

Republic of the Philippines
EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL

TERMS OF REFERENCE

Title	Engagement of Individual Program Consultant for Module Development of Training of Trainers on ECCD Programs and Services
General Objectives	To develop a module package for the Training of Trainers program on ECCD Programs and services. These modules should be designed to equip trainers with practical knowledge and skills to facilitate ECCD training for practitioners in the field. These modules include facilitator's guide, participant's guide and video materials and other resources to support Provincial Early Childhood Care and Development supervisors and focal persons in delivering technical assistance to their respective LGUs
Background/ Rationale	<p>In accordance with Republic Act No. 10410, Sections 9(b) and 10, the ECCD Council Secretariat is tasked to provide technical assistance and training at both local and national levels. Due to the limited capacity of the ECCD Council Secretariat, particularly the Program and Policy Unit, the growing demand for training and technical assistance cannot be effectively addressed. Therefore, a partnership with provincial-level local governments is proposed to expand the pool of available trainers.</p> <p>Provincial ECCD Focal Persons and other staff from the PSWDO offices will undergo a Training of Trainers (TOT) facilitated by the ECCD Council. This training will equip them with the necessary knowledge to effectively facilitate and provide technical assistance in utilizing the National Early Learning Curriculum (NELC), particularly in understanding its components and the Infant and Toddler Early Development (ITED) program, as well as offering orientation on the relevant Standards and Guidelines.</p>
Scope of Work	<p>The Consultant will undertake the following tasks (6-month duration):</p> <p>1. Module Package Development</p> <p>The content of the modules is derived from research on the best practices, ECCD standards, and Early Childhood Educational frameworks to create high-quality relevant content that is available in a variety of formats to suit the diverse learning styles of the participants. The participant's guide, facilitator's guide, and video materials are all included in the module package. Assessment and evaluation tools are incorporated into the modules to assess the comprehension and engagement of participants.</p> <p>The learning of the participants in the program shall be measured and assessed based on the following:</p> <ul style="list-style-type: none"> ▪ A pre-course competency assessment will be administered to the participants to determine their current competency level and the areas to be covered by the program. The same instrument will be administered before the end of the program to assess the participants' improvements in the different competency areas. ▪ As part of the formative assessment, participants will be required to submit reflection papers to outline the impact of the discussions and learning activities on their work performance. The participants will be provided with guide questions to guide them in the preparation of the assignment.

	Task	Expected Output(s)				
	A. <u>Pre Development of Module Package</u> 1. <i>Documentary Analysis</i> 2. <i>Collection of Data</i>	<ul style="list-style-type: none"> Review current training content, ECCD frameworks, and the different documents in preparation for the development of the modules Notes and videos on the ECCD Curriculum (ITED, Assessment and Evaluation), Standards and Guidelines 				
	B. <u>Development of Module Package</u>	<ul style="list-style-type: none"> First draft of comprehensive training modules that cover key areas of ECCD programs and services Design supporting resources/materials (video, facilitator/participant guides) 				
	C. <u>Validation/ Consultation</u>	<ul style="list-style-type: none"> Second draft of training modules Ensure alignment of materials with the national ECCD standards and policies as well as the target audience's needs 				
	D. <u>Finalization</u>	- Finalization of training modules				
*Submission of monthly accomplishment.						
Qualification Requirements	<ul style="list-style-type: none"> Must be a Filipino citizen and a graduate of Educational Administration or any other courses alike, preferably with post graduate degree or any related field; At least 10-15 years extensive professional experience in designing and developing training materials and curricula for adult learners, preferably in ECCD or related fields Extensive knowledge, academic preparation and practical experience in Early Childhood Care and Development (ECCD) principles, policies, and best practices Has a proven experience in developing content for Training of Trainers (ToT) programs and facilitating adult learning Willing to travel and be flexible in travel time, or other instances that may need his/her services during the conduct of activities. 					
Terms of Payment	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="367 1832 1436 1872">Deliverable (s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="367 1872 759 2054">March 16 - May 31</td> <td data-bbox="759 1872 1436 2054"> First draft of the training module package <ul style="list-style-type: none"> - Facilitator's guide - Participant's guide - Supporting video materials </td> </tr> </tbody> </table>		Deliverable (s)		March 16 - May 31	First draft of the training module package <ul style="list-style-type: none"> - Facilitator's guide - Participant's guide - Supporting video materials
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March 16 - May 31	First draft of the training module package <ul style="list-style-type: none"> - Facilitator's guide - Participant's guide - Supporting video materials 					

	June 1- 31	Second and final draft of the training module package <ul style="list-style-type: none"> - Facilitator’s guide - Participant’s guide - Supporting video materials
	July 1- August 15	Approved training modules by the ECCD Council Executive Director
<p>Retainer fee is Php 75,000 on a monthly basis inclusive of taxes.</p> <p>Total Consultant Fee for six months inclusive of taxes is Php four hundred fifty thousand pesos (Php 450,000.00).</p>		
Confidentiality and Ownership of Deliverables	The consultant agrees to maintain confidentiality regarding all materials and data provided during the assignment. All intellectual property resulting from the work, including the modules, presentations, and any supporting materials, will be the sole property of the ECCD Council. These materials may not be reproduced, published, or distributed without prior approval from the ECCD Council.	
Evaluation and Approval	Final submission of all deliverables must be approved and accepted by the Executive Director within the given period.	

Republic of the Philippines
EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL
 4/F Belvedere Tower, No. 15 San Miguel Avenue, Ortigas Center, Pasig City
 Tel. No. 571-6833; Fax No.571-4612 Local 829

Date: _____


REQUEST FOR PROPOSAL

Gentlemen:

Please quote your lowest government price (s), stating the shortest time of delivery on the item(s) listed below and submit your quotation duly signed by your representative through email or sealed envelope directed to the BAC Chairperson of this office on or before March 3, 2025.

If you do not have the exact item on request, please feel free to offer the equivalent or possible substitute.

Very Truly yours,


NECITAS D. LARGO
 BAC Chairperson

QTY	UNIT	ARTICLES AND DESCRIPTION	UNIT PRICE	TOTAL
		Engagement of Individual Consultant Program for Module Development of Training of Trainers on ECCD Programs and Services		
		Duration: 6 months		
		Qualifications:		
		<ul style="list-style-type: none"> Must be a Filipino citizen and a graduate of Educational Administration or any other courses alike, preferably with post graduate degree or any related field; 		
		<ul style="list-style-type: none"> At least 10-15 years extensive professional experience in designing and developing training materials and curricula for adult learners, preferably in ECCD or related fields; 		
		<ul style="list-style-type: none"> Extensive knowledge, academic preparation and practical experience in Early Childhood Care and Development (ECCD) principles, policies, and best practices 		
		<ul style="list-style-type: none"> Has a proven experience in developing content for Training of Trainers (ToT) programs and facilitating adult learning; and 		
		<ul style="list-style-type: none"> Willing to travel and be flexible in travel time, or other instances that may need his/her services during the conduct of activities. 		
		Pls. see attached TOR		
		Other requirements:		
		1. Curriculum Vitae, and proposal		
		2. PhilGEPS Registration Number		
		3. BIR Certificate of Registration		
		Terms of Payment: Monthly		
		Proposal rates are inclusive of all Taxes		
		Email Add: ndl@eccdcouncil.gov.ph / cora@eccdcouncil.gov.ph		
		For any queries, you may Contact Nos. 8571-6833/8571-4615		

After having carefully read and accept your requirements, I/we quote you on the above items and bind ourselves to deliver the above articles and description within the specified dates. The quotations are good up to 60 calendar days.

SUPPLIER/CONSULTANT	
Signature	
Name/Designation	
Company Name	
Address	
Telephone Nos.	
CP Nos.	