

**Consultant Terms of Reference**  
**ZIMBABWE EARLY LEARNING POLICY CONSULTATION PROCESS**  
**Data Analysis, Report Writing and Thematic Interactive Partners Atlas**

**Document date: 13 November 2025**

**Consultant Name and contact information**

**TBA**

**Dates of engagement**

Start Date: 21 November 2025

End Date: 19 December 2025

**Administrative and reporting arrangements**

Reporting to: Tafadzwa Manyurure

Location: Harare, Zimbabwe

Key Contacts: Mvelo Mjimba (Education Technical Lead - [MMjimba@edt.org](mailto:MMjimba@edt.org)); Faith Nkala (Country Director - [FNkala@edt.org](mailto:FNkala@edt.org)), Alvord Sithole ([ASithole@edt.org](mailto:ASithole@edt.org))

Project: School Readiness Initiative

Workstream: TBA

**Assignment length, timeframe and day rate**

The number of fee days shall not exceed 14 working days at a rate of US\$300/day. We operate a system of honest reporting whereby a consultant self-reports his/her time usage. Thus, total fees payable shall not exceed US\$4200. The payment will be made upon approval of the deliverables:

- **Phase 1:** 20% - Submission of First Draft report and Thematic Interactive Partners Atlas developed using data collected from MoPSE officials and stakeholders involved in early learning.
- **Phase 2:** 40% - Upon Submission of Second Draft Report and Thematic Partners Atlas.
- **Phase 3:** 40% - Upon Submission of Final report and Thematic Partners Atlas.

Days will only be billed if the outputs are delivered to the agreed standard, and days per output are agreed in advance. The hours may be split and can be used outside of 9am to 5pm. Note it is the responsibility of the consultant to raise any issues with completing deliverables within the timeframe with the focal person at the earliest opportunity.

*Note: The consultancy fees shall be paid less 30% withholding tax, if no tax clearance is availed.*

**Consultancy Project Scope**

The Consultant is to undertake data analysis and report writing using data collected from various education development partners, and consultation process on the implementation of the Zimbabwe Early Learning Policy. Thereafter, make recommendations to both the Ministry of Primary and Secondary Education and Education Development Partners, and Potential Funders. Education Development Zimbabwe (EDZ) is therefore seeking an STTA to:

- Develop thematic summaries to guide the provincial consultation using data from online data collection tools emailed to stakeholders involved in early learning.
- Analyse consolidated provincial consultation sessions feedback.
- Draft preliminary findings based on Provincial consultations and National level discussions.
- Prepare the final report based on stakeholder reviews and comments.
- PowerPoint presentation summarising findings.
- Developing interactive ECD thematic partners atlas.
- Participate in validation workshop as required.
- Provide a final report on findings after incorporating feedback from stakeholders.
- Submit all sets of data used for the report.

### Objectives of the consultancy

- In-depth and objective analysis of consultation process data to develop a report that will enhance operationalisation of Zimbabwe Early Learning Policy.
- Consolidated findings and recommendations based on the collected data, including an interactive and editable partner atlas map.
- Effective engagement with Ministry of Primary and Secondary Education to enhance early learning programming in Zimbabwe.

### Deliverables

Activities/ Outputs	Quality Criteria	Indicative LoE (days)	Delivery Date(s)
1. Kick-off meeting	Clear objectives, methodology, timeline, and risk assessment. Alignment with project goals.	1	21 November 2025
2. An Inception report with an analysis plan and report Structure for review	Logical structure, relevant variables, and alignment with analytical methods	2	24 November 2025
3. Submission of First Draft report and Thematic Interactive Partners Atlas developed using data collected from MoPSE officials and stakeholders involved in early learning.	Accurate data analysis, clarity of findings, visual clarity in presentation, and coherence with analysis plan.	4	28 November 2025
4. Presentation of key findings in PowerPoint and interactive ECD thematic partners atlas to stakeholders attending the national consultation meeting.	Engaging delivery, clear visuals, concise summary of key findings, and interactive Thematic Atlas	1	11 December 2025
5. Submission of Second Draft report and Atlas incorporating feedback from the national consultation sessions submitted to the Working Group.	Incorporation of feedback, Accurate data analysis, clarity of findings, visual clarity in presentation, and coherence with analysis plan.	3	15 December 2025
6. Presentation of key findings in PowerPoint and interactive ECD thematic partners atlas.	Engaging delivery, clear visuals, concise summary of key findings, and interactive Thematic Atlas	1	17 December 2025

7. Submission of final report, PowerPoint, and Thematic Partners Atlas.	Data accuracy, completeness, formatting consistency, and accessibility of datasets.	2	19 December 2025
		<b>14</b>	

**Please note, this is an output-based contract.**

While timesheets must be completed, payment is linked to delivery against the outputs, by the dates and to the quality specified above. The Level of Effort indicated in the 'Activities' section is estimated only. The consultant should discuss with the Team Leader if they do not think the LoE is accurate before signing the contract. If, once the contract is signed, the LoE needs to be adjusted, this must be agreed in writing between the consultant and the team leader. A contract variation may be required.

**Sign-off:** Deliverables will be reviewed and signed off as to meeting expectations. Payment for days worked will be dependent upon the appropriate fulfilment of the deliverables.

### Security check requirements

Is a police or DBS check required for the work to be undertaken?: NO

### Skills, Qualifications and Experience

- A degree in education or IT is an added advantage.
- Providing similar services to clients including international NGOs and donor partners.
- Education research and experience of work in the education system in Zimbabwe
- Quantitative and qualitative research methods including mixed methods research
- Management of large online surveys and/or remote data collection.
- Inter-relational skills in working with stakeholders within the government of Zimbabwe and Zimbabwean education system.
- Working closely with international teams of researchers and technical experts to design and manage research.
- Track record in high quality report writing and project management.
- Strong verbal and written communication in English.
- Demonstrated ability to develop an interactive atlas.

### Annexes, list of supporting documents

None

**Prepared By** (*Name and signature*):

**Confirmed By (HR&GR)** (*Name and signature*):

**Approved By (Budget holder)** (*Name and signature*):