

Title	Funding Code –	Type of engagement	Duty Station:
Child Protection – Prevention and response to VAC	SC180817 / Non Grant	<input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Individual Contractor	Kingston
<p><b>Background</b></p> <p>The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated.</p> <p>UNICEF Jamaica is seeking the support of an individual contractor with expertise in violence against children prevention and response programming. The individual contractor will support UNICEF office in the design, implementation and monitoring of programmes aimed at reducing the alarming levels of violence experience by Jamaican children at home, with special attention to integrating and scaling-up effective parenting support interventions across the child's life cycle.</p> <p><b>Purpose of Activity/Assignment:</b></p> <p>Under the general guidance of the Child Protection Specialist, the individual contractor is responsible for providing technical support to the implementation, monitoring, and evaluation of programs on prevention and response to VAC and other child protection issues.</p> <p>The individual contractor will work with government and civil society partners to create concrete and sustainable protective environment for children in particular against all forms of harmful practices and ensure that mothers, fathers and caregivers have greater access to higher quality parenting support services and are more aware of positive parenting and child development. The consultant will also work toward increasing the access of vulnerable households to social and economic support programmes that integrated attention to family violence prevention.</p>			
<p><b>Key Functions, Accountabilities &amp; Tasks</b></p> <p><b>1. Support to programme development and planning</b></p> <ul style="list-style-type: none"> <li>Collect, analyze, verify, and synthesize information to facilitate programme development, design and preparation.</li> <li>Prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevancy of information.</li> <li>Facilitate the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning through research, collection, analysis and reporting of child protection programmes and other related information for development planning and priority and goal setting.</li> <li>Provide technical and administrative support throughout all stages of programming processes by executing and administering a variety of technical programme transactions, preparing materials and documentations, and complying with organizational processes and management systems, to support programme planning, results based planning (RBM) and monitoring and evaluation of results.</li> <li>Prepare required documentations and materials to facilitate the programme review and approval process</li> </ul> <p><b>2. Programme management, monitoring and delivery of results.</b></p> <ul style="list-style-type: none"> <li>Work closely and collaboratively with colleagues and partners to collect, analyze and share information on implementation issues, suggest solutions on routine programme implementation and to submit reports to alert</li> </ul>			

appropriate officials and stakeholders for higher-level intervention and/or decisions. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.

- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with the government and other counterparts, and prepare minutes/reports on results for follow up action by higher management and other stakeholders.
- Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verifying compliance with approved allocation, goals, organizational rules, regulations, procedures, donor commitments, and standards of accountability and integrity.
- Report on issues identified to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare inputs for programme and donor reporting.

### 3. Technical and operational support to programme implementation

- Undertake field visits and surveys, and collect and share reports with partners and stakeholders.
- Assess progress and provide technical support and/or refer to relevant officials for resolution.
- Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices in child protection, to support programme implementation.

### 4. Networking and partnership building

- Build and sustain close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on child protection.
- Participate in inter-agency meetings/events on programming to collaborate with inter-agency partners/colleagues.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for child protection programmes.

### 5. Innovation, knowledge management and capacity building

- Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
- Research, benchmark and report on best and cutting edge practices for development planning of knowledge products and systems.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

### 6) Support Child protection in Emergency preparedness and response

<b>Budget Year:</b> 2022-23	<b>Requesting Section/Issuing Office:</b> Programme/Kingston Jamaica	<b>Reasons why consultancy cannot be done by staff:</b> Strengthen the child protection team
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Included in Annual/Rolling Workplan: ☒ Yes ☐ No, please justify:

**Consultant sourcing:**

☒ National ☐ International ☐ Both

**Request for:**

☒ New SSA

<b>Consultant selection method:</b>  <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		<input type="checkbox"/> Extension/ Amendment	
<b>If Extension, Justification for extension:</b>  			
<b>Supervisor:</b>  Child Protection Specialist	<b>Start Date:</b>  15 <sup>th</sup> November	<b>End Date:</b>  31 <sup>st</sup> of October	<b>Number of Days (working)</b>

[TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS](#)

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
<p>Tasks are not chronological and will require simultaneous management. The consultant will be required to produce monthly reports with updates describing their contribution to the achievement of key activities described in this ToRs or other activities within the Child protection programme of Jamaica Country office assigned to her/him. The consolidated report will be based on the outputs as agreed with the supervisor.</p> <p>The individual contractor will be required to work on-site in Jamaica Country office. The individual contractor will be required to conduct field missions that will be defined in coordination with the Supervisor. Expenses related to these travels will be covered by UNICEF and paid to the Consultant as per UNICEF travel rules and regulations</p>			
<b>Estimated Consultancy fee</b>			
Travel International (if applicable)	As per UNICEF rules and regulations		
Travel Local (please include travel plan)	As per UNICEF rules and regulations		
DSA (if applicable)			
<b>Total estimated consultancy costs<sup>i</sup></b>			
<b>Minimum Qualifications required:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  The individual contractor will be required to conduct field missions that will be defined in coordination with the Supervisor. Expenses related to these travels will be covered by UNICEF and paid to the Consultant as per UNICEF travel rules and regulations	<b>Knowledge/Expertise/Skills required:</b> <ul style="list-style-type: none"> <li>• Eight years of relevant work experience at national and international levels in child protection.</li> <li>• Experience developing VAC and parenting programmes</li> <li>• Advanced knowledge of one or more of the technical areas of UNICEF child protection programmes.</li> <li>• Fluency in English</li> </ul>		
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>		
<b>Request Authorised by Section Head</b>	<b>Request Verified by HR:</b>		
<i>Approval of Chief of Operations (if Operations):</i> _____		<i>Approval of Deputy Representative (if Programme)</i> _____	
<i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i> _____			

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<sup>i</sup> 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

## HOW TO APPLY

To apply, [click](#) on the Apply link found either at the beginning or at the end.

Candidates need to submit:

- 1) A cover letter including monthly fee requested for this consultancy.
- 4) CV that includes 3 relevant references.

In case of doubts please send your comments to Charlene Buckley [cbuckley@unicef.org](mailto:cbuckley@unicef.org) at least 3 working days before the deadline.