

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title:	National Individual Consultancy Child Protection System & Case Management Review
Description:	To ensure a nationally grounded analysis and strong institutional engagement, UNICEF seeks to recruit a National Consultant to support the International Consultant already onboard. The National Consultant will contribute through national coordination, multi-stakeholder liaison, operational support, and child protection system assessments in a context requiring strengthened child protection system resilience following the impacts of Hurricane Melissa.
Estimated Start Date:	March 15
Duty Station:	Kingston
Reporting to:	Child Protection Specialist

BACKGROUND & ORGANIZATIONAL CONTEXT

The Government of Jamaica, through ministries, departments, and agencies (MDAs), in collaboration with civil society and international partners, is working to enforce child rights and strengthen the protection of children nationwide. Despite these efforts, violence against children remains a critical challenge, with high levels of physical, emotional, and sexual violence occurring in homes, communities, care and justice institutions, schools, and online.

Jamaica has demonstrated strong political commitment to child protection, including becoming a Pathfinder Country under the Global Partnership to End Violence Against Children in 2016 and establishing the Child Care and Protection Act (CCPA) in 2011. The National Plan of Action for an Integrated Response to Children and Violence (NPACV), launched in 2019, provides a multi-sectoral framework to prevent and respond to violence against children. However, significant gaps remain in the implementation of child protection services, particularly in case management, inter-agency coordination, and data systems.

An evaluation of the child protection system conducted between 2021 and 2022 identified fragmentation in case management functions across multiple MDAs. More recently, the impacts of Hurricane Melissa further exposed weaknesses in coordination, service continuity, referral pathways, and system resilience, underscoring the need to integrate emergency preparedness and shock responsiveness into the child protection case management review.

In response, UNICEF Jamaica is supporting national partners to strengthen the Child Protection System through a phased approach, beginning with a Case Management Review (Phase 1).

An International Consultant is currently providing overall technical leadership for the case management review, costed action plan, capacity-building needs assessment, and identification of digital capacity-strengthening solutions. To ensure nationally grounded analysis and strong institutional engagement, UNICEF seeks to recruit a National Consultant to support the International Consultant through national coordination, multi-stakeholder liaison, operational support, and child protection system normative, institutional, functional and procedural assessments in a context requiring enhanced CPS resilience following the impacts of Hurricane Melissa.

PURPOSE OF ASSIGNMENT

The purpose of this consultancy is to provide nationally grounded legal and systems expertise to support the implementation of Phase 1 (the Case Management Review) under the technical leadership and guidance of the International Consultant, through national coordination, stakeholder engagement, child-rights-based assessment of the normative, institutional, functional and procedural effectiveness of the child protection system in a post-hurricane context, including targeted analysis of Family Court child-centred procedures, due process safeguards, and relevant jurisprudence.

MAIN DUTIES AND RESPONSIBILITIES

To achieve these objectives, the consultancy will carry out a series of activities in close coordination with the International Consultant, as described below.

Support the Case Management Review

The National Consultant will complement the International Consultant's technical leadership through the following functions:

a. Strategic Stakeholder Engagement and Coordination

- Facilitate structured technical consultations with statutory bodies, justice actors, Family Courts, and frontline CPS institutions.
- Support the establishment and effective functioning of oversight committees for the case management review.
- Facilitate national coordination and co-organise meetings, KIIs, FGDs, consultations and validation workshops (online or in situ) for deliverables
- Ensure national ownership and contextual accuracy of review processes.

b. Assessment of the normative, institutional, functional and procedural effectiveness of the CPS in a Post-Hurricane Context

- Design and conduct a child-rights-based legal assessment of the normative, institutional, functional and procedural effectiveness and emergency resilience of the child Protection System

Examine:

- Normative compliance and alignment with international and domestic child-rights and emergency legal standards
- Institutional mandates, governance arrangements and inter-agency coordination mechanisms
- Continuity of statutory and justice-related child protection services during emergencies
- Legal and procedural referral pathways, due process safeguards, and systemic bottlenecks affecting access to protection and justice in humanitarian contexts

c. Family Court Child-Centric Process Assessment

- Assess Family Court procedures through an inclusive, gender-responsive, child-centred justice lens
- Analyse:
 - procedural safeguards and child participation
 - trauma-informed practices
 - linkages between courts and CPS case management
 - case outcomes
- Suggest recommendations

d. Analysis of Court Decisions

- Review selected judicial decisions affecting children, including in emergency and crisis contexts.
- Assess alignment with child rights standards, best interests principles, and due process safeguards.
- Identify needed reforms

e. National Legal and Institutional Inputs

- Provide national legal analysis to inform the international consultant’s deliverables.

METHODOLOGY

The National Consultant, based in Kingston, will work closely with the International Consultant and the UNICEF Child Protection team to support the Case Management Review through stakeholder engagement, system assessment, and legal and institutional analysis. The consultant will provide close support to government stakeholders, ensuring national ownership, contextual relevance, and alignment with Jamaica’s child protection priorities. Key activities will include facilitating consultations with government bodies, social and justice actors, and frontline child protection institutions; supporting national coordination and validation of deliverables, conducting assessment of the normative, institutional, functional and procedural effectiveness of the CPS in a post-hurricane context, and providing legal and institutional inputs to inform recommendations. The consultant must be able to meet and work directly with stakeholders in person. The approach will be participatory, inclusive, and evidence-based, supporting the development of a costed and integrated case management framework.

The consultancy is expected to require **65 working days over a four-month period**. During the inception phase the National Consultant will work closely with the International Consultant, UNICEF Child Protection team and key stakeholders to develop a detailed work plan.

EXPECTED RESULTS

Deliverables	#of days required	Percentage Payment
1.Inception Report – A detailed report confirming the consultant’s commitment and outlining: - Finalized methodology - Detailed work plan and timeline including	10	10%

Stakeholders consultation Plan - Key assessment, monitoring, and evaluation tools		
2. Post Hurricane assessment of the normative, institutional, functional and procedural effectiveness of the CPS : Examine normative compliance and alignment with international and domestic child-rights and emergency legal standards; Institutional mandates, governance arrangements and inter-agency coordination mechanisms; Continuity of statutory and justice-related child protection services during emergencies; Legal and procedural referral pathways, due process safeguards, and systemic bottlenecks affecting access to protection and justice in humanitarian contexts	25	25%
3. Family Court child-centric process assessment report and CPiE-relevant court decision analysis brief– Assess Family Court procedures through a gender-responsive, child-centred justice lens. Analyse procedural safeguards, child participation, trauma-informed practices, linkages between courts and CPS case management, and case outcomes. Provide practical recommendations for improvement.	10	30%
4. The final report will provide a summary of the national legal analysis and contextual insights gathered throughout the consultancy to inform the International Consultant’s deliverables, ensuring all work is grounded in Jamaica’s legal and institutional frameworks. It will also include a compilation of meeting minutes, key takeaways from consultations, workshops, and coordination updates, as well as recommendations for Phase 2—the implementation of the costed action plan.	20	35%
Total of days	65	100%

Minimum Requirements and Qualifications	
Education	Advanced university degree in social work, human rights, law, or related field (Masters or equivalent level)
Work Experience	<p>Minimum ten (10) years of relevant professional experience in child rights law, family or juvenile justice, and child rights–based legal and institutional review and analysis.</p> <ul style="list-style-type: none"> • Experience in legal and normative analysis, legislative/policy review, and assessment of procedural child safeguards and access to justice for children. • Experience engaging justice sector and statutory child protection actors on legal frameworks, governance, and coordination mechanisms. • Experience developing legal guidance, procedural tools, or capacity-strengthening materials for child rights or justice stakeholders. <ul style="list-style-type: none"> • Prior UNICEF/UN experience is an asset.

Languages	Fluency in English is required *Please note language levels used in UNICEF are fluent, proficient, intermediate, and basic.
Technical knowledge	Professional technical knowledge in: <ul style="list-style-type: none"> • International and domestic child rights legal frameworks, including UNCRC, child justice standards, and child-centred justice principles • Family law, juvenile justice, and child-sensitive judicial procedures, including due process safeguards and child participation • Institutional mandates, governance arrangements, and legal coordination mechanisms across child protection and justice actors • Access to justice for children, procedural safeguards, and rights-based approaches in emergency and humanitarian contexts • Child-rights-based approaches to legal and institutional reform • Experience working with government, courts, and statutory institutions to contextualize legal frameworks and procedural guidance • Strong analytical, legal drafting, communication, and stakeholder engagement skills • Knowledge of project coordination and results-based planning in legal or justice sector initiatives
Other skills and attributes	(optional) <ul style="list-style-type: none"> ○ Excellent planning and organizational skills ○ Ability to work efficiently under tight deadlines ○ Ability to clearly defined objectives and plan activities ○ Excellent analytical and written skills ○ Strong communication skills - both oral and written ○ Experience working with UN/international organizations

- All applicants are required to submit both a technical and a financial proposal.
- All applications will be evaluated based on 75 points for technical - (knowledge /expertise /skills) and 25 points for financial submissions.

Child Safeguarding	
Is this project/assignment considered as " Elevated Risk Role " from a child safeguarding perspective?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>If yes, check all that apply</i>
Direct Contact Role	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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](#)

Budget/ costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.


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 contractor.

Individuals engaged under a consultancy 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.

Travel will be covered by UNICEF as per policy.

- Travel costs will be estimated and added to the contract once they are determined based on UNICEF Financial Rules and Regulations.
- For agreed country visits, the contractor/consultant will be responsible in administering their own travel. UNICEF will reimburse travel related expenses based on actual costs or on the below criteria whichever is lower and upon presentation of receipts.
- Any travel involved should be budgeted according to UN Travel Standards as a ceiling.
- [UN Secretariat Administrative Instruction on Official Travel, ST/AI/2013/3](#): Sect. 4, para. 4.2, numerals (d) and (e)

For information on Daily Subsistence Allowance (DSA), can be found on the [International Civil Service Commission website](#).

Endorsements and Approval			
Specialist			
Name:	Marjana Badas	Date:	12/02/2026
Title:	Child Protection Specialist	Signature:	
Deputy Representative [If Programme]		Operations Officer (If Operation)	
Name:	Mohammad Mohiuddin	Date:	13/02/2026
Title:	Deputy Representative	Signature:	