

GHANA COUNTRY OFFICE

TERMS OF REFERENCE FOR HIRING INDIVIDUAL CONTRACTOR

Title	International Individual Contractor - Child and Social Protection
Location/duty station	Accra, Ghana
Duration – number of months	11.5 months
Expected Start Date	October 2022
Reporting to	Child Protection Specialist/ P3

1. **Background and justification for the assignment:**

Ghana has made progress in improving the overall legal, policy, and enabling environment to protect children from all types of violence, abuse and exploitation. However, children continue to face challenges in realizing their full potential in Ghana. Violence against children in all forms continues to be a significant factor in this regard. Recent studies indicate that 94% of Ghanaian children aged 1-14 years suffered from violent discipline, while over 17% of children in Ghana are subjected to “severe” physical punishment. All forms of sexual and gender-based violence remain endemic in Ghana¹. More than 1 in 3 (38%) adolescent girls aged 15-19 years reported experiencing at least one act of sexual violence in their lifetime². Evidence from Ghana suggests that the pandemic has further exacerbated violence against women and children. Despite the existing legal and policy framework mandating coordination among social services providers at the decentralized level, key child protection services in Ghana continue to face bottlenecks stemming from inadequate resources, capacity constraints, lack of coordination and integration of case management systems across sectors in the wake of increasing caseloads.

Recognizing that a well-coordinated multi-sectoral response is needed to effectively address violence against children, the Government of Ghana, with support from UNICEF and other development partners, is currently implementing the Integrated Social Services (ISS) Initiative, which seeks to strengthen inter-sectoral collaboration between social welfare, social protection, and health actors at the decentralized and national level and ultimately improve the delivery of social services across the country. More specifically, ISS has a strong focus on promoting linkages between essential services provided by the Department of Social Welfare and Community Development (DSWCD), Ghana Health Service (GHS) and Domestic Violence Victim Support Unit (DOVVSU) and flagship social protection programmes such as the Livelihood Empowerment Against Poverty programme (LEAP) and the National Health Insurance Scheme (NHIS) across different Metropolitan, Municipal and District Assemblies (MMDAs). This involves strengthening linkages and working towards innovative and improved process flows, procedures, and information systems through which multiple social services at the decentralized level can effectively collaborate and complement each other. The ISS initiative is currently being implemented in 160 MMDAs in Ghana and is expected to be scaled up nationwide by 2024.

In 2021 UNICEF also supported the Ministry of Gender, Children and Social Protection (MoGCSP) to launch the Social Welfare Information Management System (SWIMS), a web-based system to document and report on the provision of social welfare services (child protection, social protection and gender-based violence) based on national case management forms, workflows, referral pathways and standard operating procedures. SWIMS uses Primero, an open-source case management software developed by UNICEF globally.

¹ Multi Cluster Indicators Survey 2017/2018, GSS.

² Domestic Violence in Ghana, 2016, GSS and MoGCSP.

SWIMS went live in 100 MMDAs in 2021 and is being scaled up to a total of 160 districts by the end of 2022. As of today, SWIMS has over 8,000 cases of child protection and family welfare entered by over 650 users. SWIMS is thus playing an important role in promoting a culture of case management and improving the availability of quality data on case management and social welfare service provision at the local level for policy formulation, analysis, reporting and decision-making. SWIMS will be scaled up to all 261 districts under the next UNICEF Ghana country programme 2023-2027.

So far the implementation of both ISS initiative and SWIMS has progressed well but there have been limitations in conducting systematic monitoring and evaluation and review of data that is being generated to ensure that both ISS and SWIMS continue to expand and progress in its full capacity. More in-depth and focused data collection, analysis, documentation and technical support is required to ensure the effective implementation of ISS initiative and SWIMS and support the scale up nationwide. Systematic documentation of evidence of the initiative and the display of this evidence to stakeholders is required also to build the investment case for progressively being fully financed by government budget. Finally, SWIMS is planned to be transitioned to Government server by the end of 2022. This process will also require close follow up and support to prevent any disruption and ensure government counterparts are able to manage the system.

2. Purpose of the assignment:

The individual contractor will be responsible to support the UNICEF Child Protection (CP) and Policy and Evidence (P&E) teams in the implementation of ISS initiative and SWIMS in the current 160 MMDAs and scale up to additional 50 MMDAs in 2023. The contractor will work with the national technical steering committee, the Regional Coordinating Councils and District Assemblies in developing and carrying out their workplans, carrying out monitoring and, most importantly, documenting and learning from the field experiences. In the course of this work, the contractor will help the CP and P&E Sections to identify and address the operational bottlenecks and help to collect and systematize evidence for advocacy and programme improvement. The contractor will support with knowledge management tasks as well as helping to roll out training and capacity building for ISS workforce and SWIMS users. The purpose of the assignment described above goes beyond the capacity of the current UNICEF Child Protection and Policy and Evidence teams as it will require a more dedicated and technical expertise.

3. Key tasks:

1. **Establish and manage systems to record, track and analyze data and results of ISS and SWIMS** with the aim of strengthening the systematic evidence generation on ISS and SWIMS and ensure relevant government counterparts will be able to manage those systems in the longer term.
2. **Support Integrated Social Services sustainability plan and system's strengthening** through documentation and development of an investment case to advocate and provide technical support for progressive government budget allocation for the implementation of ISS and SWIMS and develop a document that defines the overall governance structure of ISS to be approved and endorsed by relevant government institutions.
3. **Support with knowledge management** tasks, such as development of policy briefs and advocacy material, fact sheets, research and proposal writing and reporting in relation to ISS and SWIMS implementation to promote learning and sharing
4. **Provide technical support for the full transition of SWIMS to the government-owned servers and establishment of inter-operability** with other information management systems (such as the Child Labour Monitoring and Remediation System and the MoGCSP's Helpline of

Hope) in collaboration with the Primero team of UNICEF HQ and West and Central Africa Regional Office.

5. **Develop necessary methodology and tools and support MoGCSP to conduct a review/audit of SWIMS** with the aim of establishing a systematic process owned and managed by the MoGCSP to review the implementation of SWIMS on a regular basis.
6. **Support the implementation of the social protection and rights campaign strategy** by working with three national CSO platforms under the UNICEF/CSOs social accountability for social protection programme. The individual contractor will be expected to support key preparatory activities leading to the launch of the campaign and also contribute to policy and advocacy materials in relation to the campaign.
7. **Support the development of fund-raising proposals and donor reports.** This will involve working with child protection and social protection relevant officers to contribute to donor proposals at strategic moments. The individual contractor will also be expected to contribute to relevant donor reports when required.

4. Duration (Start and End Dates)

The contract is expected to start in October 2022 and end in September 2023, for a total period of 11.5 months.

5. DELIVERABLES AND PAYMENT SCHEDULE:

Monthly payments

#	Description of Deliverables	MoV/Products	Target Delivery Date	Currency / Estimated Amount
1.	Monthly activity reports indicating tasks undertaken, progress and status of Project activities, and any challenges encountered with recommendations, and attaching relevant Project documents produced. These are internal reports for UNICEF and are not for publication.	Monthly reports	End of every month of the contract	US\$ 7,500
2.	System to record, track and analyze data and results of ISS and SWIMS on a regular basis established and	System in place	Every quarter	To be paid as part of the monthly fee indicated above

#	Description of Deliverables	MoV/Products	Target Delivery Date	Currency / Estimated Amount
	quarterly data reports produced			
3.	Fact sheet on ISS produced and inputs for relevant policy briefs, donor report and proposals provided	Fact sheet	By end October 2022	To be paid as part of the monthly fee indicated above
4.	Investment case document for ISS completed in collaboration with P4FC and decentralization experts to be used for national advocacy. The consultant is expected to support the operationalization of the recommendations working closely with the first 60 MMDAs phasing out of UNICEF support by end 2022	Investment case document	By end November 2022	To be paid as part of the monthly fee indicated above
5.	Develop a document that defines the overall governance structure of ISS to be approved and endorsed by relevant government institutions	Document on governance structure	By January 2023	To be paid as part of the monthly fee indicated above
6.	Technical support for the full transition of SWIMS to the government-owned servers and establishment of inter-operability with other IMS provided	Road map for interoperability with other IMS	Every month	To be paid as part of the monthly fee indicated above
7.	Review/audit of SWIMS conducted, and tools and methodology established with the aim of having a systematic process owned and managed by the MoGCSP to review the implementation of	Review/audit document	By March 2023	To be paid as part of the monthly fee indicated above

#	Description of Deliverables	MoV/Products	Target Delivery Date	Currency / Estimated Amount
	SWIMS on a regular basis in the coming years			
8.	Support the implementation of at least four activities from the social protection and rights campaign strategy, including the national launch	Report of activities	By March 2023	To be paid as part of the monthly fee indicated above
9.	Support the development of at least 2 donor proposals and make inputs into at least 2 donor reports	Donor reports and proposals	By August 2023	-

The consultant will be paid on a basis of negotiated all-inclusive monthly professional fee (professional fees, subsistence allowance, and travel cost), that will be stated on the contract. Payment will be made upon satisfactory submission of monthly report and completion of deliverables mentioned in the table above certified and approved by the supervisor. A detailed workplan and timeframe for each deliverable will be agreed at the beginning of the contract.

6. OFFICIAL TRAVEL AND LOCATIONS INVOLVED (Estimate):

Destination	Dates / No. of Days
Districts in any of the 16 regions where ISS/SWIMS are being implemented. The exact locations will be determined in consultation between the consultant and UNICEF upon the on-boarding.	Approximately a total of 20 days during the consultancy (5 days per quarter)

7. CONTRACT SUPERVISION AND REPORTING ARRANGEMENT:

The individual contractor will be supervised by Child Protection Specialist while the overall guidance will be provided by both the Chief of Child Protection and the Chief of Social Policy. The contractor should keep all the above-mentioned UNICEF staff informed and updated on the progress of the assignment throughout the consultancy period.

8. QUALIFICATIONS AND EXPERIENCE, specialised knowledge, skills and competencies REQUIRED:

Qualifications

- Advanced university degree in social sciences or relevant fields

- Minimum 4 years of professional work experience in child protection, including experience with social service workforce strengthening and child protection information management systems, such as Primero.
- Professional work experience in the management of programmes, planning monitoring, and evaluation, of which a significant share should be in developing countries
- Proven capacity in preparing analytical programme documents and reports
- Experience working with/ or in collaboration with UN agencies or international development organizations.

Languages

- Fluent in written and spoken English, with proven ability to communicate to varied audiences.

Competencies

- Excellent project management, interpersonal, planning and coordination skills
- Demonstrated ability to establish harmonious and effective working relationships
- High level communication skills, particularly in the writing and editing of reports for publication
- Knowledge of the Ghana context and of the UN system are assets.

9. GENERAL CONDITIONS – PROCEDURES AND LOGISTICS

- The contractor will be required to work from the UNICEF office in Accra and therefore will require logistics etc.
- Office space together with the IT equipment, including a laptop, will be provided to the contractor to carry out the assignment during the consultancy period.

10. POLICY – BOTH PARTIES SHOULD BE AWARE OF:

- Under the consultancy agreements, a month is defined as 21.75 working days and 250 days in total during 11.5 months, and fees are prorated accordingly.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- The Individual Contractor will receive Paid Time Off (PTO) credit at the rate of one- and one-half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month, and up to 17 days for a maximum of 11.5 months contract.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- Consultants/ individual contractors will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant/ individual contractors will be required to sign the CIC Personal Status Profile prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant upon arrival, at the HR Section
- 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.

11. COPYRIGHT, PATENTS, AND OTHER PROPRIETARY RIGHTS (if applicable)

The UNICEF shall have the Copyright, Patents and other Proprietary Rights for all documents generated from this consultancy

Application Procedure:

Interested candidates should apply on-line to the link provided indicate their proposed budget covering all-inclusive fees (Monthly professional fee, subsistence allowance, travel-related costs- Approximately a total of 20 days during the consultancy (5 days per quarter). In addition to the CV/Resume, candidates should attach a two-page note on how he/she intends to effectively accomplish this assignment within the time frame.
