



## TERMS OF REFERENCE Consultant / Individual Contractor

### Summary:

Section:	Child Protection	Date:	15 June 2021
Title:	<b>Regional Child Protection Information Management Specialist</b>	Duty station:	WCARO, Dakar, with field missions
Reporting to:	Child Protection Specialist (M&E)	Contract type:	SSA – Individual Contractor
Duration:	6 months full-time basis	Start date:	1 July 2021

### 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](#)

### 1. Background

To successfully deliver on the Key Results for Children on sexual violence against children, child marriage and birth registration and the SDGs, child protection teams, government counterparts and protection actors in WCAR require dedicated information management support for comprehensive child protection case management. Capitalizing on early successes of building up the regional information management for child protection network and particular advances in digitization of child protection case management in Central Sahel countries such as Burkina Faso, Mali and Niger, as well as in Benin, CAR, Cote d'Ivoire, Guinea, Senegal, Nigeria, Sierra Leone and Ghana, the WCARO Child Protection Section seeks a Regional Child Protection Information Management Specialist to support the WCARO Child Protection team and WCAR country offices with specific expertise in child protection information management tools and platforms, including Primero/CPIMS+/GBVIMS+/MRMIMS+, and RapidPro. Recognizing that this piece of work is part of a much larger process to strengthen the availability, quality and timeliness of child protection data, this is a direct response to request from country offices in the region who have started the information management system

strengthening process at the national level with government partners and other actors, and require technical support and guidance to continue to carry the work forward in a contextually-appropriate and technically robust manner.

## 2. Objectives

The objective of this assignment is to support countries in the assessment, development and deployment of appropriate digital tools for child protection information management, and to support the strengthening of capacity of UNICEF Child Protection country office (CO) sections and partners at the national level and decentralized levels.

## 3. Scope of Work

**Working closely with the regional Child Protection section and PMR section**, and under the direct supervision of the WCARO Child Protection Specialist (M&E), the Information Management Specialist will be responsible for the following:

### **Provision of direct, expert support to COs on child protection information management systems**

- Develop and provide clear technical guidance to country offices, with a particular focus on 8 COs (Benin, Burkina Faso, CAR, Cote d'Ivoire, Guinea, Mali, Niger and Senegal) in the region on child protection information management systems and the deployment of appropriate digital innovations for incident reporting and case management in emergency and non-emergency settings to support children at risk or victims of violence, exploitation and abuse, including victims of gender-based violence and children on the move (ex. Primero, RapidPro, Kobo). Targeted support takes into account needs expressed by COs as well as priority countries as identified in the KRC5 roadmap<sup>1</sup>. – 80% of time
- Serve as WCAR lead on Primero and liaise with other global and regional leads on coordinated deployments and other initiatives – included in above
- In close collaboration with T4D and the PMR section, ensure the inclusion of support to COs on the use of RapidPro where appropriate in country child protection information management strategies – 10% of time
- In close collaboration with regional CPiE colleagues, provide technical support to the integration of sexual violence data into CP IM systems, including quality assurance and support to the update of the CPiE Database, the development of a regional MRM database and GBVIMS database. – 10% of time

## 4. The Work Plan (Key deliverables, Tasks, Timeframe and Payment Schedule)

Tasks	Deliverables	Number of working days
Completion of rapid CP IM needs assessment with countries and development of regional support plan	<ul style="list-style-type: none"> <li>• Detailed Regional Support Plan (written / shared online format, e.g. Trello) shared with RO and validated by contributing COs</li> </ul>	10 (1 July)
In line with the regional support plan, liaise with countries on CP IM needs targeted for remote support and develop appropriate action plans to build or to strengthen child protection IM systems	<ul style="list-style-type: none"> <li>• Country child protection information management strategies and action plans validated by COs</li> </ul>	10 days (between 1 June and 30 September)

<sup>1</sup> Benin, Cape Verde, CAR, Congo, Côte d'Ivoire, Gabon, the Gambia, Nigeria

In line with the regional support plan, carry out in-country field support missions (4) to support COs and government counterparts with trainings, assessments and development or refinement of country child protection information management strategies	<ul style="list-style-type: none"> <li>• In-country field support missions (4)</li> <li>• Country child protection information management strategies and action plans (4)</li> <li>• Mission reports validated by COs</li> </ul>	40 days (between 1 July and 31 December)
Provide ongoing remote, continued support to implementation of child protection IM strategies, aligned with case management development/ strengthening strategies in the countries	<ul style="list-style-type: none"> <li>• Regular updates to action plans and country support plan</li> <li>• Technical inputs in regional and CO strategy documents for case management development / strengthening</li> <li>• MRM database consolidating data from 2015-2020</li> <li>• CPIE database updated on a monthly basis</li> </ul>	50 days (Between 30 June and 31 December)
Develop a short note on lessons learned and key considerations on child protection information management in WCAR	<ul style="list-style-type: none"> <li>• Learning note drafted in French and in English</li> <li>• Learning shared with COs via webinar/other means and disseminated online</li> </ul>	10 days (31 December)
<b>TOTAL</b>		<b>120 days</b>

## 5. Reporting Requirements and Key Responsibilities

A short (1-page max.) monthly report of activities completed will be required, in addition to the deliverables in the above table.

## 6. Profile Requirements

- Advanced university degree, preferably in the social sciences, political science, law or other relevant field.
- \* A bachelor's degree with 2 additional relevant year of experience may be accepted in lieu of an Advanced university degree
- Minimum of 5 years relevant experience developing and supporting information management systems in humanitarian and non-humanitarian settings
- Minimum of 3 years supporting the deployment and roll-out of Primero/CPIMS+
- Proven familiarity with child protection case management development and/ or strengthening processes
- Strong background in mobile data collection is an asset
- Ability and willingness to travel to emergency countries in the region
- Fluency in French and proficiency English

## 7. Administrative Requirements

The consultancy will be based in WCARO, Dakar and supervised by the Child Protection Specialist (M&E), with the availability of the PMR team and full child protection team as resource focal points. Progress meetings will take place as needed, at least once per month.

UNICEF will provide office, laptop and access to software (email address and intranet access).

UNICEF will cover costs related to field missions.

The consultant will receive a daily fee paid monthly against timely submission of satisfactory deliverables per agreed monthly workplans and approval of contract supervisor.

NB: kindly fill in your profile correctly when applying on the UNICEF website. A misinformed profile will not be considered.