

**United Nations Children's Fund (UNICEF)****Consultant: Design the Child Protection Pagoda Programme, Training Manual and Operational Plan for the Ministry of Cults and Religion****Terms of Reference****1. Background**

The Royal Government of Cambodia and UNICEF Cambodia officially signed the new Country Programme Action Plan covering the period from 2016 to 2018 on 10 February 2016. The plan identifies and addresses the key barriers that impede the realization of children's rights in Cambodia and outlines areas of collaboration for the coming three years. The new country programme consists of four programmatic components: Integrated Early Childhood Survival, Care and Development; Inclusive Quality Education; Social Inclusion and Governance; and Child Protection.

The outcome for child protection programme is that by 2018, girls and boys vulnerable to and exposed to violence and those separated from their family, or at risk of separation, are increasingly protected by the institutional and legislative frameworks, quality services, and a supportive community environment. The programme targets are an ambitious 30 per cent reduction in violence and a 30 per cent reduction in the number of children in residential care in the five provinces of Siem Reap, Battambang, Preah Sihanouk, Kandal and Phnom Penh.

Religious leaders play an important role in preventing and responding to violence against children and unnecessary family separation. Through the Buddhism Leadership Initiatives from 2008-2012, UNICEF provided support to the Ministry of Cults and Religion (MoCR) to support Buddhist monks to protect children and their families who were vulnerable to and affected by HIV/AIDS. In 2013, UNICEF and the MoCR expanded the project focus to prevention of violence against girls and boys and unnecessary family separation with the aim of mobilizing religious leaders as advocates as well as voices of children in changing social norms that promote violence.

In 2015, MoCR conducted a workshop on child protection to review the achievements and challenges in 2014. The workshop gathered more than 100 religious leaders (Buddhism, Islam, Christianity and other faiths) from 25 municipality and provinces, senior monks and MoCR officials to conclude MoCR's results related to child protection in 2014 and discussed priority actions as a way forward. A key proposal was to develop a Child Protection Programme for Religious Settings (pagoda, mosque and church) that harmonize the different faiths for child protection and consolidate religious leader's efforts to maximize their unique value in communities.

In 2016, a priority is to design the Child Protection Pagoda Programme, an accompanying Training Manual and Operational Plan to roll it out to five provinces. The Programme will be designed to make a meaningful contribution to the two targets mentioned above. The lessons learned from the design and implementation of the Child Protection Pagoda Programme will be used to inform the design of similar programmes for the other major religious faiths in Cambodia.

## 2. Purpose

The consultant is expected to contribute to the UNICEF Cambodia Child Protection Programme with a particular focus on supporting the Child Protection team to:

- Develop a Child Protection Pagoda programme supported by an Operational Plan to prevent and respond to violence against boys and girls, including older adolescents, and unnecessary family separation. This includes violence within Pagodas and in the communities the Pagodas are based.
- Develop the Child Protection Pagoda programme Training Manual to build capacity of Buddhist monks which aim to ensure capacity of Buddhism monks in implementing the Programme effectively.

## 3. Work Assignments

Under the supervision of the Adolescent Development Officer (NOB), the consultant will work closely with the Ministry of Cults and Religion (MoCR), the Buddhist hierarchy and General Inspector of Buddhist Education Programme undertake following assignments (but not limited to) which split into two steps:

**Step one: Develop child protection pagoda programme** which aimed to:

- Make pagodas safer for boys, girls and older adolescents,
- Establish a reporting system for referring, reporting and responding to cases of abuse within Pagodas,
- Create an outreach programme for Monks to conduct advocacy, awareness and counselling sessions in communities to prevent violence against girls, boys and older adolescents, and unnecessary separation.

**Details of step one assignments are:**

- Conduct a desk review of relevant complementary programmes, policies and procedures. This includes child friendly programmes in faith based organisations and child protection related policies and procedures in key Government Ministries. Examples include the Ministry of Education child friendly school policy, draft child protection policy and positive discipline programmes. Other source documents include the NGO-GPP certificate.
- Review UNICEF document which could be used as an idea for developing the Programme:
  - MoCR annual workshop on child protection in 2014
  - UNICEF child friendly school manual
  - From Commitment to action: what religious can do to eliminate violence against children
  - Partnering with religious communities for children
  - Report on evaluation 2008-2012 of Buddhist leadership initiative programme
  - Identify lesson learnt and good practices from other countries with specific attention to Buddhist faith to establish protective environment for children, especially on violence against children and unnecessary family separation of children.
- Conduct qualitative interview with relevant experts and Buddhist senior patriarch of both orders, religious leaders, extensive consultations with the Ministry of Social Affairs, Veterans and Youth Rehabilitation, the Ministry of Women Affairs, child friendly experts and NGO-GPP team (NGO Governance & Professional Practice), Buddhist monks and people in community.
- Conduct field visits to Buddhist temples to document current practices. Any recommendation strategy suggested must be actionable in the Cambodia context. Ideally recommendations will be grounded in consultations with MoCR and head of Buddhist monks of both orders (Mohanikay and Thamayuth) and which does not in conflict with Buddhist principle and Cambodia culture and tradition.

- Develop first draft the child protection pagoda programme which reflect the following key areas:
  - Number of monks trained on child protection
  - Reporting and referral system on child protection cases occurred within the religious settings
  - Young novices have access to age appropriate information about child protection and know how to report cases of abuse
  - Guideline for communities outreach by monks to promote violence prevention and unnecessary family separation and community base care
  - Number of children and beneficiary
  - Number of child friendly certificate issue to pagodas etc.
- Submission to UNICEF the first draft programme for revision.
- Upon having feedback from UNICEF, in cooperation with the MoCR, lead a consultation workshop with sub-national level and with head of Buddhist monks and MoCR senior officers to inform the suggested Programme and brainstorming and submit the workshop report to UNICEF.
- Based on the inputs from the consultation workshop, revise the draft programme and submit it, both in English and Khmer, to UNICEF for final revision.
- Present the draft Programme to head of Buddhist monks and MoCR Senior Officials for endorsement;
- Submission to UNICEF the final document on child protection pagoda Programme and PowerPoint presentation in English and Khmer.

**Step two: Develop Child Protection Pagoda Training Manual** which aimed to build capacity of monks and key actors in implementing child protection pagoda programme and building capacity on how to prevent and respond to violence against children and unnecessary family separation of children.

***Details of step two assignments are:***

1. Desk review (reference document: Child Protection curriculum of Buddhist education programme and positive parenting manual, HIV/AIDS training manual for Buddhist monks, laymen and nuns, recommendation identified in the child protection Programme and others).
2. Based on child protection pagoda programme and other relevance document provided by UNICEF, develop a 3 days child protection pagoda training manual for monks and other key actors to implement the programme effectively and submitted to UNICEF for revision.
3. Conduct consultation workshop with MoCR and Buddhist monks on the draft manual
4. Based on the inputs from the consultation workshop, revised the draft programme and submit it, both in English and Khmer, to UNICEF for final revision.
5. Present the draft manual to Buddhist monks and MoCR for approval and finalize the manual
6. Submission to UNICEF the child protection pagoda training manual for monks in English and Khmer

**I- Qualifications or Specialized Knowledge/Experience Required**

Qualifications and Experience

- An Advanced University degree in psychology, sociology and other social science with religious study is an advantage.
- Minimum 5 years of increasing professional experience in the area of child protection; faith based community programme development; public policy and administration; social policy; or related field.

#### Knowledge and Skills

- Proven expertise in Programme design, training curriculum development, implementation planning, and monitoring and evaluation.
- Knowledge of the Cambodian context and of the UN system are an asset.
- Good knowledge in Buddhism and other faiths

#### Languages

- Fluent in written and spoken English.

#### Competencies

- Formulating strategies and concepts
- Analysing
- Relating and Networking

#### **II- Location**

No office space will be provided at UNICEF Cambodia. During the assignment, the consultant and interpreter will be required to travel 7 days to the UNICEF North-Western zone and Southern zone for data collection.

#### **III- Duration**

The consultant is expected to work for 47 days stretched over a period of approximately six months; expectation in between the **late November 2016 and April 2017**.

#### **IV- Deliverables**

**Deliverable 1:** A max 15 pages inception report (electronic version and hard copy of the English Versions) presenting methodologies, tools for the development of the Programme and a draft report outline summarizing the outcomes of the desk review on how to move forward submitted to UNICEF (10 working days)

*Submission: After Unicef contract commencement 3 weeks*

**Deliverable 2:** A final Child Protection Pagoda Programme with Operational Plan including annexes (English and Khmer versions) and PowerPoint Presentation summarising the Programme submitted (English and Khmer versions) and the consultation report submitted to UNICEF (17 working days)

*Submission: After UNICEF contract commencement 9 weeks (work can start 1 week after submission of deliverable 1 upon confirmation from UNICEF and implementing partner)*

**Deliverable 3:** Child protection pagoda training manual, Power Point Presentation summarising the manual (English and Khmer versions) and the consultation workshop report submitted to UNICEF (20 working days)

*Submission before contract ends 7 days (work can start 3 weeks after submission of deliverable 2 upon confirmation from UNICEF and implementing partner)*

#### **Note:**

- Provision translation and interpretation services should be contracted by the consultant as part of their assignment to complete the services deliverables.
- Time for reviewing by UNICEF and the implementing partners is 2 weeks for each deliverable.

## V- Reporting Requirements

Consultant should submit report to UNICEF the reports as follow:

### 1. Child Protection Pagoda Programme

- Power Point Presentation summarising the Programme (English and Khmer)
- Consultation workshop report (English)
- First draft, second draft and final draft of the Child Protection Pagoda Programme including operation plan with monitoring and reporting tools (English and Khmer). The programme document should be 50 pages maximum. The programme should have five integrated components. They are:
  - A. **Programme Model**: The programme model will include key actions required to make a pagoda safer for children, the outreach programme, and key indicators to assess whether a Pagoda is implementing the programme. The programme model will be designed to equip pagodas with clear policy on child protection, action plans and mechanisms on child protection, and equip monks and other key actors with knowledge on how to prevent and protect children from violence and unnecessary family separation. The programme model will be designed to turn knowledge into concrete actions for children. The programme model will set a minimum standard for pagoda that shelters children following the minimum standard on alternative care for children and guideline for communities outreach by monks to promote violence prevention and unnecessary family separation and community base care. The Model will include and be supported by a detailed training manual.

Programme should answer, but not limited to:

- Rational and what does child friendly religious setting look like?
- What is child friendly pagoda? Its vision and Mission, and objectives?
- How to achieve this initiative? Including measure to ensure the success and effectiveness of the Programme.
- How to ensure sustainability of the project?
- B. **Child Abuse Reporting System**: The purpose of the reporting system is to established clear mechanisms and procedures for the reporting of cases of abuse and to ensure that alleged victims/survivors of abuse get appropriate care and support. It will include forms, procedures and response mechanism. The system will ensure the confidentially and rights of children are protected.
- C. **Child protection pagoda certificate**: An evidence of commitment made by pagoda to protect children. A clear criteria set for each pagoda to entitle as child protection pagoda.
- D. **Child Protection Pagoda Training Manual**: which aimed to build capacity of monks and key actors in implementing child protection pagoda programme and building capacity on how to prevent and respond to violence against children and unnecessary family separation of children.
- E. **Operational Plan**: The purpose of the Operational Plan will be to provide clear and practical guidance for the roll out of the programme to the five focal provinces. The Operational Plan will provide detailed actions for the implementation of the Programme including monitoring and evaluation and reporting tools. The tools will be used for the Child Protection Pagoda Programme implementation.

### 2. Child Protection Pagoda Training manual

- Power Point Presentation summarising the manual (English and Khmer)
- Consultation workshop report (English)
- First draft, second draft and final draft of the 3 days Child Protection training manual (Maximum 150 pages). The manual should aimed to build capacity of monks in implementing child friendly Programme and capacity on preventing and responding to violence against children and unnecessary family separation of children.

## **VI- Payment Schedule linked to deliverables**

- First instalment: 20% upon satisfactory completion of deliverable # 1  
Supporting document: Inception report + Invoice
- Second instalment: 40% upon satisfactory completion of deliverable # 2  
Supporting document Child Protection Pagoda Programme with Operational Plan including annexes; PowerPoint; the consultation report + Invoice
- Final instalment: 40% upon satisfactory completion of deliverable # 3  
Supporting document Child protection pagoda training manual, Power Point (hard and soft electronical copy) and the consultation workshop report + Invoice

*\* The fees shall be calculated based on the days estimated with the travel costs related to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

## **VII- Administrative Issues**

As part of the deliverable assignments, the consultant will need to be:

- a. Responsible for own professional interpretation, and translate the documents and reports for desk review, meeting with counterparts and field work, Child Protection Pagoda Programme, Training Manual and translation services for workshops.
- b. Responsible for the cost including cost for accommodation, meals and translation services, and cost for 2 trips for consultant and translators (7days) to the UNICEF North-Western zone and Southern zone for data collection.
- c. Resources and facilities to be provided by UNICEF are accessibility to printer, office space if needed. Consultant should use own laptop.
- d. Recruit translator during consultancy period will be the responsibility of the consultant with consultation with UNICEF

## **VIII- Contract supervisor**

The consultant will work under the general guidance of the Chief of UNICEF Child Protection Section and under supervision Child Protection Officer. Compliance with the ToR and timely delivery of the expected outputs/results will be closely monitored. Upon completion of contract assignments, the supervisor will certify relevant documents; evaluate the consultant's work and process/follow-up on the payments

## **IX- Penalties for Underperformance**

Payment of fees to the Contractor under this contractor, including each instalment or periodic payment (if any), is subject to the Contractor's full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF's satisfaction, and UNICEF's certification to that effect.

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

#### **X- Termination of Contract**

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and ten (10) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice. If this contract is terminated in accordance with this paragraph 10, the Contractor shall be paid on a pro rata basis determined by UNICEF for the actual amount of work performed to UNICEF's satisfaction at the time of termination. UNICEF will also pay any outstanding reimbursement claims related to travel by the Contractor. Any additional costs incurred by UNICEF resulting from the termination of the contract by either party may be withheld from any amount otherwise due to the Contractor.

#### **XI- Submission of applications**

Interested candidates are kindly requested to apply and upload the following documents to: <http://www.unicef.org/about/employ/>

- Letter of Interest (cover letter) with indication of applicant's ability and availability
- CV or Resume
- Example of applicant's Performance evaluation reports or references of similar consultancy assignments or other references of similar consultancy assignments (if available)
- Please indicate your ability, availability and daily/monthly rate (in US\$) to undertake the terms of reference above (interpretation, translation fee, simultaneous translation services travel, daily subsistence allowance, if applicable). Applications submitted without a daily/monthly rate will not be considered.

#### **XII- Assessment Criteria**

A two stage procedure shall be utilized in evaluating technical assessment being completed prior to any price proposal being compared.

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

*For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:*

##### *a) Technical Qualification (max. 100 points) weight 70 %*

- *Degree Education in relevant field (20 points)*
- *Knowledge (25 points)*
- *Experience (30 points)*
- *Quality of past work in development of operation and training manuals or similar (25 points)*

*b) Financial Proposal (max. 100 points) weight 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.*



