

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS/ CONTRACTORS



<b>Title:</b>  <b>Alternative Care Study Technical Expert</b>	<b>WBS/Funding Reference/Activity/IR</b>  5070/A0/06/400/40 2/012	<b>Type of engagement</b>  <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor	<b>Workplace of Consultant:</b>  Remote with the need for travel to Bangladesh at key points
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<b>Grant:</b> SC210015	<b>GL Account:</b>	<b>Fund ID:</b>
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## Background:

The adverse impacts of institutionalization on children's developmental outcomes and well-being are widely recognized. Realizing this, many countries in the world are taking different initiatives to reduce the number of children living in institutional care and, whenever possible, to prevent institutionalization in the first place, or to reunite children with their families in line with their obligations under the United Nations Convention on the Rights of the Child (CRC) and the UN Guidelines for the Alternative Care of Children. Unfortunately, in Bangladesh, accurate and reliable numbers of children living in alternative care are not known. Accountability and follow-up mechanisms to ensure the standard of care in those institutions are also not well established. An appropriate referral mechanism is also lacking in these institutions. Additionally, the Child Welfare Boards led are not established in all districts and upazilas and therefore the role vested to them for ensuring standards of alternative care and promoting child well-being are not consistently implemented.

There is an urgent need to invest in efforts to produce a useful, accurate and comprehensive mapping of residential care facilities and to undertake, at regular intervals, estimated counts and periodic well-being checks of children, including reasons for living in these facilities, in order to help strengthen official records. All of this information will serve to strengthen the government's capacity to design effective care reform and respond to the specific needs of children living in residential care to be raised in a family-type environment according to the best interest of a child and the CRC.

## Purpose of Activity/Assignment:

To begin addressing this gap, DSS under MSW and UNICEF have commissioned a study to provide information about the current landscape of institutional care in the country. To complement this study, a follow-up survey on selected measures of well-being, utilizing a representative sample of children living in residential care, will be conducted every two years by DSS and MSW using tools and questionnaires developed under this study. This will assist in providing a more routine picture of progress regarding children in institutional care in the country.

The overall purpose of the assignment is to study institutional care facilities including typology to understand the situation and demographics of children in institutional care arrangements in Bangladesh, as well as the capacity of these institutions providing care. The specific objectives of the study include:

1. To conduct a study of residential care facilities, with measurement of key indicators on the total number and specific demographics of children (age, sex, disabilities), characteristics of facility staff, and infrastructure and services of the facilities, etc.
2. To assess the budget and funding sources in facilities/institutions; organizational structure and operating environment; protocols, care standards, or standard operating procedures; qualifications, performance and quantity of staff of the institutions; type, level, and quality of services provided for children and/or families (considering reintegration); referral mechanisms; motivations and interest of facility promoters and managers
3. To assess the alternative care system in the country, including a review of the regulatory framework; the social economic, social welfare and health factors and determinants; and the institutional care structure, system of governance, delivery structure, M&E system and financing schemes in place (with differentiation for children with disabilities as applicable)
4. To understand views and social norms around the situation and care of children living in residential care facilities from facility staff and managers, family members of these children, service providers, government officials, and other relevant stakeholders, as well as views on family- and community-based care options

5. To develop an action research methodology on perceptions and practices of care for children deprived of parental care at the community level.
6. To develop a training manual, tools, and training plan for social workers and researchers on social dialogue and action research on care for children deprived of parental care the defined methodology, and implementation plan.
7. To develop a contextualized training plan and module for stakeholders on Alternative Care of children deprived of parental care.
8. To develop the Strategy with the Action Plan on deinstitutionalization and family-based alternative care. Present the Strategy to stakeholders, conduct trainings and workshops.
9. To provide consultancy on Alternative Care and Child Protection to UNICEF CP.

A **technical expert is being sought to provide overall technical leadership and oversight of the study**, including the design, qualitative analysis, and production of a mixed methods high-quality report, policy brief, and related PowerPoint. In addition, a technical expert will act as the technical referent for alternative care. A local research agency will be responsible for assisting on training, all data collection, cleaning, translation/transcription, quantitative data analysis (mapping), some preparation for qualitative analysis and the development of data collection tools and protocol for in-depth profiling of children in alternative care facilities, as well as a well-being survey for DSS and MSW to implement in a sample of facilities on a routine follow-up basis. The study will be completed between May 2023 and April 2024.

An inception report and draft data collection tools will be the documents handed over to the technical expert and local research agency for revision and finalization. The technical expert will pick up at this stage of the study, finalize the methodology with UNICEF and DSS focal points, and lead the remaining work, with a key focus on the qualitative portion but painting the full picture of the data at the end of the study for the system, policy and programmatic recommendations. The specific tasks of the technical expert are outlined below but do not include the specific tasks of the local research agency.

Budget Year <b>2023</b>	Requesting Section/Issuing Office: <b>Child Protection/Dhaka</b>	
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**Included in Annual/Rolling Workplan:** ☒ Yes ☐ No, please justify:

**Consultant sourcing:**

☐ National ☒ International

**Consultant selection method:**

- ☐ Competitive Selection (Roster)  
☒ Competitive Selection (Advertisement/Desk Review<sup>1</sup>/Interview)  
☐ Single Sourcing (exceptional, only in emergency situations, approval by Head of Office required)

Name (in case of single sourcing/extension)	Justification or Refer to NFR (in case of single sourcing/extension)		
Supervisor: Jamila Akhter Child Protection Specialist	Start Date:  15 May 2023	End Date:  15 April 2024	Number of Days (working)  190 days

<sup>1</sup> A Desk Review should only be considered as a selection method when there is a justifiable urgency.

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	
Oversee data collection and provide quality assurance and technical assistance, reviewing data from institutional mapping as well as transcripts on a rolling basis	1. Submission of monthly progress report of the high-quality data collection from all respondents.	4 weeks	
Analyze qualitative data and prepare a mixed methods draft study report and support to organize national validation workshop	2. Submission of monthly progress report on high-quality analysis, draft study report, and completion of validation workshop	4 weeks	
Prepare and submit the final report, addressing comments from NTC and UNICEF	3. Submission of the final report 4. Submission of a policy brief and ppt; Dissemination workshop with relevant stakeholders MISSION 1 (three weeks June 2023)	4 weeks	
Prepare and submit the policy brief and Powerpoint presentation of findings for advocacy use. Lead technical presentation at dissemination event for division and national levels			
Develop an action research methodology on perceptions and care practice of children deprived of parental care at the community level	5. Submission of Concept Note	4 weeks	
Develop training manuals, tools, and training plan for social workers and researchers on social dialogue and action research on care for children deprived of parental care according to the defined methodology, and implementation plan. Conduct ToT in view of the implementation and roll out the training module	6. Submission of the training manual, tools, and training plan.	4 weeks	
	7. Submission of monthly report and roll out of training	4 weeks	
Develop a contextualized training plan and module for stakeholders on Alternative Care of children deprived of parental care	8. Submission of training plan and module MISSION 2 (2 weeks in October 2023)	4 weeks	
Conduct trainings and workshops to stakeholders on Alternative Care of children deprived of parental care	9. Submission of monthly report on trainings and workshops		
Develop the Strategy with the Action Plan on deinstitutionalization and family-based alternative care. Present the Strategy to stakeholders	10. Submission of monthly progress report on the Strategy development MISSION 3 (two weeks January 2024)	4 weeks	
	11. Submission of the final strategy	4 weeks	
Provide consultancy to UNICEF in developing legal framework and policy documents on Alternative care and Child Protection	12. Submission of inputs and feedback, policy papers	2 weeks	
Travel International (if applicable)	3 trips to Bangladesh for training, data collection, and presentation of the final report findings	3 trips	
Travel Local (please include travel plan)	120 local travels	3 trips	
DSA (if applicable)		50 days	
Terms of payment	<input checked="" type="checkbox"/> Payment, upon completion of each deliverable according to schedule.		

	<input type="checkbox"/> Payment, upon completion of all deliverables at the end of assignment. <input type="checkbox"/> Fee advance, percentage (up to 10% of total fee)
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<b>Minimum Qualifications required:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  Social Work, child psychology, etc.	<b>Knowledge/Expertise/Skills required:</b> Extensive knowledge of alternative care systems; Highly experienced qualitative researcher with specific skills in conducting research (tool design and rigorous analysis) with vulnerable children; experience in conducting in-depth legal and policy analysis pertaining to children
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>
	<b>Request Verified by HR:</b>  <i>Name and signature:</i>

**Application Guidance (applications should contain the following):**

**1. Technical Offer:**

Based on the careful study of the TOR and deliverables, provide (1) information on the way you intend to achieve the outputs of the assignment and complete the deliverables. (2) Please elaborate on the timeline and milestones. (3) Also indicate references to the similar assignments that you performed & their contacts, and (4) attach your CV.

**2. Financial Offer:**

Should be an all-inclusive (lump-sum) fee for all deliverables and complete output of the assignment as described in the TOR. It should include among others consultancy fee, associated administrative cost, all living and travel cost (please see travel plan in the TOR if applicable). UNICEF will not cover any additional cost. Payment schedule that is linked to milestones and completed deliverables should be included.

**Assessment Criteria (applications will be evaluated based on the following criteria):**

Criteria	Weight	Points/amount
<b>Qualifications</b>	<b>20%</b>	
Education qualification		1-5
Years of relevant experience		1-5
References to similar assignments		1-10
<b>Technical Offer</b>	<b>50%</b>	
Technical knowledge/understanding on community engagement and social and behaviour change programme		1-20
Understanding and knowledge of working with government partnership and religious institutions		1-15
Knowledge and experience on engagement of religious leaders in strategic communication planning and implementation for social and behaviour change		1-15
<b>Financial Offer</b>	<b>30%</b>	
Payment schedule linked to milestones		1-15
All-inclusive fee		1-15
<b>TOTAL</b>	<b>100%</b>	