

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Mapping of residential care institutions in Suriname at the national level	Funding Code: WBS:	Type of engagement <input checked="" type="checkbox"/> Consultant (National) <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time *	Duty Station: Paramaribo/Suriname Estimated date: June 15, - August 15, 2023
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Background/Content

The convention on the Rights of the Child (CRC) recognizes the rights of every child on protection against violence, abuse and exploitation, access to its legal system and qualified care.

Article 20 of the CRC also indicate that a child temporarily or permanently deprived from his or her family environment, shall be entitled to special protection and assistance provided by the State. The State has the primary obligation to ensure that all children are protected and cared. However, placement of children in residential care should be the last option and efforts should be taken to place children in a family situation ensuring support in the best interest of the child.

Ensuring a protective and safe environment in the residential care Government of Suriname has taken different actions such as: approval of the legislation on care institutions in 2014 with the focus on standard and guidelines for exploitation of care institutions which was approved in 2017. An inter-departmental taskforce was established by the Ministry of Social Affairs and Housing for the monitoring of the implementation of the Legislation. Among others, the Ministry of Social Affairs and Housing has put efforts in setting up a database for the childcare institutions with a national registration (although not fully completed) and recently in 2022 an assessment was conducted of the challenges and bottlenecks regarding implementation of the legislation and policies pertaining the childcare institutions.

Children have been placed in residential care institutions for various reasons by parents', guardians, or institutions. To support the Government in its effort to set up a better monitoring system in place, UNICEF with support of partners, is planning to carry out a mapping of the children in the residential care institutions.

The mapping will also support the Government in development and implementation of policies in the best interest of the child taking into consideration article 18 of the convention on the rights of the child where States parties shall use their best efforts to ensure recognition of the principle that both parents/legal guardian have common responsibilities for the upbringing and development of the child and when a child who can't be with his or her parents for some reason, the child should be in an environment that feels like home instead.

Purpose of Activity/Assignment:

The purpose of the mapping is to have an overview of children in residential care institutions to support policy makers to improve regulations, and policy development for alternative care in the country.

Scope of Work:

Through data collection at all childcare institutions at national level, the consultant will map the following:

- ✓ Geographical distribution and coverage of the residential childcare institutions (national, district and community level). -including GPS location-
- ✓ Number and type of beneficiaries of the services (number of children in institutions disaggregated on gender, age number of years in the institutions, and the reasons of placement)
- ✓ Based on the data gathering, the consultant is expected to give a scan of number of children in

residential care institutions, intake procedures and formulate key recommendations and way forward regarding alternative and family base care.

Methodology:

- I. Develop of templates, guidelines and tools in close consultation with the Child Protection and M&E officers to collect disaggregated qualitative and quantitative data at the childcare institutions.
- II. Interview with child care institutions at national level and other relevant key-stakeholders, who are directly involve with children in the Residential child care institutions and their protection.
- III. Prepare and share draft report for review and feedback based on the data collection and analysis.
- IV. Presentation of the final draft report to UNICEF and other relevant key stakeholders/policy makers.
- V. Submission of the Final report.

Ethical considerations:

UNICEF supports evidence generation conducted in full compliance with ethical considerations, including during studies, research, and data collection. No information, including data, that are considered for this assignment or data to which the consultant is privileged during the assignment - as a direct or indirect result of being the Consultant for this assignment - can be shared and or be used by the Consultant neither can s/he approve the use of the whole or any part of it, for personal or professional purposes, without approval in writing from the Ministry of Health and UNICEF, jointly. The Consultant is required to disclose in writing any experience, of himself or his immediate family, which may give rise to a potential conflict of interest, and to deal honestly in resolving any conflict of interest which may arise during this assignment.

All interviewees will be informed on the purpose of the research and their role and what information is required specifically from them. Confidentiality of their views is ensured. As interviews will include minors, a written consent should be taken from the persons in charge of their care. All the documents, including data and fieldwork instruments, developed during this consultancy are the intellectual property of UNICEF. All research tools and methodology should be in line with UNICEF regulations and will undergo a process for ethics review approval. The consultant will be guided by UNEG Evaluation Standards and Norms, UNICEF Procedure on Ethics in Evidence Generation, UNEG Standards for Inception Reports, and UNICEF-Adapted UNEG Evaluation Reports Standards during the whole process and will abide with the UNICEF guidance and policies for doing research with children.

All tools developed must be in line with the Institutional Review Board (IRB) or the Ethical Review Board (ERB).

Budget Year: 2023	Requesting Section/Issuing Office: Suriname Child Protection	Reasons why consultancy cannot be done by staff: <i>This study requiring an experienced consultant with capacity and experience in conducting comprehensive studies related to social issues and experiences with undertaking research with children and in the field of residential care</i>
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension:		
Supervisor: Child Protection Officer Sandhya Hanoeman-Soekhoe	Start Date: June 15, 2023	End Date: August 15, 2023

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
1. Inception report including a detailed workplan with clear outlines approach and specific timetable, methods, tools and guidelines for the mapping	workplan of the assignment and tools and guidelines for the mapping are approved	June 23 rd , 2023	20%
2. Daft report prepared based on the analysis of qualitative and quantitative data collected over all Districts	Draft report submitted for review and feedback	July 24 th , 2023	45%
3. Finalization and Presentation of the final report	Final report submitted	August 15 th , 2023	35%

Estimated Consultancy fee			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)	Local travel (where applicable) will be under responsibility of the consultant. All travel costs should be planned properly in the technical proposal and included in the financial proposal. Please consider/ include cost saving by considering sharing of transportation costs with other partners travelling to specific areas and districts. All logistics and costs of travel should be factored into the bid budget.		
DSA (if applicable)	N/A		
Total estimated consultancy costsⁱ	US 8000,--		
Minimum Qualifications required*: <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other <input checked="" type="checkbox"/> Bachelor's university degree in psychology, social sciences or social work, education, humanitarian studies, social and behavioural sciences field, or other related fields.	Knowledge/Expertise/Skills required *: <ol style="list-style-type: none"> Proven insight in the social welfare sector of Suriname, especially regarding children and care institutions Knowledge regarding the Convention on the Rights of the Child with special focus on the best interest of the child. Demonstrated capacity and experience in conducting comprehensive studies related to social issues and experience with undertaking research with children and in the field of childcare At least 3 years experience in qualitative and quantitative data collection and analysis. Strong organisational, and presentation skills and good ability to write reports clearly and concisely Knowledge of the equity and gender approaches and their application Excellent oral and written communication skills Dutch (English is an asset) 		
<p><i>*Minimum requirements to consider candidates for competitive process</i></p>	<p><i>*Listed requirements will be used for technical evaluation in the competitive process</i></p>		
Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))			
A) Technical Evaluation (e.g. maximum 75 Points)		B) Financial Proposal (e.g. maximum of 25 Points)	
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Administrative details: Visa assistance required: <input type="checkbox"/> <input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>
Prepared by : Child Protection Officer	
Request Authorised by Section Head	Request Verified by HR:
<i>Approval of Chief of Operations (if Operations):</i> <i>(if Programme)</i>	
<i>Approval of Deputy Representative/Programme Manager</i> <i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i>	

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

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 (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.
