

**TERMS OF REFERENCE
RECRUITMENT - INDIVIDUAL CONSULTANT (SSA)**

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| Consultancy title: Consultancy for the preparation of the UNICEF alternative report on the implementation of the CRC and the two Optional Protocols for the Committee on the Rights of the Child pre-sessional working group | |
| 1. Source of funding: Non Grant/GC | 2. Consultancy category: International consultant |
| 3. Prepared by: Bilal Sougou, Chief Child Protection | 4. Place of performance of the contract: Ouagadougou |
| <p>5. Context</p> <p>Burkina Faso ratified the Convention on the Rights of the Child (CRC) on 31 August 1990 without any reservations. The country has also ratified the Optional Protocol to the Convention on the Rights of the Child on the sale of children, child prostitution and child pornography on 31 March 2006 and the Optional Protocol to the Convention on the Rights of the Child on the involvement of children in armed conflict on 6 August 2007.</p> <p>On September 2025, the Committee on the Rights of the Child will examine the 5th and 6th reports on the CRC and the 2nd report on the Optional Protocols submitted by Burkina Faso.</p> <p>With a presence in nearly all the States parties and its close working relations with most governments, UNICEF has a unique perspective on governments' initiatives and the situation of children's rights in most countries of the world.</p> <p>Submitting an alternative report by UNICEF also provides a unique and invaluable opportunity to contribute to concluding observations and recommendations by the Committee.</p> <p>As a prelude to the examination of the periodic reports submitted by Burkina Faso, the UNICEF Country Office will therefore present its alternative report on the implementation of the CRC and the 2 optional protocols. This independent and confidential report will be submitted to the Committee on the Rights of the Child pre-sessional working group before reviewing Burkina Faso's report.</p> <p>In order to coordination the drafting the process and finalize the report, UNICEF Burkina Faso Country Office is recruiting a consultant with strong track record and familiarity of CRC country and/or CRC alternative report, especially in Africa.</p> <p>To prepare the UNICEF report, the Burkina Faso Country Office is recruiting a consultant to lead the report-writing process. For a participatory process, the consultant will work with all UNICEF programs and consult with the various UN agencies as well as civil society, children and young people.</p> | |
| <p>6. Purpose and objectives</p> <p>The main aim of this consultancy is to prepare, on behalf of the UNICEF country office, a confidential report on the implementation of the CRC and the two Optional Protocols to be submitted to the pre-sessional working group of the Committee on the Rights of the Child.</p> <p>Specifically, it pursues the following objectives:</p> | |

Specific objective 1: Collect, analyze, and consolidate relevant data from UNICEF sections.

The consultant will work with the focal points of the different sections of UNICEF (Health, Nutrition, Education, Child Protection, Wash, Social Policy, SBC/Gender/Youth, PSEA, Communication etc.) to ensure the collection, analysis, and consolidation of relevant data.

Specific objective 2: Collect, analyze, and consolidate relevant data from other United Nations agencies.

The consultant will also work closely with the other UN agencies (OHCHR, UNPD, UNFPA, UNAIDS, IOM, UNHCR, UNMAS, UNESCO, etc.) to collect, analyses and consolidate relevant data on the CRC and the two Optional Protocols implementation.

Specific objective 3: Consulting children, young people and civil society

The consultant will organize consultation activities with children and young people on the realization of their rights. He will also consult civil society organizations active in the defense of children's rights to gather their appreciations, suggestions, constraints and challenges linked to the implementation of the CRC and the two optional protocols.

Specific objective 4: Drafting and finalizing the report.

Based on various contributions from UNICEF, other UN agencies, children, young people and civil society, the consultant will draw up the initial draft of the report, which will be validated in a workshop.

7. Tasks and estimated implementation periods

- Main tasks expected are:
- Coordinate the compilation of available data and information on the situation of children from all relevant stakeholders (UNICEF, others UN agencies, children, youth and civil society)
- Facilitate the stakeholder consultation process (including children, adolescents, and youth) for the elaboration of the report.
- Ensure quality control of contributions submitted by the various stakeholders.
- Provide technical support to UNICEF in setting up a Task Force to prepare the report
- Draft the report
- Organize and facilitate the report's validation workshop.
- Integrate UNICEF's management input in the report

8. Deliverables and mission duration

Deliverables:

- A preliminary report considering the analysis of data collected from various UNICEF sections, UN agencies and consultations with children, young people, and civil society.
- An alternative report on implementation of the CRC is developed through a participatory process, made available and submitted on time to the Committee on the Rights of the Child.

The report should be in English and follow the UNICEF guidance for written submissions to the Committee on the Rights of the Child' (dated February 2020), as well as the online toolkit. It should be a maximum of 20,000 words long and prepared in a widely consultative manner, in order to include inputs from all other members of the UN Country Team and civil society actors and should also include the views and concerns expressed by children and youth.

Mission duration

The mission's execution period is one (01) month, starting from the signature of the service contract.

9. Supervision line

The Consultant will work under the supervision of the UNICEF Chief of Child Protection Section or any designated supervisor.

10. Qualifications/specialized knowledge/experience required to complete the task:

- An advanced degree in international law, social sciences, public policy, or other protection-related field
- A thorough understanding of relevant international and regional child protection instruments including the Convention on the Rights of the Child and General Comments on its implementation
- Excellent written and verbal communication skills in English, a working knowledge of French and excellent knowledge of information gathering tools such as focus groups, in-depth interviews etc.
- Ability to work under tight deadline and produce a high-quality output.
- Experience of drafting country reports or/and pre-sessional submissions will be considered as a major advantage.

11. Consultancy costs and budget

The consultant shall submit a financial proposal including all costs related to this consultancy (Fees, DSA, travel, Communication and other costs).

The consultant will be paid on the basis of the fees and other costs agreed in the financial proposal accepted by UNICEF.

The consultant will be paid on the basis of delivery of agreed deliverables and provision by the consultant of activity reports validated by the supervisor. The final payment will be subject to the provision of a final consultancy report validated by the supervisor.

In the event of bank transfer to a foreign account, fees and charges will be charged to the consultant.

12. Working conditions

The consultant will be based in Ouagadougou (or at least during part of the consultancy) and will have access to UNICEF premises for the conduct of activities relating to the assignment. He/she will use his/her own personal computer and IT tools.

He/she will use his/her own working tools when working remotely. He/she will use the logistical means provided by the UNICEF Office for professional travel, including field missions, Office Supplies). During the period of the contract, the consultant will be subject to the provisions in force at UNICEF relating to security, compliance with the rules, standards and procedures governing the personnel of the United Nations and UNICEF in particular and those relating to Covid-19.

By applying for this consultancy, candidates are aware that they may be required to work in difficult areas where security conditions may deteriorate at any time for reasons beyond UNICEF's control.

Persons engaged under a consultant or individual contract will not be considered "staff members" within the meaning of the United Nations Staff Regulations and Rules and UNICEF policies and procedures and will not be entitled to the 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 obligations and paying any taxes and/or duties, in accordance with local or other applicable laws. In applying for this consultancy, candidates are aware that

they may be required to work in difficult areas where security conditions may deteriorate rapidly beyond UNICEF's control.

Selected candidates are subject to confirmation of full vaccination against SARS-CoV-2 (Covid-19) with a vaccine approved by the World Health Organization (WHO), which must be satisfied prior to commencing employment. It does not apply to consultants who will be working remotely and are not expected to work or visit UNICEF premises, program locations, or interact directly with the communities with which UNICEF works, nor travel to perform functions for UNICEF during the term of their consultant contract.

UNICEF provides reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for assignments or personal escorts. We encourage you to disclose your disability when you apply, in case you need reasonable accommodation during the selection process and later on in your assignment.

13. Administrative formalities

Before signing the contract, the consultant must provide the following documents:

- Health Statement form duly completed and stamped.
- Medical certificate of good health
- Beneficiary designation form for MAIP insurance
- Proof of health insurance for the period of the consultation
- "Vendor" consultant database registration form, duly completed and signed.
- Copy of "BSAFE" online training certificate
- Copy of "Prevention of Sexual Harassment and Abuse of Authority" online training certificate
- Copy of the "Prevention of Sexual Exploitation and Abuse (PSEA)" online training certificate
- Copy of the "Ethics and Integrity at UNICEF" online training certificate
- Self-declaration of vaccination against Covid-19, with proof of vaccination
- Authorization from your employer to carry out the consultancy if you are a civil servant

14. Submission of applications

Interested candidates should submit:

A technical proposal consisting of a detailed CV highlighting academic skills, professional experience with supporting documents and any other useful information for this dossier, and a copy of the diploma. The technical bid must also include a specific methodology that the consultant will use to carry out the assignment within the given timeframe. This methodology should be accompanied by an indicative timetable.

A financial offer clearly indicating fees, per diems, communication costs and other expenses.

Incomplete bids will not be considered.



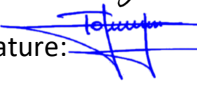
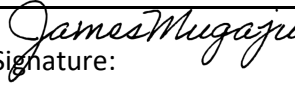
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| <p>Application evaluation criteria</p> <p>Applications will be evaluated in 4 stages:</p> <p>a) Administrative evaluation criteria:</p> <p>1. An identification document including the candidate's photograph (CNIB or Passport) Eliminatory</p> <p>2. A legalized copy of the diploma Eliminatory</p> <p>3. A copy of a bank statement (RIB) dated less than 2 months, provided on letterhead paper issued by a bank approved and recognized by the United Nations System, clearly indicating the full name of the beneficiary, the account number and the information required to make a local payment.....Eliminatory</p> <p>b) Technical evaluation criteria: Technical evaluation will be carried out according to the following criteria and will concern only administratively qualified candidates.</p> <p>Technical evaluation criteria</p> | Scale |
| <p>Consultant's qualifications and references (number of years of experience and relevance)</p> | |
| <p>1. Legalized copy of diploma</p> | Mandatory |
| <p>2. Description of specific methodology + indicative schedule.</p> | 20 points |
| <p>3. Minimum 10 years' experience in project writing</p> | 15 points |
| <p>4. Experience of drafting country reports or/and pre-sessional submissions</p> | 15 points |
| <p>5. Good knowledge of UNICEF guidance for written submissions to the Committee on the Rights of the Child' (dated February 2020), as well as the online toolkit.</p> | 15 points |
| <p>6. French and English language skills</p> | 5 points |
| <p>Total</p> | 70 points |
| <p>Candidates who score at least 50 out of 70 points in the technical evaluation will be considered technically qualified.</p> <p>Considering the urgent need to start this consultancy, UNICEF Burkina Faso will conduct a desk review for this position.</p> <p>c) Financial evaluation</p> <p>Only financial bids from candidates scoring at least 80 points/100 in the technical evaluation will be opened. The lowest financial evaluation of technically qualified candidates will be awarded 30 points.</p> <p>If we designate the lowest financial bid as A, the other financial bids will be evaluated as follows: Financial offer A divided by the financial offer of the bidder in question, and the result obtained multiplied by 30. In other words, the lowest financial bid X 30 / the bidder's financial bid.</p> | |

d) Final evaluation:

The final evaluation will combine the two previous evaluations, with a weighting of 70% for the technical evaluation and 30% for the financial evaluation.

15. Preferred start date: September 02, 2024

16. Consultancy end date: October 11, 2024

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| Submit by : Bilal SOUGOU , Chief of Section Child Protection | Signature:  | Date: 16.08.2024 |
| Review by : Reine Yambre , HR Officer | Signature:  | Date: 16.08.2024 |
| Validate by : Alain Joseph Tokam Mambou , Deputy Representative Operations | Signature:  | Date: 16/08/2024 |
| Approved by : James MUGAJU , /Representative OIC. | Signature:  | Date: 16 August 2024 |