

## GUIDE SERIES

# Five Steps for Implementation

This five-step provides details on how to apply *Teach ECE* in a new setting, outlining the recommended process teams should follow and explaining the complementary resources available at their disposal.<sup>1</sup> *The full implementation process takes approximately 3 months.*



**1**  
Consult with stakeholders



**2**  
Collect video footage



**3**  
Choose and implement a training model



**4**  
Conduct classroom observations



**5**  
Collect and analyze data

**1** **Consult with stakeholders** on what *Teach ECE* measures and discuss its applicability in the local setting. During this process, we recommend sharing the manual, brief, and PowerPoint with the government counterparts. Once the government has agreed to use *Teach ECE*, teams must translate the *Teach ECE* manual as soon as possible (if needed). In some settings, the government leads this process, and in other settings it is necessary to hire a translator. The translator can also complete the transcription and translation process below. The team must also hire a Teach ECE trainer to lead the in-country training and master coding process. The Teach ECE trainer will also manage the project and guide counterparts and/or the Task Team Leader(s) through the Teach ECE implementation process. *This process takes approximately 2 weeks.*

**2** **Collect video footage from the country where *Teach ECE* is being applied.** *Why?* Because context matters. Obtaining these videos will require coordination with the government; a country can collect videos at any time and code them later. The following activities can either be completed by individual consultants or a firm:

- (i) **Source a minimum of 15 full-length recordings of 1 hour<sup>2</sup>** in order to make sure there are a minimum of ten, 15-minute recordings that can be used for the *Teach ECE* training. Six of these recordings will be for the Exam and four will be used as Practice Videos. Note that if you decide to replace the default video clips from the training PowerPoint with country-specific videos, you will need more than ten, 15-minute videos (see Step iv).
- (ii) As the videos are being sourced, **it is crucial to ensure the recorded observations reflect the diversity of the sample.** Classrooms with different kinds of ECE teachers, from different kinds of educational settings, and with diverse children (socioeconomic status, proportion of girls to boys, etc.) should be prioritized. Before recording video footage, it is critical to get ECE teachers' consent first. Note, in some settings, obtaining parental consent for children may also be required. For more details on video recording, please review the *Teach ECE* Guide for Selecting and Recording Videos. *We encourage teams to discuss this step with the*

<sup>1</sup> All the materials listed are available in English.

<sup>2</sup> In some settings, teams do not source local videos and instead translate the *Teach ECE* training videos and use them in their context. Although this may be useful in some settings, the *Teach ECE* team encourages teams to use local video footage wherever possible.

government as soon as possible. Once the necessary documentation has been processed, the process for video recording takes approximately 2 weeks..

- (iii) **The practice and exam videos are then transcribed in the local language and translated to English** (with timestamps). The videographer references this transcription to embed subtitles in the videos (as part of the next step). For each of these segments, everything the ECE teacher and children say is transcribed with timestamps and translated to English. This is extremely important and should be emphasized to the translator/transcriber. All other Teach ECE materials (e.g., the field tool, exit survey) should be submitted to translation at this point. The English transcriptions are then embedded into the videos as subtitles. *This process is not necessary in English-speaking countries, or in settings where the trainer and coder speak the local language. In cases where transcribing and translating are needed, including in settings where the ECE teacher uses a mix of English and a local language, this process takes approximately 7-10 days.*
- (iv) **Concurrently, the training PowerPoint with video clips that exemplify the various behaviors, Elements, and Areas of the tool for the Teach ECE training<sup>3</sup> should be translated.** Implementors have the option of using the PowerPoint with default, pre-populated videos from different contexts, or to select clips from videos collected in-country. To use the default clips, the transcripts need to be translated from English to the local language, and then re-embedded in the videos as subtitles. To use clips from videos collected in-country, the Teach ECE trainer needs to identify sections of videos that exemplify various behaviors and re-embed them into the training PowerPoint. They will also need to provide score justifications for these clips in the PowerPoint slides. Note that clips used in the training PowerPoint cannot be part of any of the Exam videos. *This process takes approximately 5-7 days.*

**3** **There are 2 options for training models: Implementor training and Observer training (see below).** For either of these options, teams may hire a “master coder” to support with the master coding process<sup>4</sup>. See a list of certified trainers and coders who underwent a rigorous training facilitated by the Teach ECE team and passed an assessment that certifies them to code and train on the Teach ECE tool.

---

<sup>3</sup> Subtitles in another language may be added to the clips.

<sup>4</sup> Master codes are the codes developed by Teach ECE experts after observing the same video, which indicates the correct coding of a video with written justifications. To master code a video, the Teach ECE trainer and master coder(s) watch the classroom footage and use the Teach ECE manual to assign a numerical score to the teaching practices they observe.

### Option 1: Implementor Training (Preferred)

Step 1: Using 3 of the 15-minute segments (2 for practice, 1 for the certification exam), the **Teach ECE trainer (with optional help from a master coder or coders) prepares local master codes** for the implementor training. *This process will take roughly 7 days.*

Step 2: **The Teach ECE trainer trains 5-8 local implementors on the tool.** This training is designed to (i) ensure implementors can reliably code using *Teach ECE* and (ii) provide implementors with training strategies they can apply during the observer training. Implementors will be given a host of complementary training materials, including a full-length training script, to assist them with the observer training. At the end of the implementor training, the *Teach ECE* trainer will choose 1–2 implementors to conduct the observer training. *The training for implementors will typically take 5 days.*

Step 3: **Implementors who successfully passed the Teach ECE training will create master code justifications for the five practice videos,** and master codes for the six exam videos. Note that teams may want to utilize the 3 master codes prepared by the *Teach ECE* trainer for implementor training. The process of master coding is supported by the *Teach ECE* trainer. *The master coding process typically takes 7–14 days.*

Step 4: **The implementor(s) conducts the observer training.** They can utilize the training manual, quiz item bank, game sheet, discussion question sheet, and exit survey to facilitate the training. At the end of the training, observers must take and pass a reliability exam to receive a Certificate of Reliability to code with the tool. *The training lasts 5 days (a 4-day training with 1 day for the reliability exam and a field visit is recommended).*

### Option 2: Direct Observer Training

Step 1: **The Teach ECE Trainer and the master coder(s) certified on Teach ECE develop the training materials.** The *Teach ECE* trainer and master coder(s) will create master code justifications for the five practice videos, and master codes for the six exam videos. After the master code justifications are written out in English, they must be translated to the local language. *This process takes approximately 7 days.*

Step 2: **Using these videos, the Teach ECE trainer conducts the observer training.** The *Teach ECE* trainer can utilize the training manual, quiz item bank, game sheet, discussion question sheet, and exit survey to facilitate the training. At the end of the training, coders must take and pass a reliability exam to receive a Certificate of Reliability to code with the tool. *The training lasts 5 days (a 4-day training with one day for the reliability exam and a field visit is recommended).*

**4** **The coders who pass the certification exam can conduct classroom observations using Teach ECE either live or by video.** Data collection is either done by the government or an external entity, depending on the context, using PAPI or CAPI. The *Teach ECE* team provides a do-file (Stata) that automatizes the data cleaning process and generates a report that highlights potential mistakes in the data. *The timeline for this process is highly context-dependent, typically lasting from 21 to 28 days.*

**5** **Input and analyze the results of classroom observations.** *Teach ECE* includes automatized programs that label, clean, and analyze the data. These programs are available in R and STATA, and automatically generate tables and graphs with all the

descriptive statistics. They also include a pre-built template report to make report writing easier and reproduce the psychometric analyses conducted in the *Teach Primary Validation Paper*. *This process takes approximately 1 day.*

---

### *Additional Notes:*

- 1) In settings where the *Teach ECE* trainer does not the local language, teams have two options: 1) hire a certified, English-speaking *Teach ECE* trainer to facilitate the training via simultaneous translation, 2) select a local trainer who has experience facilitating trainings and hire a *Teach ECE* trainer to train and support the local trainer. The local trainer will then independently conduct the training in country (with the remote or in-person support of the *Teach ECE* trainer). For the second option, the *Teach ECE* trainer is hired for one week to train the local trainer on how to conduct the coder training. After the local trainer is sufficiently trained, the *Teach ECE* trainer provides guidance and support to the local trainer as s/he trains the local coders.
- 2) Teams also have the option of adding low-inference questions to the field tool and elements to *Teach ECE* if the government requests this. To do this, hire an expert consultant to draft the element in full or to advise government officials as they draft the element. *This part of the process can take approximately two weeks.*

# ANNEXES

## ANNEX 1: COST OPTIONS

*Teach ECE* trainings are done in-person and led by a certified *Teach ECE* trainer. As noted above, there are several technical steps needed to ensure a successful *Teach ECE* training. Teams often ask the *Teach ECE* team what the cost of such a training entails and how long the preparation process takes. Although the costs associated with training can vary due to location, and the timeline can fluctuate based on the pace of dialogue and need for translations, we've estimated the approximate total costs and implementation timeline below:

	No translation	Translation
1 video editor's time x 1 day	✓	✓
1 coder's time x 6 days preparation	✓	✓
1 trainer's time x (5 days training + 5 days preparation)	✓	✓
1 roundtrip airline ticket	✓	✓
1 accommodation x 7 days	✓	✓
1 per diem x 7 days	✓	✓
1 translator's time x (10 days translating manual + 8 days transcribing video footage + 7 days translating master codes)		✓
1 designer's time x 2 days designing manual		✓
	<b>\$8,000–9,000*</b>	<b>\$14,000–16,000*</b>

\*Approximate totals in USD.

## ANNEX 2: ESTIMATED TIMELINE



\* The timeline does not reflect optional processes such as changing the structural process questionnaire.



**WORLD BANK GROUP**  
Education

Contact us at [teach@worldbank.org](mailto:teach@worldbank.org) and  
visit us at [www.worldbank.org/teachece](http://www.worldbank.org/teachece)

