

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title National consultant to support implementation of child protection-related activities Nusa Tenggara Timur Province	Duty Station: Kupang with mixed of home-based (50%) and office-based (50%)
Purpose of Activity/Assignment <p>UNICEF is seeking a national consultant to provide technical expertise to strengthen the capacity of social service workforce to support the delivery of integrated protection services for women and children in Nusa Tenggara Timur.</p>	
Background <p>Over the past decade, Indonesia has made significant strides in advancing child protection legislation. Key frameworks, including the Child Protection Law and the National Medium-Term Development Plan (RPJMN), outline an ambitious agenda to ensure that all children have access to high-quality child protection services and to reduce violence against children. Recently, Indonesia enacted the Law on Sexual Violence Crimes, which underscores the critical role of local governments in providing accessible and quality services. Additionally, the existing Law on Local Government and the Law on Village create opportunities for decentralized child protection services.</p> <p>The Child Protection Programme outcome of the Government of Indonesia (GOI) and UNICEF CPAP 2021–2025 states: “Girls and boys are increasingly empowered and protected from violence and harmful practices through effective, quality child protection systems and positive social norms at both national and subnational levels, including in humanitarian settings.” While significant progress has been made, there remains a need to accelerate efforts to strengthen integrated protection services for women and children, enhance birth registration, and ensure preparedness and response for child protection during emergencies.</p> <p>The Child Protection Situation Assessment in Nusa Tenggara Timur (<i>UNICEF 2024, Internal Report</i>) brings to light several critical challenges impacting children's welfare across the province. Approximately 27% of children under 18 live below the national poverty line, making them especially vulnerable to neglect, violence, and exploitation. NTT also ranks second among Indonesia's provinces in child labor prevalence, highlighting the pervasive nature of child exploitation and the urgent need for targeted intervention. Additionally, significant gaps in birth registration, 1 in 4 are not registered, prevent many children from accessing essential protection and social services, underscoring the need for coordinated efforts to strengthen child protection systems and improve support for vulnerable children. Strengthening integrated protection systems remains critical, especially in ensuring coordination among government agencies, civil society, and local communities.</p> <p>Under the supervision of the Field Office, and the technical support of the Child Protection team based in Jakarta, the consultant will collaborate with the provincial government Nusa Tenggara Timur and selected districts to reinforce ongoing initiatives and support the development of strategies to sustain these efforts.</p>	
Scope of Work <ol style="list-style-type: none"> 1. Provide technical assistance to strengthen integrated protection services for women and children, including capacity building for the social service workforce to implement sustainable and resilient victim-centered interventions. 2. Provide technical assistance to develop mechanisms to strengthen community-based mechanisms for child protection, including referrals to civil registration services district and city levels (in accordance with the Ministry of Village Guidelines for community-based child protection) 	

Direct supervisor:	Technical supervisor:	Start Date:	End Date:
Yudhistira Yewangoe CFO	Astrid G. Dionisio CP Specialist	2 January 2025	30 November 2025
		Total number of days: 195	

Work Assignment Overview (SMART)

Tasks/Milestone	Deliverables/Outputs	Timeline
1. Provide technical assistance to strengthen integrated protection services for women and children, including capacity building for the social service workforce to implement sustainable and resilient victim-centered interventions.	Report on the assessment of the capacity of service providers engaged in the provision of protecting women and children. The assessment should also include the capacity of religious and customary leaders, among other key stakeholders as well as the platforms and mechanisms to improve cross-sectoral coordination. (Max. 15 pages, excluding annexes)	30 January 2025 (20 days)
	Report on the progress in strengthening integrated protection services for women and children, including contextualized modules for building the capacity of social workers and other service providers at provincial and district level. (Max. 20 pages, excluding annexes).	18 April 2025 (50 days)
	Draft Standard Operating Procedures for integrated protection services aligned with national standards.	
	Contingency plan for child protection in emergencies	6 June 2025 (25 days)
	Report on capacity-building activities on strengthening protection services and establishment of CPIE capacity building support and child protection sub-cluster coordination. (Max. 10 pages)	
2. Provide technical assistance to develop mechanisms to strengthen community-based mechanisms for child protection, including referrals to civil registration services district and city levels (in accordance with the Ministry of Village Guidelines for community-based child protection)	Operational guidelines for community-based child protection hubs, tailored for each district and aligned with national standards and Technical guidance notes on integrating child protection activities into village planning and budgeting processes. (Max. 5 pages per district).	15 August 2025 (50 days)
	Training materials and session reports for workshops on referral pathways for service providers, including participant lists and feedback summaries (Max. 10 pages).	
	Referral pathway guides (visual and written formats) designed for community use, one per district.	
	Workshop materials and facilitation reports documenting discussions with village leaders and budget allocation decisions. (Max. 7 pages per district).	
	Monitoring and evaluation report on the use of village funds for child protection initiatives, including implementation outcomes and best practices. (Max. 15 pages).	

Tasks/Milestone	Deliverables/Outputs	Timeline
	Report on integrating civil registration with health and service providers, including objectives, outcomes, and key action points. (Max. 10 pages).	3 October 2025 (30 days)
	Develop process flowcharts and operational guidance for integrating civil registration with health services (Max. 7 pages).	
	Produce a monitoring report on pilot implementation, highlighting progress, challenges, and recommendations. (Max. 10 pages).	
3. Submit final report regarding the consultancy	Concept note on programme sustainability plan and its scaling up. (Max. 5 pages, excluding annexes).	30 November 2025 (20 days)
	Summary of results and achievements including challenges, innovation, and recommendation. (Max. 10 pages, excluding annexes).	

Minimum Qualifications required:	Knowledge/Expertise/Skills required:
<input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Ph.D. <input type="checkbox"/> Other Bachelor's degree in social social work or related field	<ul style="list-style-type: none"> ▪ At least 5 years of working experience in service delivery relevant to social welfare, child protection or related field. ▪ Practical experience on child protection case management, is an asset. ▪ Extensive technical and practical expertise on capacity building; good communication and facilitation skill an asset. ▪ Demonstrated understanding of government functions to social work reform and child protection and relevant legal framework. ▪ Strong analytical and writing skills in English. ▪ Fluency in English and Bahasa Indonesia.

¹ Please note that Indonesia has harmonized the rates for national consultants at IDR 1.000.000/night in line with the government and local practices. For international consultants, if they are required to travel to Indonesia, they should include living costs in their lump sum. If they are required to travel within Indonesia, that can be done based on applicable DSA rates or as previously agreed with the consultants.

** Total 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.

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.