

**Om-Habibeh Foundation  
Terms of Reference (TOR)**

**”Consultant for early detection training for children with disabilities”**

**1. Background**

The Early Childhood Development (ECD) Program of the Aga Khan Foundation in Egypt was launched in 2005 through the Om Habibeh Foundation in Aswan, Om Habibeh Foundation is a long-established, non-profit Egyptian organization .

The ECD Program aims to improve the quality of early childhood development services and facilities in underserved rural and urban communities. The program also promotes the establishment of local units, initiatives, and service providers specializing in early childhood development. In addition, it facilitates access to financial support and resources to implement ECD programs, enabling parents and children to benefit from them at affordable costs.

Drawing on the global expertise of the Aga Khan Development Network in the field of early childhood development, the program focuses on four main areas:

- Training and capacity building for early childhood educators and educational supervisors in government centers.
- Upgrading and improving facilities and existing infrastructure for the preschool stage.
- Providing healthcare and conducting health assessments for children.
- Raising educational awareness and delivering training on critical topics such as health, nutrition, child safety, brain development, and the importance of play.

**2. GOAL & OBJECTIVES**

The objective of training facilitators on mechanisms for identifying disabilities in children in the villages of Aswan Governorate is to ensure the early detection of any signs or indicators that may suggest a developmental delay or disability, thereby enabling timely intervention and improving the child’s chances for healthy growth and development. The detailed goals of this training include:

- **Early identification of disabilities** : Equipping facilitators with the skills to recognize early signs of physical, sensory, intellectual, or behavioral disabilities in young children.
- **Timely and appropriate referrals**: Ensuring that suspected cases are promptly referred to specialized services (such as physicians, rehabilitation centers, or psychologists) for accurate diagnosis and appropriate support.
- **Promoting inclusive practices**: Supporting the inclusion of children with disabilities in early education and care programs, thereby narrowing the developmental gap with their peers.
- **Raising parental awareness**: Enabling facilitators to engage with parents, raise awareness on the importance of early detection and intervention, and provide them with psychosocial support.

- **Reducing long-term impacts of disability:** Through early and proper intervention, the potential negative effects of a disability on a child's learning, development, and social integration can be significantly mitigated.
- **Establishing a community-based data system:** Contributing to a clearer understanding of the prevalence and types of disabilities within the local community, which supports more effective planning of support and rehabilitation programs.

### ➤ **SCOPE OF WORK :**

#### **1. Development of a Specialized Training Manual:**

- Develop a comprehensive training package on "early detection of disabilities in children".
- Tailor the content to fit the local context of the villages in Aswan Governorate (environment, culture, healthcare/education systems).

#### **2. Training Delivery to the Target Group :**

- Build the capacity of "Community Target group" in skills and tools for early detection of childhood disabilities, including.
- Appropriate referral of suspected cases.
- Communicating effectively with caregivers in a non-stigmatizing and sensitive manner.

### **3. SCOPE /Training methodology:**

- Utilize interactive training methods (role play – case studies – practical exercises – explanatory videos).
- Demonstrate the use of assessment and screening tools (e.g., observation checklists, simple questionnaires, etc.).

### **4. Evaluation and Follow-Up :**

- Conduct pre- and post-training assessments to measure knowledge retention, skill development, and overall impact.
- Provide feedback during workshops to enhance performance.
- Support the facilitators' team in analyzing and guiding cases (providing technical consultations).

- Submit analytical Final report and recommendations for program improvement.

## 5. TARGETED AUDIENCE:

- 50 participants from the targeted communities in the training.

## 6. TIME FRAME :

- The suggested timeframe for the training is 10 working days, running for two groups 5 days for each.

## 7. REQUIRED QUALIFICATIONS

•**Education:** a university degree in one of the following fields:

- Special Education focus on Early Detection of Disabilities in Children.
- Clinical Psychology for Children with Disabilities.
- Specialization in Early Childhood Development with focus on Inclusive Education or Disability Support Services.
- Community-Based Rehabilitation or Social Work focus on Children with Disabilities.

•**Experience:**

Preferably the candidate should also have:

- Specialized courses in early detection of disabilities.
- Training of Trainers (TOT) certificates.
- Knowledge of Community-Based Rehabilitation (CBR) principles, if available.

### • Core Trainer Skills :

- Subject-matter expertise in understanding types of disabilities (intellectual, motor, hearing, visual, etc.) and developmental characteristics.
- Strong communication skills and the ability to simplify and convey information to facilitators in an accessible language.
- Ability to motivate trainees, manage group dynamics, and accommodate individual differences.
- Practical training skills in screening tools, assessment, and referral processes.
- Capacity to write analytical technical reports and provide clear recommendations.
- Respect for participants' backgrounds and sensitivity to cultural values in both content and behavior.

## SAFEGUARDING POLICY:

OHF has policies and systems in place to prevent sexual abuse, neglect, exploitation, harassment, bullying, and sexual harassment. It is also to safeguard children, adults, our teams, consultants, volunteers, partners, beneficiaries, and all stakeholders. OHF will ensure a workplace culture built on respect, tolerance, diversity, and inclusion.

**GENDER EQUALITY:**

OHF is committed to supporting gender equality in all of its programs and internal operations by eliminating sex discrimination, harassment, and sexual harassment and promoting equality for women and men in all hiring processes starting from an open call for a position, interview process, selection process, salary, benefits...etc

**Consultant Evaluation criteria**

#	Criteria	Rating %
1	A detailed résumé outlining professional background, relevant work history, and expertise in the field.	30 %
2	A comprehensive training proposal including content overview, clearly defined objectives, expected outcomes, and a structured implementation timeline.	40 %
3	financial proposal.	30%
	Total	100%