

TERMS OF REFERENCE
INTERNATIONAL INDIVIDUAL CONSULTANTS (3 positions, 1 per country)
TECHNICAL ASSISTANCE TO SOCIAL WELFARE MINISTRIES IN CHILD PROTECTION
NAURU, SOLOMON ISLANDS, TUVALU

1. BACKGROUND

Under the 2018-2022 Child Protection Programme, UNICEF Pacific is providing technical and financial assistance to strengthen child protection systems in 14 Pacific Island Countries and Territories (PICTs) to prevent and respond to child protection concerns.

The lead sector of child protection systems is usually the ministry responsible for social welfare. Child protection and social welfare systems are at various stages of development in the 3 PICTs targeted for this technical assistance. In terms of human resources, Nauru has 10 child protection officers covering the island; Solomon Islands has 20, 3 at national level and 17 covering all 9 provinces; Tuvalu has none. However most of these personnel are fairly new to their positions, and have limited relevant academic background or professional experience. None of the countries has child protection case management guidelines and forms, job descriptions may not be adequate, management, supervision, monitoring and information management systems are weak or non-existent.

In each country, UNICEF is providing short-term international technical assistance to develop (i) a child protection policy, including a multi-sector and multi-actor child protection system design, with details about the social welfare structure for child protection in particular with regard to human resources; (ii) a costed multi-sector multi-actor child protection implementation plan, with more emphasis on the social welfare sector; (iii) terms of reference for the national child protection working group for strategic coordination; (iv) child protection inter-agency guidelines and referral pathways for operational coordination; and (v) in countries where it does not exist yet, child protection legislation designating the government agency mandated as the statutory child protection authority, respective roles of sectors/actors in the child protection system, reporting and referral procedures, standards and accreditation of services, etc. In Nauru and Solomon Islands, social welfare officers will participate in a five-week in-service training in child protection social work over a period of 6 months, and those in management and supervision positions will participate in an additional one-week training to strengthen these particular skills. The capacity building package in these 2 countries also includes the development of simple, user-friendly child protection case management guidelines and forms and supervision, management and monitoring tools.

However, PICT ministries responsible for social welfare need on-site longer-term technical assistance to implement this policy framework, apply knowledge and skills learned through training courses and use the management and monitoring tools.

The tasks may vary slightly from one country to another, therefore these terms of reference provide an overview of the type of support that may be needed. The list of tasks is indicative, some may not apply and some that are not mentioned may be required, based on opportunities, needs and requests from governments – the latter as long as they are consistent with the overall child protection system approach and meet country-specific needs. Implementation of activities listed below are part of each Government-UNICEF joint work plan and will therefore be funded by UNICEF through quarterly cash advances to Governments as per UNICEF policies, rules and regulations. Prior to taking up their assignments, Consultants will receive a full briefing/orientation in Suva and will participate in review/planning meetings with the UNICEF Pacific Child Protection team in Fiji twice a year.

2. PURPOSE OF THE ASSIGNMENT

To provide technical assistance to the ministry responsible for social welfare to fulfill its functions as child protection mandated statutory authority, and lead of the multi-sector multi-actor child protection system.

3. SPECIFIC WORK ASSIGNMENTS

A. SOCIAL WELFARE SECTOR

1. Planning, budgeting and reporting

Provide technical assistance to the ministry responsible for social welfare to:

- Ensure child protection is included in the national development plan when it is next revised
- Ensure child protection is included in national social welfare sectoral plans and policies
- Prepare social welfare annual plan and budget and advocate for resource allocation for child protection
- Prepare documentation and advocate for allocation of additional human resources, based on Human Resource Plan included in the Child Protection Policy/Implementation Plan
- Prepare mid-year and annual reports
- Prepare cash requests and liquidations, including financial report and technical report

2. Development of the regulatory framework for response service provision

Provide technical assistance to the ministry responsible for social welfare to revise or develop:

- Organisational structure at national and sub-national level
- Job descriptions for social welfare officers and social workers at national and local level
- Child protection case management guidelines/procedures and forms
- Standards for services
- Standards and procedures related to alternative care (family placement, adoption, etc.)

3. Monitoring of response provision

Provide technical assistance to the ministry responsible for social welfare to:

- Develop or revise systems, guidelines and tools/templates for supportive supervision, individual performance evaluation, service quality monitoring, regular review/planning meetings of national team with local staff, reporting from local to national level, case record information management system, etc.
- Implement these systems, processes and tools, through accompaniment/training mentioned below

4. Development and implementation of training activities for response service provision

Provide on-the-job training/coaching/mentoring and/or facilitate training workshops for:

- national level social welfare team on management skills including supervision, monitoring, planning/budgeting, etc.
- local level frontline social workers on child protection case management, referral with other sector service providers, outreach with communities, etc.; and their management functions: planning, budgeting, reporting, case record system
- community leaders identified as focal points by local social welfare officers on their role in prevention and response

5. Prevention

Provide technical assistance to ministries responsible for social welfare to initiate and oversee the development of prevention activities in particular for behaviour change, e.g. community-based inter-personal approaches, or sustained multi-channel communication campaigns, including:

- Identification of implementing partners/channels
- Development of strategy, costed plan and learning, facilitating, training and management materials
- Training, monitoring and evaluation

Note: most social welfare ministries currently do not have sufficient personnel to carry out these activities, especially inter-personal community-based interventions, social workers are focusing on response. However, ministries may engage in partnerships with other actors to implement prevention activities through existing other channels, and limit its role to coordination and oversight.

B. MULTI-SECTOR MULTI-ACTOR CHILD PROTECTION SYSTEM

Provide technical assistance to the ministry responsible for social welfare to carry out its following functions as **lead of the multi-sector multi-actor child protection system**:

1. Legislation and policy

Together with UNICEF Pacific Child Protection International Legislation and Policy Consultants, support the ministry to:

- Design the child protection system, including the social welfare structure (RMI, Tuvalu)
- Develop/revise the child protection bill, including facilitating consultations (Tuvalu and Vanuatu)
- Develop a child protection plan to implement the bill, including a social service workforce development strategy (Tuvalu and Vanuatu)
- Develop or revise the terms of reference of the national child protection working group (RMI, Tuvalu)
- Develop child protection inter-agency guidelines and referral pathway (RMI, Tuvalu and Vanuatu)

2. Coordination

- Lead the national multi-sector child protection working group to coordinate the development, implementation and monitoring of a costed multi-year multi-sector child protection plan
- Engage with each of the other four sectors in the development of their costed child protection plan and integration in their annual sectoral budgets
- Engage with each of the four sectors and the ministry responsible for planning and finance to integrate child protection in national development and sectoral plans when they are being developed or revised
- Engage with national statistics institution to ensure global child protection survey modules are included in national household surveys (Multi-Indicator Cluster Survey – MICS)

3. Orientation

- Orient national child protection working group members on child protection and role of working group
- Orient frontline service providers on child protection inter-agency guidelines and referral pathways
- Orient national End Violence Against Women (EVAW) Task Forces on child protection
- Orient local EVAW frontline service providers on child protection

4. Advocacy and communication

- Develop and implement coordinated and sustained multi-sector multi-actor communication campaigns
- Develop and implement coordinated advocacy activities (e.g. for the passing of child protection legislation)

5. Technical inputs for other sectors

- Provide inputs on child protection to procedures/protocols/policies developed by other sectors (health, education, judiciary, police, GBV multi-sector protocol)
- Develop and deliver a session on child protection in the course of orientation or training targeting these sectors
- Participate in EVAW/GBV Task Force meetings
- Provide inputs to the revision/development of the child protection in schools policy, led by another technical assistant (Tuvalu)

4. WORK SCHEDULE/WORK PLAN

Starting date: As soon as possible.

Duration: 11 months – renewable based on government request, programme needs, funding availability and performance.

Work Schedule/Work Plan: to be defined with Government and UNICEF supervisors, based on country-specific child protection system strengthening timeline.

5. PAYMENT SCHEDULE

Monthly payments based on monthly progress reports and work plans and submission of technical documents produced during the reporting month.

6. DELIVERABLES

1. Monthly reports including activities carried out during the past month, analysis of achievements, challenges, opportunities and recommendations, and work plan for the following month.
2. Monthly submission of technical documents produced during the reporting month such as standards/procedures, minutes of meetings, trip reports, training agendas, materials and evaluations, supervision reports, case record compilations, etc.

7. SUPERVISION

Each Consultant will be under the overall supervision of the respective UNICEF Child Protection Specialist in Suva, focal point for their country of assignment, and under the day-to-day supervision of the Director of the Ministry Department of placement. In Kiribati, Solomon Islands and Vanuatu where UNICEF has a Field Office, the Consultant will coordinate closely with the child protection officer.

8. OFFICIAL TRAVEL

- International travel: UNICEF will pay for one-round trip per year from home base to duty station, in Economy Class by the most direct itinerary, the cost of which will be included in the contract. UNICEF will also pay for trips to Fiji or other locations for coordination meetings or other regional events.
- Domestic travel within country of assignment outside duty station: 2 options based on specific country situation: (i) will be paid for by the Government through UNICEF regular quarterly cash transfer process; (ii) will be reimbursed to Consultant upon submission of receipts along with monthly report. In both cases, travel will be pre-approved by UNICEF in the monthly work plan or by email.
- Official travel within duty station: cost of going to various locations for meetings included in Contract Lump Sum. Transport from/to residence to/from ministry at Consultant's expense.

9. WORK PLACE

Consultants will be based in ministries' premises. The Government will provide office space and access to Internet. The Consultants will use their own computer equipment and communication devices. In Solomon Islands where UNICEF has a Field Office, the Consultant will spend one day a week (20% of time) in the UNICEF Office to liaise with UNICEF national child protection officer and chief of field office.

10. QUALIFICATIONS

Education

- Bachelor's in Social Work and Master's in Social Welfare Services Management, or BA/MA in Social Sciences and extensive experience in relevant areas.

Experience

- Between 5 and 8 years of relevant experience, i.e. direct social work with children in need of care and protection and their families and communities; management of social services, including child protection services; drafting of standards/procedures for child protection services; training of social workers and social welfare managers on child protection social work practice and management; technical assistance to and/or coaching of social workers/social welfare officers in child protection.

- Above-mentioned experience working with government child protection services/government child, family and community social services including child protection essential.
- Experience working with social welfare system emphasizing working with families and communities.
- Experience working in Pacific Island Countries and Territories (PICT), or with PICT communities living abroad an asset.

Skills/Competencies

- Demonstrated facilitation/training skills
- Ability to persuade, influence, negotiate, advocate
- Excellent people's skills, relating with people, team work, networking
- Adaptability, flexibility, cultural sensitivity, tact, diplomacy, patience, respectful attitude
- Excellent communication skills, in particular, ability to communicate technical concepts, knowledge and skills in a clear, simple and jargon-free language; ability to present information in a well-structured, logical manner

Languages

- Excellent spoken and written English
- Proficiency in the local language of the country of assignment an asset

11. HOW TO APPLY

Submit:

- Cover letter indicating: (i) motivation; (ii) suitability for the position; (iii) date of earliest availability; (iv) financial offer (including professional fees and living allowance); (v) whether the candidate is ready to be assigned to any of the 3 countries, otherwise, order of preference, and indication if there is any of the 3 countries where the candidate does not wish to work.
- Resume/Curriculum Vitae (CV)
- Scan of highest academic degree obtained
- If the candidate already has one, up-to-date UN Personal History Form (P11) duly completed; otherwise, only short-listed candidates will be requested to submit it.