing and overall schedule of the main activities outlined in paragraph 3, including main resources, assessment, monitoring and evaluation tools to be developed and a list of main skills to be acquired by the trainees during each training sessions
 - the submission to Terre des Hommes Italia of regular intermediate reports including an analysis of the data collected through the monitoring tools created, and eventual corrective measures for any shortcoming in the activities and related implementation plan
 - the submission to Terre des Hommes Italia of a final report including a qualitative and quantitative analysis of the data collected through the monitoring tools and conclusions on the impact of the activities implemented during the project
- d. Financial offer** - itemized into main headings, and specifying unit rate / item cost, quantity, sub-total for each entry, and total cost of the consultancy: headings shall include (list is not exhaustive):
 - professional fee for training hours
 - professional fee for follow-up hours
 - professional fee for the development of educational resources and for the manual
 - travel/transportation expenses
 - health and risk insurance
 - materials necessary to the consultancy

8. Relevant Information to draft the financial offer

Currency of the offer

The offer is to be drafted in Euro.

In case the applicant needs to convert into Euro costs that will be incurred in another currency, the currency conversion into Euro should be calculated based on the official exchange rates of InforEuro (<http://ec.europa.eu/budget/infoureuro/>)

Travel costs and insurance

Terre des Hommes Italia only accepts to cover travel costs of the consultant, once contracted, based on economy class air fares, if needed. The cost of flights shall be reimbursed upon presentation of the actual flight ticket and of the boarding cards for all segments of each flight. Refund for the cost of flights shall in no case exceed the amount included in the financial offer.

Terre des Hommes Italia may provide assistance - upon specific request – with the purchasing of a health insurance for the IEE expert. Terre des Hommes Italia would in this case purchase an insurance policy

from an insurance company based in Palestine. Should the IEE expert decide to rely on Terre des Hommes Italia for the purchase of the insurance, its cost shall be deducted from the payment to the IEE expert: the amount of the deduction shall be either the actual amount paid by Terre des Hommes Italia or the value included in the financial offer submitted by the IEE expert, whichever the higher.

Details on the cost of all headings, and of any item in each heading that is specified in the financial offer, will be included in the consultancy agreement that shall be signed between Terre des Hommes Italia and the IEE, alongside with a framework of payment.

Terre des Hommes Italia shall provide to the IEE:

- transport within Jerusalem when related to the implementation of the consultancy;
- use of the project office

Taxes and payments

All payments related to the consultancy, including those of eventual advances and/or per diem, will be received from Terre des Hommes Italia Delegation in Palestine and they are therefore subject to Palestinian tax legislation.

9. Note on access to Jerusalem

Applicants who need to come from outside Palestine should be aware that having one's passport stamped with visas from countries that do not recognise the State of Israel might create an obstacle when entering the country. Applicants are invited to inform Terre des Hommes Italia about the countries that they have visited using their current passport, and they can consult Terre des Hommes Italia for more information.

Palestinian nationals should provide evidence that prior requests for permits to enter Jerusalem have been successfully processed; otherwise, Terre des Hommes Italia reserves the right to apply for a permit and wait until it is approved before signing the consultancy agreement.

10. Accountability

The IEE will be accountable to Terre des Hommes Italia Acting Country Representative and to Terre des Hommes Italia Desk Officer and, when in Jerusalem, will be under the responsibility of and he/she will strictly coordinate with the Project Manager of the project.

11. Privacy and disclaimer

Data and information provided by the applicants and/or acquired by Terre des Hommes Italia during the selection process of the IEE, and afterwards in the course of the consultancy, will be solely processed for the purpose of evaluating the proposals, selecting the IEE and facilitating his/her work, according to the principles of correctness, legality, transparency and in full respect of the privacy and individual rights of the applicants. No information shall be transferred to any third party with the exception the financing institutions.

12. Reference documents

The following documents can be asked by interested applicants by or before the 23rd of June, 2016:

Project Abstract (description of activities relevant to the consultancy and their indicators)
Palestine Inclusive Education policy

The following sources can be consulted online:

Index for Inclusion <http://www.eenet.org.uk/resources/docs/Index%20English.pdf>



Index for inclusion (early years and childcare)

<http://www.eenet.org.uk/resources/docs/Index%20EY%20English.pdf>

12. Requests of clarification and/or additional documentation

Although the information and documents listed herewith should be sufficient to prepare the proposal, should any of the applicants have questions, he/she could submit them via e-mail to PMeducation.Jer@tdhitaly.org; cc p.redaelli@tdhitaly.org not later than June, 23rd, 2016.

The decision on responses or provision of additional information belongs solely to Terre des Hommes Italia, yet any feedback provided shall be shared with all applicants.

13. Selection criteria and awarding procedures

The proposals received will be evaluated based on the procurement procedures set forth by the financing institution that are applicable to ENI projects – see Annex IV to the financing agreement, <http://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true> - and of the internal procedures of Terre des Hommes Italia.

The outcome of the selection shall be communicated to applicants on July 14th, 2016.

The contract shall be redacted according to and abide by Palestinian legislation, irrespective of the nationality of the selected consultant(s) or society.