

**UNICEF Moldova
Terms of Reference**

Child Protection National Individual consultancy

Location: Chisinau, Moldova

Outposted to the Ministry of Labour and Social Protection

Duration and timeline: July 2022 – July 2023 (Full time – 21.75 working days per month; 11.5 months)

1. Background

In late February 2022 in the Republic of Moldova (hereinafter Moldova) an emergency response was launched following an intensive flow of refugees from Ukraine caused by the conflict. As of 22 June, 2022, over 500,000 refugees arrived from Ukraine through official border crossing points with Ukraine with over 82,000 remaining in the country.

The **majority of the refugee population are women (62%) and children (51%)** faced with high protection risks while transiting, but also those who remain in the country. Additionally, more efforts are needed to improve the refugee registration and tracking systems, improve the living conditions in Refugee Accommodation Centers (RACs)–, and strengthen the overall **child protection (CP)** system which is overstretched and weak, while the provided support is still insufficiently coordinated.

The Government of Moldova has shown leadership in responding to the protection needs of individuals fleeing the war. While the Government continues to scale up to address the challenge, it is complemented and assisted by the efforts of partners, including UNICEF.

UNICEF is supporting the child protection refugee response at several levels, including the overall national level child-protection coordination through co-leading the CP sub-working group formally established in collaboration with UNHCR and the Ministry of Labour and Social Protection. In partnership with UNHCR, UNICEF leads the establishment of Blue dots across the country, operated with the support of implementing partners like CCF Moldova, Terre des Hommes Moldova, Partnerships for Every Child, national and local authorities, and others, in order to address the urgent needs of refugee children and families from Ukraine.

Among the identified priorities, UNICEF aims to expand the Blue dots network to increase access of families and children to information, counselling and services that meet their urgent needs, including child-friendly spaces, psychological counselling and support, hygiene items, health and nutrition services, as well as basic legal advice and referral services for cases of violence. UNICEF's Child protection in emergency (CPIE) response also includes support to strengthening the child protection system to prevent and respond to all forms of violence, exploitation, abuse, neglect and harmful practices. This will be done mainly by strengthening the case management, expanding outreach capacity of service providers and capacity building of institutional and non-institutional stakeholders. Particular focus is placed on identification and protection of unaccompanied and separated children (UASC), including strengthening alternative care placement and psychosocial support. In parallel, UNICEF's refugee response program aims also to engage in raising awareness of child protection risks such as violence against children, gender-based violence, trafficking, and ensuring that at-risk and affected populations have timely access to culturally appropriate, sex- and age-sensitive related information and interventions. Aiming at leveraging the national response to the refugee crisis, UNICEF plans to strengthen the national child protection and social services systems, including for the efficient implementation of the 2022-2026 National Program for Child Protection and the associated Action Plan.

2. Purpose of the assignment

The purpose of this consultancy is to strengthen the capacities of the Ministry of Labor and Social Protection to respond to the refugee crisis and to child protection and social services systems, in line with the provisions of the 2022-2026 National Program for Child Protection and the Action Plan.

3. Objectives of the consultancy

Support MLSP to achieve General Objective 2 of the National Program for Child Protection (2022 – 2026) and the Action Plan for its implementation: “Overall objective 2: Adults and children manifest zero tolerance for any form of violence against children.”

4. Details of how the work should be delivered

Specific tasks include:

- Planning the activities, in accordance with the provisions of General Objective 2 of the National Program on Child Protection (NPCP) and its Action Plan for its implementation, as well as based on the coordination with UNICEF and the head of the child protection department at MLSP;
- Coordinate and facilitate information sharing on activities, progress, technical materials, and other communications, including refugee related ones, in support of the General Objective 2 of the NPCP.
- Draft normative acts, collect and analyze relevant data and organize consultations, that fall under the scope of General Objective 2 of the NPCP;
- Finalize draft normative acts based on relevant guidance, inputs, recommendations, and opinions from different MLSP sectors, line ministries, civil society and/or other stakeholders
- Monitor and report on progress against indicators from General Objective 2 of the National Program and the Action Plan for its implementation.
- Working closely with other MLSP consultants supporting the other objectives, and coordinate to leverage each other’s experience, and draw good practices and lessons learned.

5. Deliverables

Based on detailed monthly work-plans agreed with the supervisor, specifying activities to be realized and documents/outputs to be produced, a consultant will submit monthly reports with overview of completed tasks and outputs attached.

All the tasks are to be performed continuously throughout the engagement, with indicative deadlines for specific outputs as included bellow:

Activity plan developed	Each month, by end July 2023
Relevant reports, information and technical materials prepared and submitted	Continuously throughout the engagement
Number of legal and normative acts drafted	Continuously throughout the engagement
Number of consultation meetings organized and held	
Relevant data collected and analyzed	Continuously throughout the engagement
Number of reports on the monitoring of the indicators drawn up	Continuously throughout the engagement

6. Reporting requirements

All activities and deliverables undertaken by the consultant shall be discussed and planned in consultation with MLSP and UNICEF.

The consultant is expected to deliver monthly reports (in Word format) in English, which indicates the achievement of objectives, indicators, and results based on the approved monthly plans. The activity

report is coordinated by the head of the child protection department and is approved by the State Secretary of MLSP.

The approved and coordinated report is submitted to UNICEF.

The Child Protection Specialist and the head of the Child Protection Department at MLSP, regularly communicate with the consultant and provide feedback and guidance on his/her performance and all other necessary support to achieve the objectives of the consultancy, as well as remain aware of any upcoming issues related to consultant's performance and quality of work.

7. Performance indicators for the evaluation of results:

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in ToR and detailed agreed on monthly work-plans;
- Compliance with the established deadlines for submission of deliverables;
- Quality of work;
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts.

8. Qualifications and experience

- Advanced academic degree in political science, social policy, economics, law or other relevant studies;
- A minimum of 3 years of professional experience in the field of child protection, social assistance, or human rights;
- Excellent knowledge on international child rights standards and national policy and regulatory framework, including on emergency;
- Excellent knowledge on the national child protection system, services and stakeholders;
- Excellent communication and facilitation skills;
- Fluency in Romanian and working knowledge of English is required.

Evaluation criteria for selection

The candidate is expected to reflect in the submission the qualifications, knowledge and experience related to the requirements listed above. Technical evaluation will be performed through a desk review of applications, evaluation of technical proposals, and if necessary, may be supplemented by an interview.

The total amount of points to be allocated for the price component is 30. The maximum number of points (30) will be allotted to the lowest price proposal of a technically qualified offer. Points for other offers will be calculated as $\text{Points (x)} = (\text{lowest offer} / \text{offer x}) * 30$.

The selection process is aimed at selecting the applicant who obtains the highest cumulative score (technical evaluation + financial offer evaluation points) following "best value for money" principle

9. Content of technical proposal

- CV;
- Cover letter, outlining relevant experience with similar type of assignments (max 300 words).

10. Content of financial proposal

The applicant should fill in the Financial Offer Template and specify an all-inclusive consultancy fee in MDL for full month of work, requested for the tasks described in the Terms of Reference. This contract does not allow payment of medical insurance, taxes, and sick leave.

The final selection will be based on the principle of "best value for money" i.e. achieving desired outcome at lowest possible fee.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered or for failure to meet deadlines.

11. Payment schedule

The payment will be linked to the monthly reports and attached outputs and upon satisfactory completion and acceptance by MLSP and UNICEF.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs are incomplete, not delivered for failure to meet deadlines.

12. Definition of supervisory arrangements

The consultant will work under the oversight of the head of the child protection department at MLSP and Child Protection Specialist of UNICEF Moldova. Payments will be rendered upon successful completion of tasks, as per the monthly schedule outlined above.

13. Work arrangements and official travel involved

Location: The consultant will work within MLPS with the team of the Department of Child Rights Protection. The Individual Consultant will have to make themselves available online from their own computer with access to internet. UNICEF will not cover any costs incurred by the contractor for setting-up and maintaining a working space outside, in order to perform the tasks of this TOR.

PTO: The Individual Contractor will be entitled to Paid Time Off (PTO) credit at the rate of one-half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month.

Travel: The work will require local travels in order to conduct in-person meetings, consultations and field-monitoring. MLSP will facilitate introductions to key stakeholders.

14. Support provided by UNICEF

MLSP and UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work. MLSP and UNICEF will provide an initial package of relevant documents, and an initial list of relevant stakeholders and counterparts to work with.

15. Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

16. Ethical considerations

As per the DHR PROCEDURE ON CONSULTANTS AND INDIVIDUAL CONTRACTORS, together with the Notification letter, the contractor will be sent the link on UNICEF's learning platform, Agora, containing UNICEF policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment. The selected candidate must complete the applicable mandatory online courses on UNICEF's learning platform prior to signature of contract. All certificates should be presented as part of the contract.

17. Other considerations

Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (if applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract.

Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (COVID-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.