

TERMS OF REFERENCE (ToR)

Barbados Education Transformation Programme

Consultancy Services for a Change Management Consultant Ministry of Educational Transformation (MEdT)

1. BACKGROUND

The Government of Barbados, through the Ministry of Education Transformation (MEdT), is implementing a comprehensive Education Transformation Programme (ETP) to modernize the national education system into one that is equitable, inclusive, efficient, and globally competitive. The success of this reform initiative depends on the effective management of organizational and behavioral change across all levels of the education sector. To ensure coherence and sustainability in this process, the Ministry has established a Change Management Unit (CMU) with the mandate to design, coordinate, and oversee change management strategies, frameworks, and interventions that facilitate stakeholder alignment, institutional readiness, and the seamless transition to new operating models and practices within the education system.

To strengthen this function, MEdT seeks to engage a Change Management Consultant for a period of nine (9) months to guide the development and execution of change strategies, ensure alignment across departments, and foster a culture of adaptability and ownership within the Ministry and the wider education system.

2. OBJECTIVE OF THE ASSIGNMENT

The primary objective of this consultancy is to design, coordinate, and manage the Ministry's change management framework to support the implementation of key transformation initiatives under the Education Transformation Programme.

Specific objectives are to:

- Provide strategic leadership for the Ministry's change management processes.
- Develop and implement an integrated Change Management Plan aligned with transformation goals.
- Support staff engagement, communication, and capacity-building initiatives to sustain change.
- Identify and manage risks and resistance that may impede implementation.
- Facilitate readiness, learning, and adaptation across key stakeholder groups.

3. SCOPE OF WORK

The Change Management Consultant will:

Planning and Strategy Development

- Develop a comprehensive Change Management Plan covering all relevant workstreams of the Education Transformation Programme.
- Define roles, responsibilities, and governance mechanisms for the Change Management Unit.
- Conduct stakeholder mapping, impact analysis, and readiness assessments.

Implementation and Coordination

- Lead change management efforts across impacted departments within MEdT and related agencies.
- Oversee communication, engagement, and training initiatives to support staff through transitions.

Risk and Impact Management

- Identify, assess, and mitigate change-related risks.
- Develop mechanisms for feedback, monitoring, and adaptive learning.

Communication and Capacity Building

- Design and implement communication strategies for the change management process to build awareness and understanding of transformation objectives.
- Conduct or coordinate training needs assessments and facilitate relevant learning sessions.

Reporting and Evaluation

- Prepare weekly and monthly progress reports for the Director, Change Management Unit.
- Develop a final Change Management Implementation Report summarizing outcomes, challenges, and recommendations for the next phase.

4. EXPECTED DELIVERABLES

The Consultant will deliver:

1. Comprehensive Change Management Plan.
2. Stakeholder and Impact Assessment Report.

3. Risk Assessment and Mitigation Framework.
4. Associated Communication and Engagement Plan.
5. Training Needs Assessment and implementation strategy.
6. Weekly and Monthly Progress Reports.
7. Final Implementation Report with lessons learned and recommendations.

5. REPORTING AND SUPERVISION

- The Consultant will report directly to the Director, Change Management.
- The Consultant will collaborate closely with Directors, Project Leads, and Human Resource Units.

6. QUALIFICATIONS AND EXPERIENCE

The ideal candidate should possess:

- A minimum of a Bachelor's degree in Organizational Development, Business Administration, Human Resource Management, Education Leadership, or related field.
- At least five (5) years' experience in leading or supporting large-scale organizational change initiatives.
- Professional certification in Change Management (e.g., PROSCI, ACMP) or Project Management (PMP, Prince2) preferred.
- Proven experience developing and executing communication and stakeholder engagement strategies.
- Strong facilitation, interpersonal, and problem-solving skills.
- Experience in the education sector or public sector reform would be an advantage.

7. DURATION AND WORKING ARRANGEMENTS

- The consultancy will be for a period of nine **(9) months**.
- The role will operate on a **hybrid model** (onsite and remote), with flexibility as required by project needs.