

UNICEF GUYANA AND SURINAME  
TERMS OF REFERENCE  
FOR CONSULTANTS

*Individual Consultancy – National/International Consultant  
Collating of State Party's 5 year Report to the Convention on the Rights of the Child*

Country Office:	Guyana - Suriname
Duty station:	Georgetown
Consultancy title:	Drafting of State Party's Report to the CRC
Duration of Contract:	4 months

## **I. PART ONE – External**

### **1. Background**

Guyana must submit its State Party report under the Convention on the Rights of the Child (CRC). To this end, the Committee on the Rights of the Child is the body of independent experts that monitors implementation of the Convention on the Rights of the Child by its State parties. It also monitors implementation of two optional protocols to the Convention, on involvement of children in armed conflict and on sale of children, child prostitution and child pornography. All States parties to the CRC are obliged to submit reports to the Committee on how the rights are being implemented. States must report initially two years after acceding to the Convention and then every five years. As part of the reporting process on the CRC, the Committee examines each report during a period of constructive dialogue at a plenary session, where State representatives and Committee members discuss the report prior to the issuance of “concluding observations” by the Committee.

### **2. Purpose of the Assignment**

This consultancy will collate Guyana's 5-year report to the CRC, based on the reporting guidelines of the committee. The drafting of the report will be a consultative process and the consultancy is expected to work with stakeholders from both Government and Civil Society agencies.

### **3. Scope and Methodology**

The consultant must follow the guidelines on reporting (<http://www.ohchr.org/EN/HRBodies/CRC/Pages/CRCIndex.aspx>) and it is expected that the process will be a consultative one.

### **4. Major Tasks to be accomplished:**

Under the direct supervision of the Government of the Cooperative Republic of Guyana and with the support from UNICEF Guyana, the consultant is responsible for the following:

- i. Development of a methodology/process and data collection tools towards the drafting of the report (note that children and youth must be part of the consultations)
- ii. Facilitation of all meetings and consultations as part of the drafting the report and other efforts towards compiling/consolidating data on progress in the implementation of the Convention of the Rights of the Child
- iii. To draft and finalise Guyana's report (according to the guidelines on reporting). The report must follow the format that has been issued by the Committee under the Convention of the Rights of the Child

#### 5. Deliverables and deadline(s) for submission:

Deliverables	Estimated Number of working days	% of payment
Inception report (including workplan, methodology and data collection tools)	5	25
Draft State party's report (the consultant will also be expected to present the draft report for discussion with stakeholders)	30	50
Final report (soft copy)	5	25

#### 6. Estimated duration of contract and Tentative Dates:

Duration: The contract is expected to be for 4 months (to take into consideration the consultation period and the time needed to review all deliverables). Note that the number of paid working days is expected to be 40 days

Tentative dates: March-June 2018

#### 7. Duty Station: Georgetown, Guyana

8. **Official Travel Involved:** All costs for travel/consultations will be paid separately and the estimates for this must be submitted as part of the financial cost of the proposal.
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9. **Qualification or Specialized Knowledge/Experience Required:**

Individual or institutional persons are encouraged to apply. Candidates must have at least:

- At least Master's Degree in Law, Human Rights/Child Rights, Social Sciences, Social Development or any other relevant field.
- At least 3 - 5 years of experience and expertise working in the field of human rights, law, economics (or a related field)
- Experience in drafting of international treaties reports.
- Demonstrated professional capacity and experience in facilitating consultative processes with government, development partners and civil society at both national and regional levels.

Other Skills and Attributes:

- Excellent analytical and assessment skills.
  - Excellent communication and facilitation skills.
  - Ability to meet timelines
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