

REQUEST FOR PROPOSAL (RFP)

Consultant/Agency for Pilot Testing and Refinement of Developmental Screening and Criteria-Based Assessment Tools

1. Background and Context

Since 1969, Mobile Creches (MC) has been a pioneer in promoting Early Childhood Development (ECD) among India's most marginalized communities. Through its integrated approach addressing health, nutrition, education, care, and community engagement, MC has reached over 870,000 children and supported more than 2,000 creche centres across 13 states and union territories.

As part of its commitment to strengthening evidence-based programming, Mobile Creches has developed and is currently contextualizing the following tools:

- **Milestone Tracking and Developmental Screening Tool** for children under 3 years and children aged 3–5 years
- **Criteria-Based Assessment Tool** for children aged 3–5 years

The tools are intended to support frontline workers and program teams in monitoring children's developmental progress, identifying children who may require additional support, and informing program planning and improvement.

Before integrating the tools into routine program implementation, MC proposes to pilot them across diverse program settings to assess their feasibility, usability, clarity, and relevance to program monitoring and decision-making.



2. Purpose of the Assignment

The purpose of the assignment is to pilot the assessment tools and provide recommendations for their refinement, appropriate use, training requirements, and integration into MC's monitoring and assessment systems.

The pilot will specifically examine:

- **Feasibility and usability** – whether the tools are practical for frontline workers to administer within routine program settings, including the time, resources, and support required.
- **Clarity and interpretation** – whether items, instructions, response options, and scoring are understood consistently, and to identify areas of misinterpretation or administration difficulty.
- **Appropriateness of tool components** – whether all tools, domains, and items are necessary, including any duplication, gaps, or items that can be simplified, revised, or removed.
- **Training requirements** – the knowledge and skills required to administer, score, interpret, and use the tools, and the additional training, practice, job aids, or supportive supervision required.
- **Monitoring and assessment frequency** – which indicators should be included in routine MIS, monitored/reviewed biannually, or assessed annually.
- **Future technical requirements** – any areas requiring further validation or technical assessment before wider scale-up.

3. Scope of Work

The selected consultant/agency will undertake the following activities:

A. Review and Assessment of the Tools

- Review the existing tools, instructions, scoring procedures, and related materials.
- Assess the tools from ECD and assessment methodology perspectives.
- Identify gaps, duplication, redundancy, or components requiring revision.

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B. Pilot Design and Implementation

- Develop the pilot methodology, sampling approach, and implementation plan.
- Recommend the sample size and program settings for the pilot.
- Develop data collection, quality assurance, and field implementation protocols.
- Support/undertake pilot implementation across relevant program contexts.

C. Feasibility and Usability Assessment

Assess the:

- time required for administration and scoring;
- ease of use by frontline workers and supervisors;
- operational and logistical requirements;
- clarity and practicality of the tools in routine settings; and
- scope for integration within existing program workflows.

D. Interpretation and Training Needs

- Identify items, instructions, or scoring procedures that are unclear or misinterpreted.
- Document common administration and scoring errors.
- Identify areas requiring additional guidance, examples, demonstrations, or job aids.
- Recommend training, refresher training, and supportive supervision requirements.

E. MIS and Assessment Frequency

- Review the indicators generated through the tools and recommend their appropriate use and frequency.
- Identify indicators for routine MIS, biannual monitoring, and annual assessment.
- Distinguish information required for individual child follow-up from that required for program-level monitoring and decision-making.
- Recommend ways to minimize unnecessary data collection and reporting burden.

F. Analysis and Tool Refinement

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- Analyze quantitative and qualitative findings from the pilot.
- Recommend components/items to retain, revise, combine, or remove based on the findings.
- Identify areas requiring further technical validation.
- Provide recommendations for finalizing the tools and their integration into MC's program and monitoring systems.

4. Expected Deliverables

- Inception Report** covering the proposed methodology, pilot design and sampling approach, data collection and analysis plan, work plan, and timeline.
- Pilot Protocol and Data Collection Framework** covering pilot implementation procedures, feasibility and usability assessment, interpretation assessment, quality assurance, and training-needs assessment.
- Pilot Findings and Tool Refinement Report** presenting key findings and recommendations related to feasibility, usability, interpretation, training requirements, and refinement of the tools.
- MIS and Assessment Frequency Matrix** recommending which indicators should be included in routine MIS, monitored biannually, or assessed annually, along with their purpose and level of use.
- Final Technical Report and Presentation** consolidating the pilot methodology, key findings, recommendations, limitations, and roadmap for finalizing and future use of the tools.

5. Consultant/Agency Qualifications

The consultant/agency should have demonstrated expertise in **Early Childhood Development, developmental screening and/or early learning assessment, assessment tool development and pilot testing, quantitative and qualitative research, program evaluation, statistical analysis, and monitoring and evaluation/MIS**. Experience working with frontline workers, community-based or government ECD programs, and assessment tools in diverse or low-resource settings will be an added advantage.

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6. Submission Requirements

Interested consultants/agencies should submit a **Technical Proposal** outlining their understanding of the assignment, proposed methodology and pilot design, approach to assessing feasibility, usability and interpretation, training requirements, MIS and assessment frequency, along with a work plan and timeline. The proposal should also include a **Consultant/Agency Profile** with relevant CVs, qualifications, experience, and examples of similar assignments. A **Financial Proposal** should provide detailed professional fees and any applicable travel, field, tax, or other costs.

7. Duration and Submission Details

Duration: Approximately 10–12 weeks from the date of contract signing

Proposal submission deadline: 25th August 2026

Submission email: meal@mobilecreches.org

Only shortlisted applicants will be contacted for further discussions.

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