

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title: National consultant for Child Protection data and information management	Funding Code: N/A	Duty Station: Phnom Penh
Purpose of Activity/Assignment: <p>In Cambodia, PRIMERO case management system is a key digital tool used to strengthen the national child protection system. Supported by UNICEF in collaboration with the Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY), PRIMERO facilitates case management for children at risk of violence, abuse, exploitation, neglect and family separation. Built on the open-source Primero/CPIMS+ platform, the system enables trained social workers and case managers to record, track, and follow up on individual child protection cases in a secure, confidential environment. Since its launch, PRIMERO has been instrumental in improving coordination across service providers, supporting more effective referrals, and enhancing accountability in case follow-up. The digital platform ensures that data is disaggregated and centralized, helping to inform evidence-based planning and policy decisions at both national and sub-national levels. Efforts are ongoing to expand the system to include additional child protection categories such as migration and justice and additional tags—for example, to capture risks related to climate change, enabling caseworkers to better identify and respond to child protection concerns in climate-affected communities. PRIMERO is also contributing to the professionalization of the social service workforce by supporting training and supervision mechanisms. Ultimately, the system plays a critical role in ensuring that vulnerable children in Cambodia receive timely, life-saving protection services.</p> <p>Therefore, as part of the 2024–2028 Country Programme Document signed by UNICEF and the Royal Government of Cambodia, UNICEF aims to strengthen the case management and information management systems for child protection. The purpose of this assignment is two-folds:</p> <ol style="list-style-type: none"> 1. To provide technical support to the Government to update PRIMERO to reflect data on justice for children and on children in the context of migration. 2. To support the CPIMS dashboard update and offer capacity building for Government officials. 		
Scope of Work: The services of an individual consultant are being sought to: <ul style="list-style-type: none"> • Provide technical support and oversight to Government partners to update the PRIMERO case management system, particularly to integrate data entry points on children in conflict with the law, who need case management services, based on existing procedural frameworks. These changes might entail database updates; formulation of validation rules; integrations and security settings assessment to ensure the system handles the new data sets accurately. These changes will be made by the anticipated development of the enhanced Standard Operating Procedures on Juvenile Justice Law. • Provide technical support and oversight to Government partners to update and utilize the PRIMERO case management system to integrate data entry sets to capture children in the context of migration data. • Support the timely and quality update of the CPIMS dashboard. • Provide training on the additional data sets developed under this TOR. • Strengthen Government capacity to use these updated Primero system and CPIMS, analyze and use data from existing platforms to inform planning, programming, policy-making, advocacy, and support monitor progress against the Convention on the Rights of the Child (CRC) and other relevant human rights mechanisms. 		
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:

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: Yes

No please justify:

Consultant sourcing: National International Both

Competitive Selection: Advertisement Roster Informal competitive (Low Value Contract)

Single Source Selection: (Emergency - Director’s approval)

Supervisor: Maria Margarita Ardivilla, Child Protection specialist

Start Date: 1st August 2025

End Date: 30 June 2026
(estimated 165 days over a period of 11 months)

Work Assignments Overview	Deliverables/ Outputs	Delivery deadline	Estimated Budget (Percentage of payment)
Support Government to update CPIMS with 2025 data and organize refresher capacity building for officials	1. Report of capacity building conducted, inclusive of list of persons trained	October 31, 2025	30%
	2. Updated CPIMS dashboard	November 30, 2025	10%
Develop and implement separate mentoring plans with MoSVY and Preah Vihear to support and capacitate the CPIMS focal points of the ministry and the province gather, analyse, and utilize the CPMIS data to support prioritizing child protection	3. Mentoring plans and MOSVY and Preah Vihear budget plans	March 31, 2026	10%

Work Assignments Overview	Deliverables/ Outputs	Delivery deadline	Estimated Budget (Percentage of payment)
priorities in the planning and budget cycle of MOSVY and Preah Vihear			
Support Government update the Primero system to add qualitative and quantitative data necessary to monitor implementation of the Juvenile Justice law and its pertinent administrative procedures.	4. Updated Primero system and report on the results of the alpha and beta testing of the new JJ date sets.	February 28, 2026	20%
Support Government update and utilize Primero on children in the context of migration data	5. Updated Primero system and report on the results of the alpha and beta testing of the children in the context of migration data	March 31, 2026	20%
	6. Train Primero focal points on the new data sets	June 30, 2026	10% (EU Grant)

<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Social Work, sociology; international relations and related fields. Relevant trainings in data science, and/or in qualitative and quantitative reach is an asset.</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> ▪ A minimum of eight years of professional experience of which at least five in child protection information and data management, Case Management and M&E is required. ▪ Experience working with digital case management systems such as Primero or other systems of managing data through technology is a strong asset. ▪ Relevant experience in capacity building in child protection related areas in a UN system agency or organization. ▪ Proven capacity to work with a wide range of stakeholders, including Government and NGOs
<p>Submission of applications:</p> <ul style="list-style-type: none"> ▪ Letter of Interest (cover letter) ▪ CV or Resume ▪ Performance evaluation reports or references of similar consultancy assignments (if available) ▪ Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment. 	

Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance)

A) Technical Evaluation (100 points with a weighted score of 70%)

1. Understanding of the Assignment and Methodology (20 points)

Clarity, relevance, and feasibility of the proposed approach and methodology.

2. Relevant Experience and Expertise (30 points)

Demonstrated experience with information management systems, particularly for child protection

3. Qualifications of the Consultant/Team (25 points)

Academic background, technical skills, and relevant sectoral knowledge.

4. Work Plan and Timeline (25 points)

Realistic and detailed timeline aligned with deliverables.

B) Financial Proposal (100 points with a weighted score of 30%)

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

Administrative details:

Visa assistance required:

Home Based Office Based:

If office based, seating arrangement identified:

IT and Communication equipment required:

Email/O365 access required:

Internet access required:

¹ 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 consultant

Text to be added to all TORs:

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 to ensure 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.