1. Context

About Teach For All
Teach For All is a global network of 61 independent, locally led and governed partner organizations and a global organization that works to accelerate the progress of the network. Each network partner recruits and develops promising future leaders to teach in their nations' under-resourced schools and communities and, with this foundation, to work with others, inside and outside of education, to ensure all children are able to fulfill their potential. Teach For All's global organization works to increase the network’s impact by capturing and spreading learning, facilitating connections among partners, accessing global resources, and fostering the leadership development of partner staff, teachers, and alumni.

About the Program
The Leadership For Change in Education Program (hereafter referred to as the “Program”) is being implemented by Teach For All with partner organizations Enseña por Paraguay, Enseña Ecuador, and Enseña por Colombia. The purpose of the Program is to improve the quality of education of marginalized and vulnerable children and youth in Latin American and the Caribbean (LAC), focusing on cultivating and developing leadership across different levels of the education systems.

The Program includes four main objectives:

1. *Recruit and select growing Fellow cohorts in expanded target areas.* Partner organizations expand the recruitment and selection of these cohorts of talented leaders from diverse backgrounds, academic disciplines and career interests to serve as Fellows to influence holistic outcomes of students in marginalized communities.

2. *Train and support Fellows to be effective teachers.* Partner organizations focus on the delivery of a comprehensive and holistic pre-service training and ongoing intensive coaching for Fellows.

3. *Implement alumni leadership strategies and community engagement activities.* The Program engages Fellows and alumni to work with students, teachers, and community members to contribute capacity to their systems at all levels.

4. *Strengthen the capacity of partner organizations while fostering regional learning.* The global organization enables partner organizations to strengthen their capacity to achieve results by fostering regional networks to share evidence of the implementation and convening spaces for dialogue and exchange.

By the end of the Program, each partner organization will have catalyzed their strengths while measuring impact on teacher effectiveness and collective leadership that will influence students’ outcomes at the classroom level. Specifically, main results will be around the effectiveness of the Fellows in the classroom, Fellow cohort growth, and the expansion of partner organizations’ reach within geographic clusters, marginalized youth engagement, and Alumni engagement in their communities and local education systems, measured by the data system in each country.

2. Purpose
As part of Objectives 3 and 4 of the Program, Teach For All seeks a consultant to provide specialized support in designing and developing a customized early warning indicator tool(s) that partners and the fellows, schools, and/or school leaders they support can use to identify and support students at risk of dropping out of school as part of an Early Warning System (EWS). This tool will incorporate student-level data for indicators such as attendance, behavior, and course grades (ABC indicators) is particularly relevant given an increase in school dropout due to the COVID-19 pandemic.
3. Activities and Deliverables
The consultant will work in close collaboration with the Teach For All team and one or more partner organizations (Enseña por Paraguay, Enseña Ecuador, and Enseña por Colombia), on the following activities and deliverables. We anticipate that all of these activities will be conducted virtually (no travel necessary).

<table>
<thead>
<tr>
<th>Activity 1: Onboarding and planning.</th>
<th>Associated Deliverable</th>
<th>Estimated level of effort*</th>
<th>Estimated due date/period of performance*</th>
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<tr>
<td>- Read several background documents on early warning systems to inform work plan.</td>
<td>Deliverable 1: Work plan.</td>
<td>5 days</td>
<td>April 4, 2022</td>
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<td>- Conduct brief online research into Early Warning Systems used in Latin America and the adaptation of US-based EWS in other countries, with a focus on Latin America.</td>
<td>- A narrative including the proposed methodology for approaching the activities in this scope of work, incorporating key ideas from meetings, readings, and research.</td>
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<td>- Participate in introductory meetings with Teach For All and partner staff to inform the development of a work plan.</td>
<td>- A detailed Gantt chart of the activities and timelines for this consultancy.</td>
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<tr>
<td>- Develop a detailed work plan outlining the core activities and timing for this consultancy, based on this scope of work.</td>
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<th>Activity 2: Design and conduct a diagnostic of partner needs related to early warning systems.</th>
<th>Associated Deliverable</th>
<th>Estimated level of effort*</th>
<th>Estimated due date/period of performance*</th>
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<td>- Informed by background reading and resources on EWS, develop a qualitative instrument or questionnaire to gather information on (1) how partners (and/or national education systems) on ABC indicators; (2) priority indicators to include on a tool for each partner; (3)</td>
<td>Deliverable 2. Diagnostic Instrument and Report. Include the following elements:</td>
<td>10 days</td>
<td>April 29, 2022</td>
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<td>- Diagnostic instrument, including the elements described in Activity 2.</td>
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<td>- Report describing the results of the diagnosis and a proposal for an EW data tool(s) to develop for partners</td>
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preferred functionalities and visualizations to include in the tool and data reports, and (4) technological capacity (high-tech vs. low-tech) in partner schools, (5) partner/school capacity to gather and enter student-level data, and (6) how partners would like to integrate this pilot into their program.

- Meet with partners to apply the diagnostic instrument to inform the development of an Early Warning Indicator tool. These meetings may be regional (several partners at once) and/or individual (one partner at a time) and will likely involve introduction to EWS, qualitative data collection, and definition of preferences for an EWS tool.

- Include meeting notes, raw data from the diagnosis, and other relevant documents as part of the appendix.

### Activity 3: Develop early warning tool and accompanying user manual.
- Based on the results of the diagnosis in Activity 2, develop up to three EW data tools (one per partner) that can be used to identify students at risk of dropping out from school. Based on partner needs, the tool may be online or offline (Excel). The tool should include functionalities such as: uploading of individual student data, analysis and coding of data based on defined thresholds, generation of classroom and school level reports/summaries showing student status. Final contents should be agreed upon with partners and Teach For All.
- Share draft versions of the

### Deliverable 3: Early Warning Indicator Tool(s) and User Manual(s)
- EW data tool for each partner, including the specification outlined in Activity 3 and the results of the diagnosis in Activity 2.
- User manual to accompany each tool, based on the contents outlined in Activity 3

15 days

May 27, 2022
tool with partners and Teach For All for feedback and revisions.

- Develop an accompanying training user manual that partner staff, teachers, and/or school leaders can use to guide them through using the tool. This manual should contain sections such as: an overview of the functionality of the tool, how to upload data, how to code data based on thresholds, and how to generate reports. Final contents to be agreed upon with partners and Teach For All.

**Activity 4: Support partner organization in piloting of EW data tools.**

- Hold training sessions with partners on how to use and implement the tools and user manuals developed in Activity 3 and as part of a broader Early Warning System training together with Teach For All staff.
- Guide partners in developing pilot implementation plans for their tools.
- Provide technical guidance, advice, and troubleshooting over the course of the 2-3 month pilot phase. This will take the form of possible recurring meetings, one-on-one support, and written feedback.
- Make adjustments to EWS tools and user manuals based on pilot results and feedback.

**Deliverable 4: Final Pilot report.** Include the following elements:

- Executive summary highlighting the overall results of this tool and implementations for future work with this tool.
- Narrative describing results of the pilot, including successes and challenges and the support provided to partners.
- Presentations or other materials used to train partners in using the tool.
- Updated EWI tools and adjusted user manuals (as relevant), incorporating feedback gathered during the pilot.

15 days August 31, 2022

*Note: exact number of days will be adjusted based on number of partners engaged in this work. Current days represent estimates for working with two partners.

** All dates are subject to change based on final work schedule established with partners.

** 4. Experience, education, and skills:**
- Bachelor’s degree in education, research, information technology, or related field. Master’s degree preferred.
- 3-10 years of demonstrated experience in development of digital tools, ideally for education purposes.
- Experience in developing and implementing data collection processes.
- Experience supporting Programs funded by USAID or the US Government preferred
- Experience working with education systems in Latin America preferred
- Fluency in Spanish required, English preferred.
- Strong interpersonal skills and communication.
- Ability to work well independently and in teams.
- Proactive, strong sense of personal initiative, and strong sense of judgment
- Alignment with Teach For All’s core values.

5. Application and selection process
1. Interested candidates should submit the following documents to consultants@teachforall.org. Applications received by March 14, 2022 will be prioritized.
   a. CV, including list of professional references
   b. Letter of interest, in which the candidate explains interest in the consultancy and clearly explains past experience.
   c. Completed Biodata form (include proposed daily rate)

2. Teach For All will select candidate(s) for an interview as appropriate.

3. Based on the results of the candidate experience, qualifications, and/or interview, Teach For All will make a final selection.

6. Technical Monitor: The consultant(s) will report to the Deputy Chief of Party of the Leadership for Change Program. Deliverables and payments will be managed by the Leadership for Change Program under the coordination of the Deputy Chief of Party.