

TERMS OF REFERENCE

TITLE – Consultancy on the development of the outcome document on the access to justice programme in UNICEF Refugee Response Office in Poland

MODALITY	Individual Consultancy
DUTY STATION	Warsaw, Poland, Home Based
DURATION OF CONTRACT	6 Months

Purpose of Assignment

Children come into contact with the justice system in multiple roles—victims, witnesses, children in conflict with the law, asylum seekers or applicants for other types of legal protection. No matter what the procedure is, children should have access to justice, which includes the right to legal aid and representation, the right to information and an interpreter, the right to consular assistance, the competent authority to which access is provided, as well as remedies and redress.

The international community regularly addresses the topic of justice, recognizing that it is a fundamental condition for the effective protection of children's rights. UNICEF has been encouraging governments to implement the #Reimagine Justice for Children agenda. The UN Committee on the Rights of the Child has worked since 2024 to develop General Comment No. 27 standards on access to justice and remedies for children.

Ensuring effective access to justice is a challenge for all legal systems. In the case of refugees and migrants, the challenge is even greater. Some factors hinder their access to justice, such as language barriers and a lack of familiarity with the legal system. In the context of children, these factors are further compounded by additional considerations related to age, developmental stage, and the child's ability to understand legal concepts and terms.

UNICEF Refugee Response Office in Poland was established in March 2022, to support families and children displaced by the war in Ukraine and to ensure refugee children have access to essential services, including quality care, health and education. In accordance with the core commitments for children, strengthening child protection systems has been an important part of UNICEF's response to the Ukrainian refugee crisis.

UNICEF RRO in Poland has cooperated with the Ministry of Justice and other public partners in the period 2022-2025 to address gaps and strengthen the capacity of the national justice system to respond to the needs of refugee and host community children and to ensure the proper implementation of the child rights in various proceedings. Cooperation, based on the Memorandum of Understanding and detailed workplan, covered strengthening legal framework and capacity building for professionals in criminal, family, and juvenile proceedings.

UNICEF and MoJ have agreed to review the results achieved during the cooperation period and assess the progress in adjusting the justice system and competence of justice professionals to the needs of children and international standards, with the special focus on children on the move. The review will also aim to highlight remaining challenges and thus contribute to future governmental actions aimed at strengthening child friendly justice in Poland.

The general aim of this consultancy is to develop an outcome document, based on review and assessment of the implemented activities, their contribution to alignment of Polish procedural regulations and practice in various justice proceedings with international standards of child-friendly justice and access to justice for children on the move.

Scope of Work

To achieve this aim RRO is hiring an experienced international consultant on access to justice, with an in-depth, technical and practical knowledge of analysis and strengthening of national justice system with international standards, with the special focus on children on the move.

The consultant will be specifically responsible for the following scope of work:

I. Preparation of inception report, outlining methodology to be used, assessment framework, data collection, limitations, ethical considerations, timeline.

II. Development of an outcome document which includes:

1. Assessment of the activities implemented within the joint workplan of the Ministry of Justice and UNICEF and their contribution to the alignment of Polish legal framework, justice system and practice to international and European standards on access to justice for children.

2. Identification of good and promising practices in strengthening justice systems within a refugee response.

3. Identification of key challenges and gaps in the capacity of the Polish justice system to ensure effective access to justice to refugee and migrant children. This will include review of the legal framework on migration procedures, family and juvenile matters and criminal procedures.

4. Evidence-based, actionable recommendations for addressing the identified key challenges and gaps.

III. The consultant will be required to collect and analyze data on the implementation of the joint work plan between UNICEF and Ministry of Justice, administrative and statistical data on key indicators for access to justice for children, and data on the performance of the justice system. In addition, the consultant will conduct interviews and consultations with key stakeholders and experts from MoJ, Institute of Forensic Research, National School of Judiciary and Public Prosecution, national human rights institutions, experts, professional organizations. The consultant will be required to conduct one trip to Poland for data collection.

IV. Participation in the process of consultations and validation of the outcome document with the representatives of public institutions and relevant experts.

V. Preparation and presentation of the outcome documents during the meetings, events with participation of experts and governmental partners. The consultant will travel to Warsaw for 1 in person event.

VI. Ensure visibility of UNICEF– as agreed with relevant focal point of UNICEF RRO.

All deliverables should be developed in the stages: (1) First draft for consultations and suggestions of UNICEF and Ministry of Justice (2) adjusting the draft to comments and suggestions (3) second round of consultations (4) Finalization of the documents.

Methodology

The consultant will propose in the inception report a robust methodology that typically includes: (1) tools: desk review, key informant interviews etc, (2) structure of the outcome document (3) consultations process (4) Drafting and Quality Assurance: develop drafts, integrate feedback, ensure clarity, feasibility, and alignment with mentioned rules, guidelines and standards (5) detailed timeline of work (6) risks and mitigation measures.

Ethics & Safeguarding

The consultant must comply with applicable ethical standards, child safeguarding policies, and data protection

laws (e.g., GDPR). No direct engagement with children is foreseen within the contract.

Materials

All materials created by the Consultant which bear a direct relation to, or is made in order to perform, the Contract and any intellectual property rights thereof, including but not limited to patents, copyright, and trademarks, shall be solely owned by UNICEF. The Consultant may not distribute any materials (e.g., photography, video) without written consent from the Head of Office of UNICEF office engaging the Consultant and subject to the conditions set out in such written consent. The Consultant may not communicate at any time to any other person, entity, Government or authority external to UNICEF, any information known to the Consultant by reason of his/her/their association with UNICEF that has not been made public, except with the prior written authorization of UNICEF; nor will the Consultant at any time use such information to private advantage.

The Consultant agrees that all UNICEF Data, together with all rights (including intellectual property and proprietary rights), title and interest to such UNICEF Data, will be the exclusive property of UNICEF, and the Consultant has a limited, nonexclusive license to access and use the UNICEF Data as provided in the Contract solely for the purpose of performing its obligations under the Contract. The Consultant will use its reasonable efforts to ensure the logical segregation of UNICEF Data from other information to the fullest extent possible. The Consultant will comply with any guidance or conditions on access and disclosure notified by UNICEF in respect of UNICEF Data.

Supervision of UNICEF RRO:

Throughout the contract duration, the consultants will have regular contact with UNICEF Refugee Response Office in Poland to review progress, challenges, and next steps. Ad-hoc calls may take place as deemed necessary. The consultant will collaborate with RRO staff and other consultants recruited by UNICEF Refugee Response Office in Poland where needed.

Language:

All drafts, reports and standards should be submitted in electronic format by email in English. RRO will provide the consultant with available reports and data, translated to English.

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 for ensuring 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.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Developing inception report & workplan	1. Inception report	15th May 2026
Developing tools for KIIs, FGDs and other	2. Draft questionnaires and other tools/documents	29th May 2026
Organization and completion of data collection, desk review and interviews, KIIS, FGDs and other	3. Draft consolidation of results	31st August 2026
Developing draft outcome document	4. Draft outcome document	30th September 2026
Leading and coordination consultations, validation workshops, participation in the meetings, presentation of the deliverables during the events	5. PPT, adjusted draft of outcome document	30th September 2026
Developing final outcome document	6. PPT, final version of the outcome document	4th November 2026
Travel - International (if applicable)	Number of trips:2 trips x 5 days	
Per Diem/DSA (if applicable)	Number of days of outstation travel days (for estimating per diem/DSA) 10	

Payment Schedule:

Payment will be made on submission and acceptance of 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.

Important Notes

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**QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES
(CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT**

- a master's degree in law, social sciences, social work or other related fields required
 - at least 7 years of proven experience in the field of child-friendly justice (practical or academic)
 - in-depth, technical and practical knowledge of rights of children involved in various proceedings (civil, criminal, administrative, family, juvenile etc.)
 - excellent understanding and knowledge of the international and European regulations and standards on the involvement of children in various legal procedures, protection from victimization, children's participation in the procedures, as well as laws concerning children on the move
 - proven expertise in developing and writing analysis, and recommendations
 - proven expertise in research and analysis of judicial practice, preferably in the area of child-friendly justice
 - strong understanding of psychosocial needs of children involved in the legal procedures, of the trauma informed services and intersectoral cooperation in cases of children
 - demonstrated work experience in working with a range of stakeholders including governmental partners and public agencies
 - excellent analytical skills
 - ability to translate complex concepts (legal, psychological) into practical solutions, guidance and methods
 - strong facilitation skills to support coordination and problem-solving among diverse actors
 - excellent verbal and written communication skills
 - ability to be flexible and deliver results under tight deadlines
 - fluency in English
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