

TERMS OF REFERENCE

Consultancy for School-Based Screening of Children with Disabilities and Assessment of Assistive Device and Learning Support Needs

ECW MYRP II | Galkayo District, Galmudug State, Somalia

1. Background

Concern Worldwide, through the Education Cannot Wait (ECW) Multi-Year Resilience Programme (MYRP II) in Somalia, promotes inclusive and equitable access to education for children with disabilities. The programme is implemented by a consortium led by ADRA Somalia, with Save the Children, Concern Worldwide and FENPS, in partnership with the Ministry of Education, Culture and Higher Education (MoECHE) and the respective federal member states including Galmudug Ministry of Education.

Children with disabilities continue to face significant barriers to accessing and participating in education. Displacement, drought, flooding and conflict can compound these barriers. Limited data on learners with disabilities, together with reliance on visible impairment or informal identification, may mean that children with less visible functional difficulties are overlooked or do not receive appropriate support. Teachers may also have limited access to tools and guidance to identify functional difficulties and adapt classroom practices.

Under MYRP II, Concern Worldwide intends to engage a qualified consultant or consultancy firm to conduct school-based functional screening in 20 programme-supported schools in Galkayo. The programme target is 1,591 children with disabilities. The screening will identify children with disabilities or functional difficulties, including those not previously identified, and assess their likely educational support needs. Findings will inform programme planning, referrals and future decisions on assistive devices and learning aids.

2. Rationale

A structured, functional screening process is required to improve identification and ensure that recommendations for assistive devices, learning aids, classroom adaptations and referrals are based on individual needs rather than assumptions. The process should generate reliable, disaggregated information, support appropriate referrals to specialized services and provide practical tools that Concern W and its partners can use in future inclusive education programming.

Screening is not a clinical diagnosis and must never be used to deny, restrict or condition a child's access to education. Any suspected clinical or specialist need must be documented as a referral recommendation, not presented as a confirmed diagnosis.

3. Objectives

The overall object is to identify children with disabilities and functional difficulties in 20 MYRP II-supported schools in Galkayo, assess their educational support needs and establish a verified evidence base for appropriate assistive device recommendations, classroom support and referrals.

Specific objectives are to:

- Conduct school-based screening using appropriate tools.
- Screen children identified as having, or potentially having, disabilities or functional difficulties in the 20 schools, using informed parent/caregiver consent and age-appropriate child assent.
- Document functional difficulties by relevant domain, including vision, hearing, mobility, communication, cognition and learning, psychosocial functioning and behaviour, without making unsupported clinical diagnoses.

- Identify individual needs for assistive devices, accessible learning materials, classroom adaptations and reasonable accommodations.
- Identify children who may require specialized health, rehabilitation or psychosocial services and map relevant services available in Galkayo.
- Produce a secure, clean and disaggregated learner-level database and a report with practical recommendations for programme planning, procurement and MYRP II reporting.

4. Scope of Work

4.1 Geographic and institutional coverage

The assignment covers 20 MYRP II-supported schools in Galkayo District. CWW will provide the school list, available enrolment information. The list and field schedule will be confirmed with relevant programme and education stakeholders before fieldwork begins, taking account of access, security and school availability.

4.2 Target population and identification

- Identify and screen children enrolled in the 20 schools who are known or suspected to have a disability or functional difficulty, including children not previously identified by the programme.
- Use a combination of school records, existing programme and assistive-device records, teacher and head-teacher input, Community Education Committee (CEC) nominations, class-by-class identification and parent/caregiver referrals.
- Where feasible, record information on out-of-school children with disabilities identified through CECs or community referrals for follow-up by CWW; do not include them in school-screening completion figures unless they are screened under an agreed protocol.
- Orient relevant teachers, head teachers, CEC members and designated CWW/partner staff on the screening process, safeguarding requirements and appropriate use of findings.

5. Methodology

The service provider shall apply a child-centered, inclusive, participatory and rights-based methodology to identify learners with functional difficulties and assess their support needs in targeted schools. Screening should be functional rather than medical, ensuring the safety, dignity, confidentiality and meaningful participation of children with disabilities.

The methodology shall include the following steps:

- **Preparation and tool development:** Review relevant documents, adapt recognized functional screening tools to the education context, and submit a detailed work plan and methodology for Concern Worldwide's approval.
- **School coordination:** Coordinate with Concern Worldwide and school personnel to organize screening, engage relevant stakeholders and minimize disruption to teaching and learning.
- **Functional screening:** Conduct screening in safe, accessible and child-friendly environments using appropriate, recognized tools and guidance, with due consideration for age, sex, accessibility and individual needs.
- **Data management and analysis:** Record, validate and analyze findings, disaggregated by age, sex, school and type of functional difficulty, while maintaining data confidentiality and secure handling of information.
- **Reporting and validation:** Present preliminary findings to Concern Worldwide for review and feedback, incorporate agreed revisions, and submit the final report and complete screening database.

The service provider shall provide a detailed, practical methodology in the technical proposal, demonstrating alignment with the following frameworks and guidance:

- Washington Group/UNICEF Child Functioning Module (CFM) and relevant guidance for education settings.

- INEE Minimum Standards for Education and the INEE Pocket Guide to Supporting Learners with Disabilities.
- Education Cannot Wait (ECW) disability-inclusion requirements and relevant results-reporting guidance.
- Somalia's national education policy, Education Sector Strategic Plan and applicable disability legislation.
- Inter-Agency Standing Committee (IASC) Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action.

6. Work Plan and Timeline

Period	Key activities	Expected output
Days 1–2	Review documents and school list; confirm deployment plan; adapt, translate and pilot tools in at least two schools; orient the team and school focal persons; finalize safeguarding, consent and data-protection procedures.	Inception report, final tools and forms, deployment schedule and safeguarding/data-protection plan.
Days 3–11	Conduct identification and screening across all 20 schools; undertake daily data and quality checks; provide Concern with brief daily progress updates; begin desk-based service mapping.	Screening records for schools covered daily progress log and preliminary service mapping.
Days 12–13	Clean and analyze data; prepare learner support, device/learning-aid and referral lists; present preliminary findings to Concern	Cleaned database and preliminary findings debrief.
Day 14	Submit draft report to Concern for review.	Draft report.
Day 15	Address consolidated CWW comments and submitted final report and complete database.	Final report, database and annexes.

The consultant may propose a different distribution of activities within the 15-day limit, subject to CWW approval. The proposal must demonstrate realistic coverage of all 20 schools and preserve adequate safeguarding and quality-assurance measures. Any unavoidable gap in coverage must be documented and reported rather than represented as complete screening.

7. Deliverables and Acceptance Criteria

No.	Deliverable	Due date	Acceptance requirements
1	Inception report, including methodology, detailed work plan, school deployment schedule, adapted and translated tools, consent and assent forms, referral form, and safeguarding and data-protection plan.	Days 1–2	Approved by Concern before full-scale screening begins.
2	Screening was completed across the 20 schools, with daily progress updates and documented coverage.	Days 3–11	Coverage and any exclusions/absences are transparently recorded; daily quality checks completed.
3	Clean learner-level database in Excel, codebook and preliminary findings debrief.	Days 12–13	Required fields are complete to the extent possible, coded consistently, disaggregated appropriately and checked for duplicates and data-quality issues.

4	Draft report.	Day 14	Submitted in English in Word format, with preliminary findings and recommendations.
5	Final report and complete database.	Day 15	Final report of no more than 30 pages excluding annexes; includes executive summary, methodology, findings, school-level summaries, indicative assistive device and learning-aid needs by type/quantity/school, referral directory, limitations and practical recommendations, including proposed next steps.

8. Safeguarding and Ethical Considerations

The service provider must obtain informed consent from parents or guardians and age-appropriate assent from children; protect children's dignity, privacy and confidentiality; comply with Concern World wide's safeguarding and data protection requirements; and ensure screening is non-discriminatory, safe and conducted within the personnel's professional competence.

9. Required Qualifications and Experience

9.1 Team leader

- Advanced degree in special needs or inclusive education, educational psychology, rehabilitation sciences, public health or a related field.
- At least five years of relevant experience in disability inclusion in education, including designing or conducting learner screening or functional assessment.
- Demonstrated experience using the Washington Group/UNICEF Child Functioning Module or comparable tools.
- Experience managing multi-team data collection within tight timelines in education-in-emergencies or fragile contexts; Somalia or Horn of Africa experience is an advantage.
- Strong training, data-analysis and English report-writing skills.

9.2 Specialist and field team members

- A qualified optometrist or ophthalmic clinical officer for the vision component.
- An audiologist, ear and hearing care professional, or appropriately trained hearing-screening professional for the hearing component.
- A physiotherapist and/or occupational therapist for mobility and functional-support considerations.
- A special needs education specialist or educational psychologist for learning and classroom-support considerations.
- Somali-speaking field screeners and data recorders, including female team members, with at least three years of experience working with children and communities and experience using mobile data-collection tools.

All proposed specialists must hold recognized qualifications relevant to their assigned roles. The team must demonstrate knowledge of child safeguarding, informed consent, ethical data management and school/community engagement. The participation of qualified persons with disabilities and representatives of organizations of persons with disabilities is strongly encouraged.

10. Reporting Arrangements

The service provider will report to the Concern Worldwide Education Programme Coordinator or designated focal person as well as MEAL Coordinator. Concern Worldwide will facilitate programme coordination and review deliverables. All

outputs are subject to its review and approval. All screening data, records and assignment-specific deliverables will remain the property of Concern Worldwide and must be handled securely and confidentially.

11. Payment Arrangements

Payments will be made in USD, subject to satisfactory completion and written approval of the relevant deliverables and in accordance with Concern Worldwide procurement procedures.

Milestone	Payment share	Condition
Inception deliverable	30%	Upon approval of the inception report, tools, work plan and required safeguards.
Final deliverables	70%	Upon approval of the final report and complete, cleaned database with codebook and required annexes.

12. Application Requirements and Ownership

Interested consultants or firms should submit the following:

- A technical proposal of no more than 10 pages describing understanding of the assignment, methodology and tools, team composition, deployment schedule demonstrating coverage of all 20 schools within 15 days, safeguarding and data-protection approach, quality assurance and work plan.
- A financial proposal in USD, itemizing professional fees, field costs, specialist equipment and other costs, with applicable taxes shown separately.
- CVs of the team leader and all proposed specialists, including evidence of relevant qualifications and professional registration where applicable.
- At least two samples of similar work and three professional references.
- Organizational registration documents, where applicable.

NB: 5% Withholding Tax Requirement: - In accordance with government regulations, all suppliers and contractors engaged in business with Concern are required a 5% withholding tax should be inclusive in their quotations. This amount will be retained by Concern and submitted directly to the government. Failure to do so will result in the tax being deducted from your invoice payment.

How to Apply:

Interested candidates, who meet the above requirements, should submit their Proposals and requirements by email to som.vacancies@concern.net with the subject line “**Consultancy for School-Based Screening of Children with Disabilities and Assessment of Assistive Device and Learning Support Needs**” by Wednesday 18th November 2026.

Important information:

Concern has an organisational Code of Conduct with three Associated Policies: The Programme Participant Protection Policy, the Child Safeguarding Policy, and the Anti-Trafficking in Persons Policy accessible here. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisations, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in their work, in accordance with Concern’s core values and mission. Any candidate offered a job with Concern Worldwide

will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with adults and children are recruited by us for such roles. Consequently, working or volunteering with Concern may be subject to a range of vetting checks, including criminal background checking.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a disability e.g. a hearing impairment - please let us know and we will do our best to respond to your needs.

During this recruitment and selection process, you will provide Concern with your personal data. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation. Concern uses this information to consider your suitability for this position and may contact you to call you for an interview. Your data may be shared internally to consider this application. Concern will store your data securely. You have certain rights under data protection legislation.