

TERMS OF REFERENCE

Assistant Field Coordinators to Support the Implementation of Public Private Partnerships for the Expansion of Kindergarten Services

Supporting an Education Reform Agenda for Improving Teaching, Assessment, and Career Pathways (SERATAC) Phase 2

I. Introduction

The Ministry of Education & Higher Education (MOEHE) has received a grant from the World Bank to implement the “**Supporting an Education Reform Agenda for Improved Teaching, Assessment and Career Pathways (SERATAC)**” program. The program aims at improving education outcomes of primary and secondary students and increasing student pathways to tertiary education and the labor market.

The program has two ongoing phases. The first phase focuses on building strong foundations for learning and wellbeing, harnessing technology to improve STEM learning, and strengthening the student learning assessment system. The second phase supports learning recovery across K–12 education in the West Bank, with activities that expand access to early childhood education (ECE) through kindergarten (KG) public–private partnerships (PPPs), provide academic support in core subjects (Arabic and STEM), and deliver psychosocial support to promote both teacher and student wellbeing.

The Ministry of Education & Higher Education (MOEHE) is considering selecting four ECE Assistant Field Coordinators under the SERATAC Phase 2 project.

II. Objective of the Consultancy

The ECE Assistant Field Coordinators will support the MOEHE, the World Bank Project Coordination Unit’s (PCU) Technical Coordinators, and District ECE Supervisors, in the implementation and follow-up of all activities associated with the KG PPPs.

III. Scope of work

The ECE Assistant Field Coordinators will work under the supervision of the MOEHE and District ECE supervisors from January 2026 to July 2026 (with possibility of extension). This work will entail regular travel to all localities in the field coordinator’s assigned region (see Annex A).

The selected ECE Assistant Field Coordinator is expected to support the MOEHE PCU and District ECE Supervisors to conduct technical field visits to monitor and evaluate KGs participating in the PPP. The Assistant ECE Field Coordinator shall:

- Participate in, and pass, an orientation/training on the MOEHE’s kindergarten quality monitoring tool, which shall be implemented in KGs to verify compliance with enrolment and quality standards.
- Upon receipt of a list of assigned KGs, prepare a KG visit plan and schedule to monitor assigned KG providers throughout the Academic Year(s). This is to be in coordination with the ECE supervisor and other assistant field coordinators working in the same District Office (DO).
- Reach out to KGs to schedule visits and ensure availability during visit times.
- Conduct 2 field visits per KG provider each Academic Semester to:

- Monitor compliance with the enrolment & attendance indicators as stipulated in the KG's signed contract.
- Monitor compliance of each KG provider with the KG quality monitoring tool and the provider-specific Quality Enhancement Plan indicators (to be provided by the MOEHE).
- Assess KG provider progress toward goals/plans established in their individual "Community and Family Outreach" and "Professional Development" proposals.
- Report on progress made by the KG on the professional development proposal and community and family outreach proposal.
- Collect any additional data as tasked by the MOEHE PCU.
- Populate the PPP database with data collected from the monitoring visits.
- Prepare detailed technical reports for each provider to support the MOEHE PCU on the approval of PPP disbursements. This includes collecting all necessary supporting documents and photos needed for the reports and the PPP database.
- Upon completion of each visit, and after consultation with the PCU technical coordinator, provide feedback and support to the KG about their observations and what needs to be enhanced through meetings and in writing; and
- Conduct any other monitoring and supervision visits to support District ECE supervisors as needed and determined by the MOEHE/District ECE supervisors.

IV. Deliverables and timeline

Description of Deliverable	Estimated Time Required ¹	Proposed Date
Passing grade/certification in the MOEHE quality monitoring tool training	1 week	January 2026
Prepare and submit a KG visit plan for approval. The plan shall cover the detailed visits for the different contracted PPs throughout the academic year. The plan must be updated as requested by the PPP technical coordinators and prior to each of the visits.	0.5 weeks	January 2026
Schedule all visits and submit visit schedule for confirmation and review	0.5 weeks	January 2026
Monitoring and Technical Visit # 1: Submission of the individual reports upon completion of the <u>first monitoring visits</u> to all contracted PPs in the assigned localities. The submission shall include confirmation of populating of the database with data collected from the monitoring visit. The reports shall include all needed supporting documents needed to clear the PPs due payments	3.5 weeks	February-March 2026
Monitoring and Technical Visit # 2: Submission of the individual reports upon completion of the <u>second monitoring visits</u> to all contracted PPs in the assigned localities. The submission shall include confirmation of populating of the database with data collected from the monitoring visit. The reports shall include all needed supporting documents needed to clear the PPs due payments	3.5 weeks	May/June 2026

¹ The Level of Effort is only indicative and shall be finalized during the contracting phase with selected candidates based on final list of participating PPs

Weekly Timesheets and Monthly Progress Reports: The ECE Assistant Technical Coordinator shall prepare Weekly Timesheets on the tasks they have been performing, and Monthly reports on progress of work, challenges faced and lessons learnt for enhancing practices and ensuring efficiency of work	0.5 weeks	Weekly Timesheets + Monthly Reports
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V. Minimum Required Qualifications

- BA Degree in Education, Project Management, Business Administration, or any related field. Master Degree or Post Graduate diploma is a plus.
- At least 3 years of relevant experience in the field of early childhood, primary education, and/or literacy and numeracy for early years.
- Demonstrated data collection and analysis skills; experience with educational tools and classroom observations is a plus.
- Excellent computer skills, particularly with shared drives, emails, spreadsheets and word processing.
- Excellent oral and writing communication skills and planning and analysis skills.
- Excellent organization and time management skills, and strong attention to detail.
- Fluency in Arabic.

VI. Time Frame:

The contract will be for 7 months from January 2026 to July 2026, renewable upon assessment of performance and need.

VII. Selection Method and type of Contract

The consultant will be selected in accordance with the “World Bank Procurement Regulations for Investment Project Financing Borrowers” dated July 2016, revised November 2017, and in August 2018, November 2020, September 2023 and February 2025.

The selection method is – Individual Consultant Selection. The contract type is lump sum contract upon submission and approval of select deliverables.

VIII. Place of Work

The ECE coordinators will be based at their assigned district/governate, with regular travel to the contracted PPP kindergartens, as well as to district level offices, as needed.

IX. Reporting

The consultant will report to the PCU Director through the PCU’s technical coordinators and District ECE supervisors.

Annex 1: PPP Districts – exact localities are to be provided upon signing the contract

Number	District
1.	Yatta
2.	North Hebron
3.	South Nablus
4.	Qabatiya
5.	Jenin
6.	Tulkarem
7.	Tubas
8.	Bethlehem