

Consultant to Support the Child Care and Early Education Policy Research Consortium

ICF is seeking one experienced consultant to support the Office of Planning, Research and Evaluation (OPRE)'s Division of Child and Family Development in the U.S. Department of Health and Human Services (USDHHS), Administration for Children and Families (ACF) in activities related to the Child Care and Early Education Policy Research Consortium.

The Child Care and Early Education Policy Research Consortium is a network of current and former grantees, contractors, and partners funded by ACF who work on child care and early education policy research and actively create connections across individual projects and disciplines, areas of inquiry, and relevant policy areas. Members of the Consortium focus on questions related to ACF's Head Start/Early Head Start and Child Care and Development Fund programs and the low-income and at-risk children and families they serve. The Consortium holds virtual convenings throughout the year to highlight topics of interest and plan for an annual in-person meeting. The CCEEPRC annual meeting is an opportunity for professional development to enhance understanding of critical issues and advance our collective work to bridge research and policies. The agenda for the CCEEPRC annual meeting should reflect the state of the field and discussions that are critical for advancing research in this area.

The consultant responsibilities will include:

- Work with DCFD staff and current and former ACF-sponsored research grantees and contractors to identify emerging policy issues and questions in need of research, synthesis or interpretation.
- Coordinate collaborative efforts among grantees, contractors, other researchers in the field and DCFD staff to promote sharing of research findings, methodologies, and measurement approaches.
- Monitor new and emerging research relevant to ACF programs and assist DCFD staff in coordinating the integration of research into current projects and future planning.
- Facilitate meeting planning process by analyzing comments/input submitted via various channels, developing agendas, and summarizing discussions.
- Perform other related duties as assigned to facilitate connections between child care and early education research, policies, and ACF partners.

The consultant must have expertise in research and policies related to child care and early education, child care subsidy policies in support of low-income, working parents, quality of child care and early education and initiatives to enhance quality in programs, coordination of early childhood services, and social policies in support of child care and early education and helping families achieve self-sufficiency. Experience planning meetings or conferences is also beneficial.

The consultant will (1) use knowledge of child and youth development, family systems and economic self-sufficiency, early care and education policies and practices, research and evaluation methodology, and statistics to assist staff in identifying emerging topics in need of discussion, (2) assist DCFD staff in communicating with research grantees and contractors and coordinating research consortium or other research activities, (3) serve as liaison between DCFD staff and grantees and contractors to ensure quality, timeliness and inclusion of ACF's goals and priorities and recommend actions to be taken, (4)

plan and accomplish assignments in support of DCFD staff, (5) present research presentations and moderate panels at meetings and conferences, (6) prepare a variety of guidance documents, written comments, presentation materials and briefing documents, (7) identify opportunities for collaborative activities across program areas and agencies.

Location

This position can be remote.

Qualifications

A Doctorate (Ph.D.) in Child Development, Family Studies, Developmental Psychology, Public Policy, Public Health, Sociology, Social Work or related fields. Experience with research, program evaluation, and knowledge of policies and programs affecting children and families served by ACF programs. Experience with meeting planning is preferred.

The consultant will enter into a consultant agreement for Time and Materials and be compensated based on hours worked. Hourly rate will depend on experience, skills and capability of the candidate. Number of hours per month will vary, but not exceed part time work.

Estimated Time Commitment

8-16 hours/month in August, 2021

20-40 hours/month in September, 2021 – May 2022*

**Additional hours may be required during several weeks in February and March, 2022.*

Application Details

If you are interested in applying, please submit the following materials to CCEEPRC@icf.com no later than **Friday, June 25, 2021**:

1. Resume or CV
2. Statement of Interest - limited to 1,000 words that covers:
 - Background and Qualifications
 - Research Expertise
 - Policy Interests
 - Meeting Planning Experience

Interviews with potential candidates will be scheduled for early July.

Roles and Responsibilities on CCEEPRC

Monthly Tasks of Consultant

- Prepare agendas and facilitate monthly CCEEPRC meetings with Consortium members
 - Maintain up to date calendar event and CCEEPRC listserv with new grantees and contractors
 - Identify topic for meeting and coordinate with speakers for smooth presentation
 - Review, revise, and disseminate meeting minutes and materials following the meeting
 - Conduct follow-up activities identified during monthly meetings
- Prepare agendas and facilitate bi-weekly CCEEPRC internal planning meetings
- Manage Basecamp to include updates, announcements, meeting materials, etc.

Annual Meeting Planning Duties

- Coordinate with ICF logistics team leads on all aspects of planning CCEEPRC Annual Meeting (scheduled for March 2022)
- Planning process
 - Establish meeting planning process that identifies emerging topics from work of Consortium members and ACF.
 - Document planning process
- Session development
 - Facilitate and track meeting planning process by supporting work of session planning groups
 - Sessions should highlight rigorous research and foster cross-project collaboration
 - Regular updates summarizing progress made by planning groups should be prepared for COR.
 - Update session planning guidance materials to facilitate planning by planning groups
 - Review session details and provide feedback to planning groups to help shape session and ensure research being included is rigorous and responsive to the needs of ACF
 - Identify presenters and facilitators
- Meeting materials | Facilitate development and finalizing of meeting resources for inclusion on Annual Meeting website and meeting app, coordinating with OPRE and ICF on edits
 - Program agenda | Includes presenters (name and affiliation) and session descriptions
 - Meeting invitation for CCEEPRC 2022 Annual Meeting | Tailored invitations for full CCEEPRC, CCDF administrators, and Federal partners
 - Coordinate with OPRE and ICF on meeting invitation lists
 - Coordinate with OPRE and ICF to send reminders to CCEEPRC 2022 Annual Meeting invitees and presenters
 - Meeting resources
 - ACF project brief matrix
 - Meeting evaluation (including OMB clearance)
 - Welcome letter (coordinate OPRE leadership review)
 - Session materials (coordinate with session planning groups)
- Support for meeting logistics
 - Facilitate development of list of supported travelers
 - Provide consultation on CCEEPRC Annual Meeting website and meeting app, including Google analytics
 - Support for scribes
 - Edit template for scribes to use in developing meeting notes
 - Participate in phone training of scribes and review meeting notes template
 - Provide onsite meeting support including support to scribes and other participants

- Post Meeting Coordination
 - Draft and send thank you notes to session planning groups, presenters, honored guests, participants etc.
 - Review evaluation results and send reminders to increase evaluation response rate (if needed)
 - Participate in meeting debrief with COR, including planning for review and revision of meeting notes, and developing timeline for dissemination of final meeting materials and notes
 - Facilitate archiving of meeting materials on Research Connections
 - Coordinate with OPRE and ICF on all other follow-up to CCEEPRC 2022 Annual Meeting