

United Nations Children's Fund (UNICEF)

Vientiane, Lao PDR

Individual Consultancy: International Child Protection Consultant

Terms of Reference

1. Background:

Guided by the United Nations Convention on the Rights of the Child (CRC), UNICEF believes nurturing and caring for children are the cornerstones of human progress and strives to advance and protect children's rights in all settings. Working closely with the Government of Lao PDR and its partners, UNICEF is on the ground to help children survive and thrive by overcoming the obstacles that poverty, violence, disease and discrimination in a child's path. UNICEF has been present in Lao PDR since 1972.

UNICEF Child Protection programme ensures that children are better protected from violence, abuse, neglect and exploitation. It aims at strengthening policy, legislative and institutional frameworks and improving access to and delivery of family support and community-based child protection services, both in development and emergency settings, including natural disasters and the COVID-19 pandemic.

2. Purpose:

The purpose of the assignment is to provide quality documentation of the UNICEF Lao PDR Child Protection programme, particularly the child protection system pilot model implementation in Attapeu Province supported by the Korea International Cooperation Agency (KOICA). Guided by the Child Protection Specialist, the incumbent will also produce several knowledge management products, including programme documentation report, case studies, as well as communication materials, such as infographics, photo database for child protection and social service workforce campaign materials.

The consultancy contributes to the implementation of the UNICEF Lao PDR Country Programme 2022-2026, notably the Child Protection Outcome: *By 2026, more children are better protected from violence, abuse, neglect, exploitation and harmful practices and benefit from a strengthened child protection system, services and positive behaviours.*

3. Work Assignments:

Under the supervision of the Child Protection Specialist, the consultant will have key accountabilities, duties and tasks are as follows:

- 1) Support documentation of the overall child protection system model implementation, with a special focus in Attapeu Province.
 - Produce bi-annual human-interest stories from the child protection system strengthening work in Attapeu Province.
 - Draft and publish articles about the implementation of the KOICA programme.
 - Map existing child protection training materials and support updating them (contents, design and layout).
 - Map existing adolescent life and social skills training materials and support updating them (contents, design and layout).

- Support updating existing child protection case management tools, resources and forms (contents, design and layout).
- Support writing the child protection system strengthening documentation report (Attapeu and Xiengkhouang).
- Support the KOICA annual reporting.

2) Produce general child protection knowledge management / communication products:

- Produce a summary document of UNICEF Lao PDR Child Protection team's COVID-19 preparedness and response interventions, including three case studies, narrative achievements, budget analysis, partnership analysis, challenges, lessons learned and way forward.
- Develop a child protection photo database and take photos.
- Support implementing the campaign to create positive perceptions towards social work, from developing a roadmap, creating campaign materials to facilitating preparation meetings and organizing a national event to celebrate the ASEAN Social Work Day.
- Support designing contents and messages and implementing the campaign to raise awareness on the benefit of family-based care and support the right of every child to grow up in a loving, caring and protective family.
- Support the team in other knowledge management and documentation work.
- Support the team in research, evidence generation and evidence-based advocacy work.
- Support the team in terms of annual reporting and key donor reporting.

3) Support programme implementation and communication:

- By closely working with the Lao Youth Union, Lao Women's Union, Ministry of Information, Culture and Tourism, and the Ministry of Post and Telecommunications, support the implementation of the child marriage prevention programme by creating, disseminating and monitoring the use of advocacy framework, messages and materials.
- Attend parenting taskforce meeting to provide updates on the child marriage project.

4. Qualifications or Specialized Knowledge/Experience Required:

Qualifications and Experience

- University Degree in Development Studies, Communication, or related areas
- 2 years of experience working in developing country context in the field of international development, communication and social development
- Experience in working with UN, international organizations and the government
- Ability to use communication tools and create designed contents

Knowledge and Skills

- Understanding of child protection, gender issues and child rights in Lao PDR and solid knowledge of the social, political and cultural context of Lao PDR.

Competencies

- Working collaboratively with others
- Driving to achieve results for impact
- Innovates and embraces change

Core values:

- Care
- Respect
- Integrity
- Trust
- Accountability

- Sustainability

Languages

Fluent speaking and writing skills in English; knowledge of the written and spoken and Lao language is a strong asset.

5. Location:

The primary work location is Vientiane Capital City, Lao PDR. Remote working may be allowed based on the situation of COVID-19 and in consideration of flexible working methods allowed as per the UNICEF rules and regulations. Regular programme visits and participation in coordination meetings at sub-national levels will take place based on the request of the Government, UNICEF and donors.

Once in the country, the consultant will make at least three visits to the field, including but not limited to Attapeu Province or others, to collect stories, take photos and consult with stakeholders for the assignment.

6. Duration:

The consultancy will be for 11.5 months. The consultant is expected to start working from 1 August 2022.

7. Deliverables:

Payment	Expected deliverables	Timeline
Deliverable 1	Monthly report (1 month)	By 25 Aug 2022
Deliverable 2	Monthly report (1 month)	By 25 Sept 2022
Deliverable 3	Monthly report (1 month)	By 25 Oct 2022
Deliverable 4	Monthly report (1 month)	By 25 Nov 2022
Deliverable 5	Monthly report (1 month)	By 25 Dec 2022
Deliverable 6	Monthly report (1 month)	By 25 Jan 2023
Deliverable 7	Monthly report (1 month)	By 25 Feb 2023
Deliverable 8	Monthly report (1 month)	By 25 Mar 2023
Deliverable 9	Monthly report (1 month)	By 25 Apr 2023
Deliverable 10	Monthly report (1 month)	By 25 May 2023
Deliverable 11	Monthly report (1 month)	By 25 June 2023
Deliverable 12	Monthly report (0.5 month)	By 25 July 2023

8. Reporting Requirements:

All deliverables should be written in English and submitted to the Child Protection Specialist, UNICEF Lao PDR for review.

9. Payment Schedule linked to deliverables:

** The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump-sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

By the 25th of each month, the consultant will submit a monthly report in English. The report shall inform the Child Protection Specialist on progress made by the consultant regarding the implementation of activities/tasks. The report will be used to assess the consultant’s monthly performance.

Payment Schedule linked to deliverables: The consultancy will be based on 11.5 months contract.

The consultant is eligible for standard DSA for all work-related travel. Any tax to be paid to the government should be covered by the consultant and UNICEF will not be responsible to cover any such costs.

Deliverables	Payment (including business travel fee) be directly linked with satisfactory deliverables	Reporting Requirements for each deliverable
Deliverable 1	1/12 of the total contract value	To be written in English and submitted to UNICEF
Deliverable 2	1/12 of the total contract value	
Deliverable 3	1/12 of the total contract value	
Deliverable 4	1/12 of the total contract value	
Deliverable 5	1/12 of the total contract value	
Deliverable 6	1/12 of the total contract value	
Deliverable 7	1/12 of the total contract value	
Deliverable 8	1/12 of the total contract value	
Deliverable 9	1/12 of the total contract value	
Deliverable 10	1/12 of the total contract value	
Deliverable 11	1/12 of the total contract value	
Deliverable 12	1/12 of the total contract value	

10. Administrative Issues:

UNICEF will provide laptop, desk, stationery and office space for the consultant within the office, but the consultant should use his/her communication/design tools. The consultant should provide medical insurance covering medical evacuation for the whole duration of the assignment.

The consultant shall be required to include the cost of travel in the financial proposal. The travel cost shall be calculated based on economy class travel, regardless of the length of travel. The financial proposal should include costs for accommodation, meals and incidentals at the local DSA rate.

11. Contract supervisor:

The consultant will work under the direct supervision of the Child Protection Specialist.

12. Nature of ‘Penalty Clause’ to be Stipulated in Contract:

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by a notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Lao PDR and the Government of Lao PDR.

13. Submission of applications:

Interested candidates are kindly requested to apply and upload the following documents to: <http://www.unicef.org/about/employ/>

- Letter of Interest (cover letter)
- CV or Resume
- Submission of a previous job, similar to the assignment.
- Financial proposal: All-inclusive lump-sum cost.

The deadline for applications is 5 June 2022.

14. Assessment Criteria:

A two-stage procedure shall be utilized in evaluating proposals, with the evaluation of the technical proposal being completed prior to any price proposal being compared.

Applications shall therefore contain the following required documentation:

1. Technical Proposal, including a cover letter and an updated CV.
2. Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fee, travel costs (economy class) to VTE, living cost in Vientiane and others. The travel shall be based on the most direct and economy fare. Travel to provinces for official work will be paid by UNICEF as per UNICEF rules and regulations.

No financial information should be contained in the technical proposal.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification (max. 100 points) weight 70 %

- University Degree in Development Studies, Communication, or related areas (30%)
- 2 years of experience working in developing country context, in the field of international development, communication and Social Development (40%)
- Understanding of child protection, gender issues and child rights in Lao PDR and solid knowledge of the social, political and cultural context of Lao PDR and experiences in working in ASEAN countries (30%)

b) Financial Proposal (max. 100 points) weight 30 %

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technically qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to the candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.