

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<b>Title:</b> Capacity assessment of the Sierra Leone Police on Child Protection/Child Justice and competencies in working with women and children	<b>Funding Code:</b>  WBS: 3900/A0/08/884/002/006 (Non-Grant)	<b>Type of engagement</b>  <input type="checkbox"/> Consultant (international) <input type="checkbox"/> Individual Contractor Part-Time <input checked="" type="checkbox"/> Individual Contractor Full-Time	<b>Duty Station:</b> Freetown, Sierra Leone (including travel to districts)
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### **1: Background**

The Family Support Unit (FSU) of the Sierra Leone Police was established as a specialized unit attached to police stations across Sierra Leone, with the mandate to investigate all forms of abuse and violence against children (sexual and physical abuse, exploitation, including commercial exploitation, as well as internal and cross-border trafficking). The Family Support Unit also has the mandate to investigate allegations of sexual and domestic violence against women and vulnerable members of society. Some of the activities carried out by the Family Support Unit include but are not limited to the following:

- Investigation of alleged child sexual violence and abuse cases
- Gathering evidence for prosecution of the alleged perpetrator
- Referrals for medical assessment and treatment of victims, when the Family Support Unit is the first point of contact and there is no medical report

The Family Support Units has an existing partnership with UNICEF since its establishment in an effort to combat all forms of abuse against children and women. UNICEF has since continued to strategically support FSU through the provision of technical and institutional supports to enhance provision of quality GBV and child-friendly justice service to particularly women and through its 80 stations/posts country wide.

Currently, the Government of Sierra Leone through MoGCA and MSW are in the process of reviewing and validating the Child Rights Act (CRA), the Child Safeguarding Policy (CSP) documents, including the social work curricula taught in Universities. This is a great opportunity to take stock of all the achievements of SLP/ FSU in child justice services, analyze capacity gaps in child protection/justice especially working with children in the formal justice system and strategize for the provision of a comprehensive and integrated package that support child friendly justice services delivery for children in contact with the law and GBV survivors including women and girls. In the above context, UNICEF is seeking the services of a national consultant with the relevant technical expertise to conduct a capacity gap assessment of the Sierra Leone Police including FSU. The consultancy is part of UNICEF's support for strengthening the child protection system for improved access to justice for children in contact with the law and women survivors of gender-based violence and contribute to deliver on SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable, and inclusive institutions at all levels.

### **2: Scope of the consultancy**

Under the direct supervision of UNICEF Child Protection Specialist (Child Justice), and in close collaboration with SLP/FSU Head, UNICEF will hire a competent consultant through an open bidding process. The successful candidate will conduct the assessment according to the agreed requirements and within the agreed timeframes. UNICEF will ensure proper briefing, provide guidance, supervision, and feedback on quality of deliverables.

The assessment will cover all Police departments: including Family Support Unit (FSU), Criminal Investigation Department (CID), General Duty, Legal and Justice Department, Scientific Support Department (SSD), Complaint Discipline Internal Investigation Department (CDIID) Integrated Intelligent Service (IIS), Trans-National Organize Crime Unit (TOCU), Community Relation Department (CRD), Operational Support Department (OSD), Traffic, Sport, Garage, Stores, Band, Marine and Communication Department.

## **Purpose and objectives:**

The given consultancy aims to achieve the following objectives:

- Assess the knowledge of child protection/child justice of all departments of the Sierra Leone Police
- Assess all Police Departments competencies in investigating/dealing with cases of children in contact with the law: offenders, victims, witnesses, and children in need of care and protection

The expected outcome of the assessment includes:

- Evaluation of skill set and understanding about investigation of Gender Based Violence
- Level of understanding of child protection/justice for children by police officers
- Evaluation of skills and understanding about investigating and prosecuting children in contact and in conflict with the law
- Four year Costed Capacity Building Plan

## **Methodology and Technical Approach:**

The consultancy will consist of desk review and analysis of existing data, documents and reports; participatory workshops, key informant interviews (KIIs), Focus Group Discussions with the various police departments and other key stakeholders including the Criminal Investigation Department (CID), Family Support Unit (FSU), General Duty, Legal and Justice Department, Scientific Support Department (SSD), Complain Discipline Internal Investigation Department (CDIID), Integrated Intelligent Service (IIS), Trans-National Organize Crime Unit (TOCU), Community Relation Department (CRD), Operational Support Department (OSD), and Traffic and any other SLP departments in sampled/selected Police stations and offices across the country.

## **Specific Tasks of the Consultant:**

### **Task 1: Inception Report**

Based on initial consultation and discussion with UNICEF and Sierra Leone Police Family Support Unit leadership, prepare a draft Inception Report that outlines an agreed methodology for the assessment, proposed timeline for the deliverables/tasks, proposed trip(s) in-country, proposed stakeholders' interviews and consultations.

### **Task 2: Desk/literature reviews**

Conduct a desk review on existing police trainings on child justice and child protection in Sierra Leone.

### **Task 3: Capacity Assessment**

Based on Task 1 and 2 propose and conduct stakeholder consultation(s), interviews, Focus Group Discussions with various police departments on the capacities of SLP/FSU in child protection/justice services delivery to children and GBV survivors especially women and girls in selected police stations across the country.

### **Task 4: Costed Capacity Building Plan**

Develop a costed four -year SLP Capacity Building plan.

### **Task 5: Draft Capacity Assessment Report**

First draft narrative report and costed capacity building plan presented to Sierra Leone Police and UNICEF for review and validation.

### **Task 6: Technical review of the Assessment Report**

Support UNICEF, FSU, SLP to conduct a technical consultation/evaluation of the report.

### **Task 7 Prepare a final report in the proposed format and lead the validation of the report:**

- Executive summary
- Introduction and background, including the objectives of the consultancy and the methodology followed
- Major findings (results achieved, constraints, lessons learned)

- Lessons and recommendations for implementing the capacity building plan, context and theories for achieving related results
- Conclusions

Annexes, incl. terms of reference, review questions and tools, documentations, list of stakeholders/partners interviewed

### Management, Organization and Timeframe:

The individual consultant will be supervised by the UNICEF Child Protection Specialist (Child Justice) who will provide technical guidance, agreement of deliverables and timelines, and approval of intermediate products including facilitating the interaction with the relevant stakeholders associated with the assessment through technical input and day-to-day support.

The Chief of Child Protection will be responsible for providing overall guidance and approval of final products.

The duration of the consultancy is 66 working days over a 3-month period.

### Description of the tasks, deliverables, and timeframe

See below

### Child Safeguarding

Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective?

☐ YES ☒ NO If YES, check all that apply:

**Direct contact role** ☐ YES ☒ NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

**Child data role** ☐ YES ☒ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

\* Expected timelines for completion are estimated and may vary depending on progress

<b>Work Assignment Overview</b>			
Tasks/Milestone:	Deliverables/Outputs:	*Timeline	Estimate Budget
Task	Deliverables	Timeframe (tentative date)	
<b>Task 1 Inception Report</b>	Based on initial consultation and discussion with UNICEF and Sierra Leone Police leadership, prepare a draft Inception Report that outlines an agreed methodology for the assessment, proposed timeline for the deliverables/tasks, proposed trip(s) in-country, proposed stakeholders' interviews and consultations.	15/10/2022	
<b>Task 2 Desk/literature reviews</b>	Conduct a desk review on existing police trainings on child justice and child protection in Sierra Leone.	15/10/2022	
<b>Task 3 Capacity Assessment</b>	Based on Task 1 and 2 propose and conduct stakeholder consultation(s), interviews, Focus Group Discussions with various police departments on the capacities of SLP/FSU in child protection/justice services delivery to children and GBV survivors especially women and girls in selected police stations across the country.	31/10/2022	
<b>Task 4: Costed Capacity Building Plan</b>	Develop a costed four-year SLP Capacity Building plan.	31/11/2022	
<b>Task 5 Draft Capacity Assessment Report</b>	First draft narrative report and costed capacity building plan presented to Sierra Leone Police and UNICEF for review and validation	15/12/2022	
<b>Task 6 Technical review of the Assessment Report</b>	Support UNICEF, FSU, SLP to conduct a technical consultation/evaluation of the report and costed plan.	15/12/2022	
<b>Task 7 Prepare a final report and conduct validation</b>	Prepare a final report in the proposed format and lead the validation of the report. In collaboration with UNICEF/SLP/FSU support the validation processes including the preparation and PPT presentation of the key findings of the survey.	31/12/2022	
<b>Total</b>		<b>66 days</b>	

<b>Budget Year:</b> 2022-2023	<b>Requesting Section/Issuing Office:</b> <i>Child Protection Section</i>	<b>Reasons why consultancy cannot be done by staff:</b> Specific competencies on police training capacity lacking in the Section and lack of time to implement intended activities.	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
<b>Consultant sourcing:</b>  <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both  <b>Consultant selection method:</b>  <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		<b>Request for:</b>  <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension: N/A			
<b>Supervisor:</b>  Stefano Schwarz	<b>Start Date:</b>  01/10/2022	<b>End Date:</b>  31/12/2022	<b>Number of Days (working):</b> 66

Payment of professional fees<sup>1</sup> 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

#### Payment Schedule

Deliverables	Payment Schedule directly linked with satisfactory deliverables
Task 1&2	10%
Task 3&4	50%
Task 5&6&7	40%

<sup>1</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.

<b>Estimated Consultancy fee</b>	<b>Per day:</b>	<b>66 days</b>	
Travel International			
Travel Local (please include travel plan)			
DSA (local travels)	per month	3 months	
<b>Total estimated consultancy costs<sup>1</sup></b>			
<b>Minimum Qualifications required:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  Enter Disciplines: <ul style="list-style-type: none"> <li>Advanced university degree in law, social work, criminology, or related field.</li> </ul>	<b>Knowledge/Expertise/Skills required:</b> <b><u>Experience</u></b> <ul style="list-style-type: none"> <li>At least 5 years' professional work experience in the justice related field with a focus on children, juvenile justice or child protection is preferred</li> <li>Demonstrated specialist knowledge and working experience in the field of access to justice for children/capacity building for law enforcement</li> <li>Work experience with UNICEF or another UN agency is an asset</li> <li>Strong knowledge about child justice and protection in Sierra Leone</li> <li>Good knowledge of international standards and excellent understanding of Sierra Leone's legal framework related to child justice and protection</li> </ul> <b><u>Skills required</u></b> <ul style="list-style-type: none"> <li>Excellent analytical and organizational skills, including effective communication and people skills; ability to communicate and coordinate with various stakeholders and to express ideas and concepts concisely and clearly in written and oral form</li> <li>Language proficiency: Fluent in English and excellent report writing, presentation and communication skills</li> </ul>		
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> TBD IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>		

**Text to be added to all TORs:**

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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

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