

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>Consultancy Title:</b>	<b>Funding Code:</b>	<b>Requesting Division:</b>	<b>Duty Station:</b>
National Consultant to provide technical support for Child Rights Monitoring and Child Protection programmes	4360/A0/07/884/003/003 – National capacities and mechanisms on child rights  4360/A0/07/883/001/002 - Child protection systems and social services	Child Rights Monitoring and Evaluation, Child Protection	Ashgabat, Turkmenistan
<b>Purpose of Activity/Assignment:</b>			
<p>Under the overall supervision of the Child Rights Monitoring and Evaluation Specialist and a focal point from the Ombudsman Office, the National Consultant (NC) will provide technical support to Child Rights Monitoring programme with a specific focus on monitoring the CRC Concluding observations, institutional capacity strengthening, awareness raising, legal literacy of population, child participation and outreach, website and communication support. The consultant will also provide targeted support to UNICEF Child Protection (CP) and Child Justice priorities linked to the CRC Concluding Observations Roadmap, including inputs on child protection system coordination/referrals and child-friendly justice measures.</p>			
<b>Scope of Work:</b>			
<p>Turkmenistan is a State Party to the UN Convention on the Rights of the Child (CRC), which commits it to respecting, protecting, and fulfilling the rights of children as defined under the Convention. This includes civil, political, economic, social, and cultural rights. As a signatory, Turkmenistan is obligated to periodically report on progress in implementing these rights and to respond to recommendations from the UN Committee on the Rights of the Child (CRC Committee). These periodic reviews are a key mechanism for monitoring compliance with international standards and providing guidance on remaining gaps and challenges.</p>			
<p>In 2024, the CRC Committee adopted its Concluding Observations on Turkmenistan’s combined fifth and sixth periodic reports (CRC/C/TKM/CO/5-6). While the Committee acknowledged the submission of the report and the constructive dialogue with the Turkmen delegation, it highlighted several areas of concern. The recommendations for improvements included the areas of healthcare, education, child rights monitoring, social protection and participation. These observations underscore that while progress has been made, challenges remain in fully realizing children’s rights in line with international standards. To address the CRC Recommendation, Turkmenistan developed a Roadmap with practical actions across thematic areas of healthcare, education, legislation, child rights protection, social support and others.</p>			
<p>In this regard, there is a need to strengthen oversight of Roadmap implementation, enhance coordination among key stakeholders, and reinforce the visibility and engagement of the Ombudsman’s Office. Efforts should also focus on building the Ombudsman Office’s technical capacity to monitor child rights, increasing awareness of child rights among children and caregivers, and promoting public understanding of child rights and the roles of the Ombudsman and other state institutions through outreach, the website, and other communication channels.</p>			
<p>The consultancy will also provide technical support to UNICEF’s CP/Child Justice priorities, which includes supporting coordination and evidence-informed inputs related to (i) strengthening CP system coordination and referral mechanisms, (ii) improving gatekeeping and statutory referral bodies, (iii) advancing family-based care, and (iv) strengthening measures for children in contact with the law, including diversion and restorative justice modelling, in line with CRC recommendations and national priorities.</p>			

**Main Tasks Related to the Job**

1. **CRC Concluding observations Roadmap:** Develop monitoring calendar for the Ombudsman Office and facilitate regular meetings with national stakeholders to implement the Roadmap for 2024 CRC Concluding observations (10 days).
2. **Technical support for strengthening the institutional capacities** of the Child Rights Monitoring Unit within the Ombudsman’s Office by on-site training sessions (12 days).
3. **Summer camp sessions with children:** Participate in and facilitate meetings with children, including sessions in children’s summer camps in Ashgabat and velayats. Support child-friendly sessions to increase children’s knowledge of the Convention on the Rights of the Child by developing child-friendly presentations and informative materials, developing and arranging mini-surveys among children on their rights, facilitating the interactive communication and games. Travel to at least 2 velayats is envisaged under this consultancy (17 days).
4. **Coordination:** Coordinate the engagement and inputs of Mejlis, Ombudsman Office, Ministry of Education in organizing the summer camp sessions. Ensure their presentations and materials are child-friendly and informative (7 days)
5. **Website:** Support regular updates of the Ombudsman’s Office and UNICEF website with accurate, accessible information on children’s rights, draft relevant articles, PRs, and social media messages (12 days).
6. **Capacity building for stakeholders:** Support the design and delivery of seminars, trainings, and workshops for staff of the Mejlis, and other stakeholders on child rights and the role of the institutions (12 days).
7. **Best practices repository:** Develop practical summaries of international best practices and learning events on the promotion of child rights for the Ombudsman’s Office. Establish a repository of these materials for use by Ombudsman staff in their engagement with children, as well as in activities aimed at raising awareness of child rights among children, caregivers, and state and public organizations (5 days).
8. **Child Protection/Child Justice:** Provide targeted inputs on CP/child justice priorities linked to CRC Concluding observations follow-up (referrals, gatekeeping/family care, diversion/RJ as applicable), integrated within Tasks 1–7 deliverables.
9. **Consultancy report with recommendations:** Provide consultancy report with the outline of key results and recommendations for the next level of engagement with the Ombudsman Office and relevant stakeholders (2 days).

**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:

Click here

**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](#)

**Included in Annual/Rolling Workplan:**

<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
<b>If No, please justify:</b>		
<b>Consultant Sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both <small>Note: Please select the option relevant to your consultancy assignment. If selected 'National', applications from international candidates will not be accepted and vice-versa.</small>		
<b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <small>Note: for open competitive selection process to publish consultancy on UNICEF TMS portal.</small>		
<b>Reasons why consultancy cannot be performed by staff:</b> <b>Time Constraints and Workload:</b> Existing staff are fully occupied with more strategic and bigger programmatic priorities, making it impossible to dedicate sufficient time to complete this consultancy assignment within the required timeframe and needed level of quality.		
<b>Supervisors:</b> CRM&E Specialist; CP Officer	<b>Start Date:</b> 15 May 2026	<b>End Date:</b> 15 November 2026
<b>Work Assignment Overview</b>	<b>Deliverables/ Outputs</b>	<b>Delivery deadline (in weeks/months) and input days to complete deliverable</b>
1. CRC Concluding observations Roadmap.	a) Provide technical support to the Ombudsman’s Office in monitoring the implementation of the 2024 UN Committee on the Rights of the Child’s Concluding observations. b) Take part and contribute to the coordination/monitoring meetings convened with national stakeholders. c) Support preparation of monitoring tools, analytical briefs, and progress summaries. Develop a monitoring matrix to track progress against each relevant CRC recommendation. d) Participate in consultations with relevant government institutions and stakeholders on CRC implementation.	May-September 2026 (10 days)
2. Technical support for strengthening the institutional capacities	a) Arrange and facilitate at least 5 on-site training sessions and consultations with the relevant Ombudsman staff on child rights indicators and data analysis; child-sensitive complaints handling and case monitoring; guide on the use of MICS and administrative data for monitoring. b) Make pre- and post-training tests to measure knowledge gains. Reflect the results in the final consultancy report. c) Integrate a short module and practical examples on handling and monitoring child protection-related complaints and cases, including confidentiality, child-	May-October 2026 (12 days)

	sensitive interviewing/engagement principles, referral pathways, and coordination with relevant authorities where applicable.	
3. Summer camp sessions with children	Participate in and facilitate meetings with children, including sessions in children’s summer camps in Ashgabat and velayats. Support child-friendly sessions to increase children’s knowledge of the Convention on the Rights of the Child by developing child-friendly presentations and informative materials, developing and arranging mini-surveys among children on their rights with brief analysis of replies and a summary of the results in a report format (to be used at the NAPC 2023-2028 mid-term evaluation), facilitating interactive communication and games. The child-friendly materials and mini-surveys will also include basic messages on protection from violence, where to seek help, and safe reporting, aligned with national context and age-appropriateness. Travel to 2 velayats is planned under this consultancy.	June-August 2026 (17 days)
4. Coordination	<p>a) Coordinate the engagement and inputs of Mejlis, Ombudsman Office, Ministry of Education in organizing the summer camp sessions.</p> <p>b) Ensure their presentations and materials are child-friendly and informative.</p> <p>c) Where relevant, coordinate with UNICEF Child Protection focal points to ensure consistency of child-friendly messaging on child protection/child justice in the sessions and materials</p>	June-August 2026 (7 days)
5. Website	Support regular updates of the Ombudsman’s Office and UNICEF websites by providing accurate, accessible information on children’s rights, drafting relevant articles, PRs, and social media messages, including periodic content related to child protection and child-friendly justice	May-November 2026 (12 days)
6. Capacity building for stakeholders	Support the design and delivery of seminars, trainings, and workshops for staff of the Mejlis, Ministry of Education and other stakeholders on child rights, the role of their institutions in NAPC implementation, child rights monitoring. Where relevant, include practical inputs on child protection system coordination and child-friendly justice, including referral pathways and diversion/restorative approaches (as applicable), aligned with CRC CO follow-up priorities	May-September 2026 (12 days)
7. Best practices repository	<p>Develop practical summaries of best international practices and learning events on the promotion of child rights for the Ombudsman’s Office, including selected best practices on child protection systems, gatekeeping/family-based care, and child-friendly justice/diversion where relevant. Establish a repository of these materials for use by Ombudsman staff in their engagement with children, as well as in activities aimed at raising awareness of child rights among children, caregivers, and state and public organizations.</p> <p>Provide a consultancy report with recommendations.</p>	May-August 2026 (7 days)

Total estimated consultancy fee cost	-	77 days (May-November 2026)
<b>Estimated Consultancy fee</b>		
Travel - National	<ul style="list-style-type: none"> <li>• Number of trips (air/train) = 2</li> <li>Number of days of outstation travel days (for estimating taxi charges)</li> </ul>	
Per Diem/DSA (if applicable)	<ul style="list-style-type: none"> <li>• Number of days of outstation travel days (for estimating per diem/DSA)= 4</li> </ul>	

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.

<p><b>Minimum Qualifications required*:</b></p> <table border="1"> <tr> <td><input type="checkbox"/> Bachelors</td> <td><input checked="" type="checkbox"/> Masters</td> <td><input type="checkbox"/> PhD</td> <td><input type="checkbox"/> Other</td> </tr> </table> <p><b>Enter Disciplines:</b> A higher education degree is required in law, human rights, social sciences, management, or another related technical field</p> <p><i>*Minimum requirements to consider candidates for competitive process.</i></p>	<input type="checkbox"/> Bachelors	<input checked="" type="checkbox"/> Masters	<input type="checkbox"/> PhD	<input type="checkbox"/> Other	<p><b>Years of Experience/ Knowledge/Expertise/Skills required*:</b></p> <ul style="list-style-type: none"> <li>• At least 5 years of proven experience in the field of child rights, human rights, social protection, or legal protection.</li> <li>• Proven experience working with government institutions, independent oversight bodies, or international organizations.</li> <li>• Proven experience in capacity building, training, and awareness-raising.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Strong verbal and written communication skills in one or more languages are required.</li> <li>• Demonstrated ability to work in a multicultural environment and to build harmonious and effective relationships both within and outside the organization, particularly with the Ombudsman’s Office.</li> <li>• Excellent command of Russian and Turkmen languages. Knowledge of English is desirable.</li> </ul> <p><i>*Listed requirements will be used for technical evaluation in the competitive process.</i></p>
<input type="checkbox"/> Bachelors	<input checked="" type="checkbox"/> Masters	<input type="checkbox"/> PhD	<input type="checkbox"/> Other		
<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>Working arrangement: <input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based</p>	<p><b>If office based, seating arrangement identified:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>IT and Communication equipment required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>Internet access required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>				

Notes: 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.