**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS**

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| **Title of consultancy:** Individual National Consultancy on Social Service Workforce Practice and Case Management Approach in the ECD and Social Protection Sectors | **Funding Code**SC 189904 (Education Thematic Fund)RR Non-Grant | **Type of engagement** [x]  Consultant [ ]  Individual Contractor Part-Time[ ]  Individual Contractor Full-Time | **Duty Station:**Ashgabat, Turkmenistan |

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| **Consultant sourcing:**[x]  National [ ]  International [ ]  Both**Consultant selection method:** [ ]  Competitive Selection (Roster)[x]  Competitive Selection (Advertisement/Desk Review/Interview) | **Request for:**[x]  New SSA – Individual Contract[ ]  Extension/ Amendment |
| **If Extension, Justification for extension:** Not applicable |
| **Supervisor:** Jepbar Bashimov, ECD Specialist | **Start Date:** 01 December 2021 | **End Date:** 30 September 2022 | **# of Days:** 171 |
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| **Purpose of Activity/Assignment:** The national ECD Strategy for 2020-2025 is focused on cross-sectoral integration and support for vulnerable children and their families. The Action Plan under the ECD Strategy for 2020-2025 set strategic area 2 in support of building social service workforce across health, education and social protection sectors towards developing integrated cross-sectoral social services for vulnerable children and their families including those for children with disabilities (CwD). These tasks require systemic interventions to transform roles and responsibilities of medical-pedagogical commissions under the Ministry of Education, the education sector disability assessment and referral mechanism, to become an effective gatekeeping mechanism for CwD and their families. The planned interventions will aim to prevent institutionalization of CwD and support their inclusive education path, empower their families, build referrals among all social sectors, as well as introduce an inclusive half-day pre-primary curriculum, and various pre-and in-service training programs to ensure the required competencies and sufficient cadre of professionals. Meanwhile, with the UN Joint Programme on Social Protection (JP SP), the Ministry of Labor and Social Protection (MLSP) introduced the social work profession and social services for the most marginalized groups of population in recent years. They are not yet incorporated into the social protection structure and service provision functions and the interlinkage with the child protection statutory bodies, especially Guardianship and Trusteeship and Commission on Minors is not fully determined. Therefore, a better alignment between local Authorities and MLSP is needed to ensure social work assistance and improved social service delivery through existing Territorial Centers mandated to provide daycare and longer-term care services for the elderly and people with disabilities as well as home visiting and household assistance. There could be potential to extend these services to children with disabilities at etrap level. In practical terms, a comprehensive functional analysis of referral bodies including Territorial Centers along with an estimation of the cost of setting a unit of social assistance at home in each etrap should be initiated to examine the role and functions on social service delivery as set in legislation framing the national social protection system. This will also provide pieces of evidence to create a space for expanding the functions of these Centers to work with families who have children with disabilities. According to the recent UNICEF Situation Analysis, the social work profession is extremely underdeveloped in Turkmenistan. There are only 45 community-based social workers who were recruited and contracted by the MLSP within the ongoing UN Joint Programme aimed at making a transformative change in the current system of social service delivery in Turkmenistan, to reach out to the most deprived and vulnerable population. While a common understanding of social work and community-based social services among key government decision-makers is emerging, it is not yet clear what should be the structural design of the child protection and community-based service delivery model.Limited data availability has been observed by UNICEF to be a key concern in all social sector agencies. When it comes to child protection-related issues, this lack of data is particularly problematic, to the extent that for some topics there is no information at all. Besides MICS data, there is no data publicly available on either prevalence or incidence of abuse and neglect, and no systematic means of identifying and supporting children either at risk of suffering or who have suffered such violations. The bodies of Guardianship and Trusteeship mainly collect and maintain data on children left without parental care, children placed to institutional care and family-based alternatives, as well as on potential guardians and adoptive parents. To address the above systemic interventions including effective responses to the persisting prevalence of child institutionalization, especially of children with disabilities, UNICEF will focus its efforts on strengthening the capacities of the key social service workforce[[1]](#footnote-1) including developing cross-sectoral referrals and integrated services. In particular, UNICEF will seek to ensure that these professionals:* build their capacities and competencies in various disciplines (social work, psychology, physical and occupational therapy, early communication, inclusive pedagogy, trans-disciplinarity),
* undertake family and household assessments
* adopt basic social work standards, case management, trans-disciplinary and inclusive approaches to ensure comprehensive service provision for vulnerable children and families
* collaborate across their sectors and receive referrals about children and families in difficult circumstances

**Scope of Work:**The scope of work for the national consultancy is focused on maintaining the social work practice and enhancement of the case management approach in the existing ECD, social, and child protection systems. In line with the above priorities, the objectives of the proposed national consultancy will cover the provision of assistance to:1. strengthen the medical-pedagogical commissions (MPC) as a gatekeeping mechanism for young children and their families in difficult circumstances including those with disabilities
2. develop the capacity of the MoE in planning, monitoring and supervision of the implementation of the inclusive half-day pre-primary curriculum nation-wide in 2022
3. develop in-service short-term training programme on social work
4. promote the incorporation of social work positions in the existing social protection structure
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| **Work Assignment Overview:** it is expected that, in the given timeframe, the national consultant will perform the following tasks and deliverables to achieve the objectives of the assignment: |

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| **Tasks/Milestone:** | **Deliverables** | **Target delivery date** | **Working Days** |
| 1. ***Promote strengthening the medical-pedagogical commissions as a gatekeeping mechanism for young children and their families with children with disabilities***
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| 1.1 Finalize amendments to the guidelines for medical-pedagogical commissions | Finalized amendments to the guidelines for the medical-pedagogical commissionAgenda, programme, and minutes of meetings and sessions, presentations, and training materialsDraft service model between education and social protection sectors for the children and families in need including those with disabilitiesDraft standard criteria and algorithm for the service model Data on CwD and their families is collected, tracked, and monitored including those served by the service modelData collection and monitoring tools Relevant pre-and in-service training programs institutionalized in selected institutions under the education, health, and social protection sectors Scaling up plan for the relevant training programs (as part of institutionalization of trans-disciplinary approach) across the sectors with a focus on cross-sectoral collaboration and integration Monthly reports on the completed meetings, sessions, capacity building activities, including analytical partsRegular monitoring visits with timely reports  | end of February 2022 | 6 days |
| 1.2 Organize a series of orientation and capacity-building meetings and sessions for the members of medical-pedagogical commissions nation-wide on the use of the updated guidelines  | end of March 2022  | 6 days |
| 1.3 Facilitate the development of a cross-sectoral referral and service modality between education and social protection with a focus on trans-disciplinary, inclusive, and case management approaches  | end of September 2022 | 10 days |
| 1.4 Facilitate scaling up, monitoring and supervision of training for a cadre of professionals (health, education, and social protection sectors) on trans-disciplinary services for CwD and their families  | end of September 2022 | 15 days  |
| 1.5 Support institutionalization of the relevant in-service training programs nation-wide for strengthening the social service workforce (trans-disciplinarity, mental health for children of early age, early communication, physical and occupational therapy)  | end of September 2022 | 15 days |
| 1. ***Develop the capacity of the MoE in planning, monitoring and supervision of the implementation of the half-day pre-primary curriculum nation-wide in 2022***
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| 2.1 Support the MoE in finalizing the half-day pre-primary curriculum and monitoring and quality assurance tool  | The half-day curriculum and monitoring and quality assurance tool timely finalized and ready for initiationScaling up a plan for the pre-primary curriculum timely prepared Inclusive approaches as part of the pre-primary provision introduced in the selected facilities with the relevant staff trainedPlan on quality assurance and monitoring of early learning and pre-primary preparation timely prepared for and initiated by the National Institute of Education Regional education departments and their methodological associations timely initiated capacity development on planning and implementing half-day pre-primary curriculumRegular monitoring visits with timely reports Relevant monitoring instruments improved and/or developedData on 5years old children covered with one-year pre-primary preparation  | end of Feb 2022 | 10 days |
| 2.2 Provide consultations to the MoE in preparing a scaling-up plan for implementing the half-day pre-primary curriculum  | end of Feb 2022 |  10 days |
| 2.3 Facilitate promoting inclusive approaches in implementing the pre-primary provision and half-day pre-primary curriculum in selected facilities | end of May 2022 | 10 days |
| 2.4 Guide National Institute of Education in monitoring and quality assurance of the pre-primary provision and early learning  | end of Feb 2022 | 3 days |
| 2.5 Support regional education departments and their methodological associations in developing their training plans for capacity development on planning and implementing half-day pre-primary curriculum including monitoring and quality assurance  | end of Sep 2022  | 2 days |
| 2.6 Assist in collecting data, tracking and monitoring mechanism in relation to 5 years old children covered with one-year pre-primary preparation | end of Sep 2022 | 2 days |
| 1. ***Develop an in-service short-term training programme on social work for paraprofessionals***
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| 3.1 Compile and share international good practices on social work and the ability of the social service workforce to carry out social work functions based on the training modules developed within JP SP | Inception report recommending the process for drafting social work coursesThe draft programme for three-month certificate social work course for paraprofessionalsA TOT training package for social service practitionersPost-assessment training reports | end of Jan 2022 | 3 days |
| 3.2 Adjustment of curriculum for a short-term training programme in line with tested training modules developed within JP SP  | May 2022 | 4 day |
| 3.3 Provide technical assistance to a state or academic entity to draft a three-month certificate social work course for paraprofessionals[[2]](#footnote-2) | end of June 2022 | 10 days |
| 3.4 Facilitate arrangements of a series of TOT training for social service practitioners to finalize a three-month social work course for paraprofessionals | Aug 2022 | 5 days |
| ***4. Promote the incorporation of social work positions in the existing social protection structure*** |
| 4.1 Initiate and support the MLSP to develop a concept or roadmap to set up social service provision units at etrap level and introduce social work positions | A roadmap or resolution outlining actions to establish social service provision units at etrap level Higher education curricula and qualification framework in social work are submitted to MoE.Draft syllabi and lecture materials prepared for 25% of the courseDraft amendments to the Regulations of Territorial CentersAssessment tools endorsed by the MLSPAgenda, programme, and minutes of meetingsSupporting documents (justification, cost-benefit analysis summary, cost estimation, etc.) necessary for creating fiscal spaceDetailed action plans for social protection with related budget tables | end of Aug 2022 | 8 days |
| 4.2 Coordinate all aspects of introduction of social work bachelor programme in the Higher education institution to strengthen the social work system | Sept. 2022 | 10 days |
| 4.3 Support transition from current way Territorial Centers' deliver service to new proactive methods by training employees on case management and amending its Regulations  | end of June 2022 | 10 days |
| 4.4 Review reporting format of Territorial Centers, assist to prepare single reporting grid to report to all instances | July 2022 | 2 days |
| 4.5 Support the MLSP to draft supporting documents for the Ministry of Finance and Economy in creating fiscal space for integration of community-based social services in the social protection sector | end April 2022 | 10 days |
| 4.6 Organize regular meetings with all heads of Territorial Centers and MLSP to discuss national legal and policy issues; exchange experience and take stock of developments and challenges on the level of service provision | Jan-Sep 2022 | 10 days |
| 4.7 Review etrap development plans and support drafting separate detailed action plans for social protection services with related budget needs | April 2022 | 10 days |

**Payment schedule**

The payment will be made in instalments, according to the following schedule.

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| * First instalment of 19% of the total amount: 28/02/2022, upon satisfactory provision of *the tasks and deliverables under # 1.1, 2.1, 2.2, 2.4, 3.1* The instalment will include 33 consultancy days.
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| * Second instalment of 15% of the total amount: 01/05/2022, upon satisfactory provision of *the tasks # 1.2, 4.5 and 4.7.* The instalment will include 25 consultancy days.
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| * Third instalment of 27% of the total amount: 01/07/2022, upon satisfactory provision of *the tasks # 2.3, 3.2, 3.3, 4.3, 4.4 and 4.6.* The instalment will include 46 consultancy days.
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| * Final instalment of remaining fund (39%): 30/09/2022 upon satisfactory provision of *the completed tasks # 1.3, 1.4, 1.5, 2.5, 2.6, 3.4, 4.1 and 4.2, and the final report with agreed recommendations*. The instalment will include 67 consultancy days + costs of the trip regions of Turkmenistan (if fulfilled) as per requested and agreed budget
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| **Submission of applications:**The technical proposal should include* A cover letter, including
	+ Assessment of suitability vis-à-vis the requirements of this ToR;
	+ A summary of experience in similar assignments;
	+ Links to/attachments of examples of similar work;
* Comments and suggestions on the ToR and proposed workplan and deliverables
* CV of the candidate (including qualifications and experience) and P11 form
* References

Financial Proposal: Candidates needs to submit a financial proposal (All-inclusive consultancy fee, including lump sum travel and subsistence costs, as applicable) as a separate attachment in pdf file to complete the entire assignment based on the terms of reference. All-inclusive consultancy fee should be broken down to show the detail for the following:

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| **Items** | **Quantity** | **Unit cost** | **Total in USD** |
| Consultancy Fee | 171 working days |  |  |
| Other (travel) |  10 (3 days each) |  |  |
| **Total in USD** |  |  |  |

Applications without financial proposal will be disqualified. The applicants should ensure that all pricing information is provided in USD. Invoicing will be in the currency of the proposal.**Evaluation criteria:** Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both technical and financial aspects to ensure the best value for money. The Evaluation Team will first review the technical aspects of the offer (based on the qualifications described above), conduct interview for the shortlisted candidates, followed by a review of the financial offers of the technically compliant candidates. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract, subject to a positive result of the reference check. A cumulative analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows: * 75 % Technical
* 25 % Financial

1. Technical proposals will be evaluated against the technical evaluation criteria (75%) with the following weighting. The total amount of points allocated for the technical component is 75.

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| **Criteria** | **Points** |
| Education Background | 20 |
| Professional experience in social sectors and knowledge of national legislation | 30 |
| Experience in conducting training and workshops and communication skills, knowledge of languages | 25 |

2. Price proposal evaluation criteria (25%). The consultancy fee request shall be considered together with the evaluation of technical criteria. Technical proposals failing to reach a score of 60 in total will not be considered for the Financial Evaluation. The applicants should ensure that all pricing information is provided in USD. Invoicing will be in the currency of the proposal. For evaluation, UNICEF shall use US Dollars to evaluate all financial proposals. |
| **Minimum Qualifications required:**[x]  Bachelors [x]  Masters [ ]  PhD [ ]  Other Disciplines: social sciences, a degree in social work will be an asset | **Knowledge/Expertise/Skills required:*** Advanced university degree in the area of social sciences, training certificates on social work will be an asset
* At least 2 years of professional experience in social sectors (verified by records of work experience); professional work experience with the Ministry of Education and/or other education sector and social protection authorities particularly in planning, implementing, monitoring and supervision will be an asset
* Knowledge of national legislation related to child rights, childcare, ECD, functional responsibilities of state bodies and self-governing bodies dealing with child protection in Turkmenistan
* Experience in conducting training and workshops for front-line workers (verified by records of work experience on conducting at least two training)
* Excellent presentation and communication skills (verified by records of work experience on participation in at least three events related to the issues of social protection)
* Good written and spoken command of English, Russian and Turkmen language (verified by the interview)
* Previous work experience with international organizations (verified by records of previous work experience).
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**Remarks:** 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.

1. The key social service workforce namely consists of specialists and community workers of the Ministry of Labour and Social Protection, Ministry of Health and Medical Industry, Ministry of Education, Guardianship Inspectors, Commission on Minors Secretaries, experts of Medical Pedagogical Commission, etc. [↑](#footnote-ref-1)
2. UNICEF ECARO and Columbia University training modules on building inter-personal communication, community engagement and outreach competencies will be integrated into the Turkmenistan short term course package. [↑](#footnote-ref-2)