**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title**  Adolescent Development & Participation (ADAP) in Emergencies Consultant |  | **Type of engagement**  Consultant  Individual Contractor Part-Time  Individual Contractor Full-Time | **Duty Station:**  UNICEF India, Jammu & Kashmir Outpost Office |
| **Purpose of Activity/Assignment:**  UNICEF Delhi Office is working on implementing community-based child protection program for children and adolescents in Union Territory of Jammu and Kashmir, particularly in the Kashmir Valley.  A significant number of children and adolescents have been affected/ stressed due to exposure to traumatic events in the valley. While the data on the exact extent of impact of current situation on children is hard to come by, evidence and anecdotal incidents show adolescents have been at the forefront of bearing the brunt of hostile environment in J&K.  As the uncertainty remains unaddressed, there are apprehensions of job losses and dispossession and religious radicalization among Kashmiri youth.  In this backdrop, UNICEF, in partnership with local NGOs proposes to continue and strengthen the existing intervention to engage with children, adolescents, parents and community-based functionaries and provide opportunities for play and learning in their own communities and a platform to share their experiences and talk to their friends. The intervention will also focus on providing children and adolescents a conducive environment where they feel safe, develop life skills necessary for their personal and professional life through participatory, age appropriate and gender responsive activities, opportunities to practice these skills to participate and engage fully in their communities and linkages with skill building institutions and also provide psycho social support to the children and adolescents under the programme’ existing Psychosocial intervention .  A major deliverable of the consultant is to develop a sustainable exit plan and oversee its implementation in order to ensure the safe spaces and Adolescent Resource Centers and work around them is carried forward by the local / community based formal / informal groups.  The proposed consultancy has been designed to provide technical oversight and monitoring of the implementation of the programme and is in continuation with the technical assistance plan developed for 2023.  **The consultant will be involved mainly on below mention major tasks during consultancy tenure:** | | | |
| **Scope of Work:**   1. To strategize for the CP Outpost section (J&K) of the UNICEF India Country office for planning, implementation, monitoring and quality assurance of the Child-Friendly Spaces (CFS) and Adolescent Resource Centers (ARC) programme in the Kashmir region with focus on Youth and Adolescent work 2. Develop an exit plan and oversee its implementation for sustained continuation of CFS/ARC work in all existing districts and come up with a strategy for greater replication of the program with potential linkages with available existing resources. 3. Draft plan and coordinate with District Administration and village level systems on capacity building and joint advocacy of the CFS & ARC Programme. 4. To provide technical assistance and guidance on the delivery of the new curriculum for both, CFS&ARC. This will be done closely with implementing partners and field team members. 5. Travelling extensively to the intervention districts to monitor the quality of programme implementation and suggesting corrective measures. 6. Providing technical assistance to the overall implementation of programme. To bring systematic and periodic quality assurance measure for monitoring and evaluation of the programme 7. To strengthen reporting systems and create knowledge products for the CFS & ARC programme. 8. Creating a documentation and impact assessment plan for CFS and ARC programme, aimed at improved communication, advocacy and scale-up purposes in the area of Youth and Adolescent work.  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  | |  | | | **Supervisor:** | | **Start Date:** | | **End Date:** | | *CP Specialist, UNICEF J&K office* | | *16 Jun, 2023* | | *15 Jun, 2025* |  1. Advocacy with the District /Divisional stakeholders for replication of CFS/ARC model. Working on 2. the plan for expansion of the programme.   Support the implementing partners in replication of CFS/ARC model for children and adolescents in identified districts by working closely with the district administration/community and other stakeholders.   1. To address the bottlenecks, challenges and errors emerging during the implementation of CFS & ARC program 2. .   The consultancy is related to the increased focus to programming in J&K build on last year’s work in the area of preventive community-based child protection mechanisms with focus on Community based child protection work including the child friendly spaces/adolescent resource centers. It is expected that the consultant will support the outpost section CP J&K for technical support in strategizing the planning, implementation and monitoring of the programme activities in the UT of J&K. | | | |
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| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” 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: About 4 Hours per month   |  | | --- | | The consultant will conduct field visits for the monitoring of the implementation of CFS & ARC programme. These visits will include bi-monthly contact with beneficiaries of the programme which include children and adolescents. |    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](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

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|  | **Work Assignments Overview** | **Deliverables/Outputs** | **Timeline** |
|  | * Planning and coordination of the implementation of the new CFS & ARC programme * Undertake 4 days Monitoring visits to CFS & ARC in 2 districts and meeting conducted with programme team * Interaction and discussion with key beneficiaries of the programme * Review monthly report and data shared by partners | Detailed report on the implementation plans, gaps and bottlenecks drafted and submitted. The report captures the sustainability of the program and its implementation plan. | **15th July 2023** |
|  | * Strengthen and strategize for Volunteer and Youth engagement * Review and technical guidance on session design and curriculum for CFS & ARC * Review monthly report and data shared by partners | Concept note submitted on the Volunteer engagement and youth integration strategy for the CFS & ARC programme | **25 August 2023** |
|  | * Planning and coordination of the implementation of the new CFS & ARC programme * Undertake 4 days Monitoring visits to the schools in 2 districts * Review monthly report and data shared by partners | Submission of detailed report on the implementation plans, gaps and bottlenecks.  . | **10th October 2023** |
|  | * Meeting conducted with school management team. 8 days field visit across 4 districts in Kashmir * Review monthly report and data shared by partners | Submit plan on interventions with schools including proposed session schedule and impact assessment plan. | **20th November 2023** |
|  | * Meeting with district and village level committees on advocacy and capacity building * 8 days field visit across 4 districts in Kashmir * Review monthly report and data shared by partners | Submit advocacy strategy and capacity building plan with district and village level committees for adolescent and youth engagement. This will also include components of sustainability of the programme | **10th January 2024** |
|  | * Identify and strategize to integrate substance abuse prevention and response programme elements in the CFS& ARC programme * Review monthly report and data shared by partners | Concept note on prevention and response systems for substance abuse in intervention areas of CFS & ARC programme | **20th February 2024** |
|  | * Joint review with MHPSS team on the referral cases and their follow up * Review monthly report and data shared by partners | Review of follow up of case management systems for MHPSS and compendium sf impact submitted | **15th March 2024** |
|  | * Review CNCP cases and applications * Linkages to Government Sponsorship schemes * Review monthly report and data shared by partners | Submit report on CNCP cases and linkages made on these cases. Report to also include a short plan on how to strengthen work with CNCP through CFS/ ARC programme | **30th April 2024** |
|  | * Planning and coordination of the implementation of the new CFS & ARC programme * Undertake 8 days Monitoring visits to CFS & ARC in 4 districts and meeting conducted with programme team * Interaction and discussion with key beneficiaries of the programme * Review Capacity building needs and support training partners, animators, and volunteers * Review monthly report and data shared by partners | Submission of detailed report on the implementation plans, gaps and bottlenecks. To supplement the report, case studies and HIS will be submitted from 4 districts. | **10th June 2024** |
|  | * Review meeting conducted with partners on the implementation of Year 1 of programme * Strategize and technical guidance on the partial sustainability plan of the programme across 03 partners in 04 districts * Review monthly report and data shared by partners | Report and guidance note on sustainability implementation plan of the CFS & ARC programme | **10th August 2024** |
|  | * Review of impact and knowledge assessment of CFS & ARC curriculum * Undertake 4 days field visit to 02 districts in Kashmir and meeting conducted with programme team * Interaction with beneficiaries of programme * Review monthly report and data shared by partners | Report on impact and knowledge assessment for children and adolescent of the CFS & ARC curriculum | **25th September 2024** |
|  | * Undertake 4 days field visit to 02 districts in Kashmir and meeting conducted with programme team * Review gender and GBV knowledge on prevention and response amongst children and adolescents * Review gender and GBV knowledge on prevention and response amongst parents and community members * Review monthly report and data shared by partners | Knowledge assessment report on gender and GBV themes for children, adolescents, parents and community members | **10th November 2024** |
|  | * Impact assessment of volunteer engagement at CFS & ARCs. * Review of plan for volunteers and assess knowledge amongst these youth * Review monthly report and data shared by partners | Report on volunteer engagement. Assessment tool designed to understand knowledge and role of volunteers in the CFS & ARCs. | **15th December 2024** |
|  | * Meeting with district and village level committees on advocacy and capacity building * 8 days field visit across 4 districts in Kashmir * Review monthly report and data shared by partners | Review and submit advocacy strategy and capacity building plan with district and village level committees for adolescent and youth engagement. This will also include components of sustainability of the programme | **5th February 2025** |
|  | * Joint review with MHPSS team on the referral cases and their follow up * Review monthly report and data shared by partners * Review Capacity building needs and support training of partners, animators, and volunteers | Review of follow up and case management SOPs/guidelines for MHPSS cases | **March 1st 2025** |
|  | * Review meeting conducted with partners on the implementation of Year 1 & 2 of programme * Strategize and review sustainability plan of the programme across 03 partners in 04 districts * Review monthly report and data shared by partners | Report and guidance note on sustainability implementation plan of the CFS & ARC programme | **Ist May 2025** |
|  | * Compendium of HIS and case stories from the field * Undertake 4 days field visit to 04 districts in Kashmir and meeting conducted with programme team * Review monthly report and data shared by partners | Develop a knowledge product with a compendium of case studies from the field (04 districts) | **15th June 2025** |

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|  | **Estimated Consultancy fee** |
| Travel International (if applicable) | N/A |
| Travel Local (please include travel plan) | 52 days of total travel days and trips over 2 years ( day trips) |
| DSA (if applicable) | N/A |
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| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** | |
| Bachelors  Masters  PhD  Other  Enter Disciplines  Must have a master’s degree in Social Work, child rights or protection or development studies. | 1. At least 5 years’ work experience in development sector with expertise in child protection and adolescent programmes. 2. Preference will be given to candidates with experience of working with communities and in coordination with government, UN agencies and CSOs. 3. Excellent analytical and report writing skills. 4. Excellent communication skills English; ability to speak, read and write fluently in English. 5. Good computer skills, at least of MS-Office application software (MS Word, Excel, Power Point) and internet applications. | |
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| [**Competitive Selection Criteria**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7Bda0b1215-ade3-4345-8188-e2b7df9b2fa4%7D&action=default&uid=%7BDA0B1215-ADE3-4345-8188-E2B7DF9B2FA4%7D&ListItemId=353&ListId=%7B465BE47D-174D-4461-B4D6-18B9FC34CB32%7D&odsp=1&env=prod&web=1&cid=a9bfc2d5-3213-4b69-9b04-acb0c830c6d1) **(for clarification see** [**Guidance)**](https://unicef.sharepoint.com/:w:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7BB3E3517A-8BBF-4368-90FE-7DBCD31544EA%7D&file=Guidance%20on%20Completing%20the%20Selection%20Matrix%20for%20Consultants%20and%20Individual%20Contractors.docx&action=default&mobileredirect=true)  A) Technical Evaluation (maximum 70 Points)  B) Financial Proposal (maximum of 30 Points)  **-Cover Letter highlighting suitability for the position- 10**  **-Experience – 30**  **-Interview – 30**  **49 of 70 point will be the cut-off score to technically qualify and cut off score for interview will be 28** | | |
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