

United Nations Children's Fund (UNICEF)
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Consultancy – Knowledge Management on child protection in the East Asia and Pacific Region

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

For every child, *a better future*

UNICEF works to ensure the rights of all children in the East Asia and Pacific Region. This means the rights of every child living in this country, irrespective of their nationality, gender, religion or ethnicity, to:

- **survival** – to basic healthcare, peace and security;
- **development** – to a good education, a loving home and adequate nutrition;
- **protection** – from abuse, neglect, trafficking, child labour and other forms of exploitation; and
- **participation** – to express opinions, be listened to and take part in making any decisions that affect them

How can you make a difference?

The Child Protection section, UNICEF East Asia and Pacific Regional Office (EAPRO) is seeking an individual consultant to document evidence based and promising practices and strengthen knowledge generation, management and sharing on child protection in the East Asia and Pacific Region.

Work Assignment, Work Schedule, and Deliverable:

Under the supervision of Regional Adviser Child Protection, the consultant will undertake the following tasks:

Knowledge generation

1. Lead the generation and documentation of and develop publications on evidence-based and promising practices/how to on child protection in the region, with a focus on violence against children, social service

workforce strengthening, public financing for child protection, justice for children, child rights, migration, and online protection, as well as disability inclusion.

2. Map and analyse country level data on child protection and information on UNICEF child programmes in the region (including child protection systems strengthening, social service workforce strengthening and parenting interventions), as well as for the focus countries of the children with disability, migration and online protection countries, to create a regional picture of coverage, progress and impact, and identify data and knowledge gaps.
3. Undertake research, writing, and editing and proofing for the section's annual report, publications, proposals, donor reports and programme evaluations.

Knowledge sharing

4. In collaboration with the child protection team and country offices, develop information and knowledge products including thematic briefing notes, country briefing notes and PowerPoints.
5. Undertake research for and finalise and update 1-2 page briefings including on the scope, current situation, and results designed for an external audience for each pillar of the child protection programme (including but not limited to child protection systems strengthening, social service workforce strengthening, violence against children, justice for children, migration, children with disabilities, child online protection, child protection information management systems), in addition to one briefing capturing the child protection programme.
6. Develop infographics showing current data, engagement and progress for child protection in general and for each programming pillar in the region.
7. Develop information products for the conferences, workshops and meetings.
8. Support data and information analysis for the preparation of internal and donor reports.
9. Format and upload on the EAPRO Share Point concluding observations of the committee on the rights of the child against regional headlines.
10. Manage online communities for UNICEF practitioners and partners on key child protection areas including disability inclusion, child migration, online exploitation, social service workforce strengthening and public financing for children.

Knowledge management

11. Support the team to develop its annual report on child protection for the region and for the global report.
12. Maintain the EAPRO Child Protection, Migration and Disability Inclusion SharePoint pages, including by collecting key child protection regional and country office documents relevant to the Regional Headlines and Regional Areas.
13. Maintain a matrix of news stories on key child protection, disability and child rights stories in the region by country and topic (derived from the daily office news bulletin).
14. Design and maintain a searchable data base of consultants for child protection, child protection in emergencies and disability inclusion.
15. Support ASEAN to develop and maintain a portal on child rights and child protection.
16. Act as the rapporteur for key meetings and conferences in order capture critical discussions in a format that can be published and disseminated.

End Product:

1. General
 - a. Updated and new briefs - minimum of 12 (twelve) 1-2-page briefs on the child protection programme and programme pillars (including, for example, on justice for children, migration, CSEA, online child protection, children with disabilities, child protection systems strengthening, violence

- against children, civil registration and vital statistics, child protection information management systems, ASEAN, child rights) in a print ready version and an editable version.
 - b. Corresponding info graphics prepared relevant to the briefs/thematic areas.
 - c. Mapping and analysis of Country Office activities contributing to the Regional Headlines and child protection relevant regional areas and comparative analysis of country reports on progress on SMQs and RAM indicators.
 - d. Up to date EAPRO Share Points on child protection, child rights, child justice, child online protection, children affected by migration and disability inclusion.
 - e. Annual analysis of country office request for technical assistance from the child protection regional team and provision of support.
 - f. Data analysis, infographics, case studies and editing provided for the Regional Office Annual Report on the child protection programme.
2. Child Protection
 - a. Searchable database on child protection and child protection in emergencies consultants designed, populated and kept updated.
 - b. Updated compendium on good and promising practices on violence against children.
 - c. Updated full report of the Multi Country Review on Social Service Workforce Strengthening, inclusive of China.
 - d. Summary of the Multi Country Review on Social Service Workforce Strengthening.
 - e. Compendium of case studies on good and emerging practices on social service workforce strengthening.
 - f. Knowledge products and infographics for the Regional Conference on Social Service Workforce Strengthening.
 - g. Report on meeting on Regional Conference on Social Service Workforce Strengthening.
 - h. Brief on public financing for social service workforce strengthening and child protection.
 - i. Report on meeting on the ASEAN Declaration on Social Work.
 - j. Report on engagement and progress on social service workforce strengthening in the region by UNICEF Country Offices.
 - k. Compendium of region-specific case studies on good and promising practices on Child Protection Information Management Systems.
 - l. Edited report on Civil Registration and Vital Statistics and Children.
3. EU supported Migration Programme
 - a. Compendium of emerging practices and innovations for the EU funded Migration Programme. Publication includes two in depth case studies from the programme countries demonstrating good practice and lessons learned.
 - b. Quarterly flash reports.
 - c. Data analysis, infographics, case studies and editing provided for the second interim report.
 - d. Stock take of past, current and planned country office activities on migration
 - e. Updated brief on the EU supported Migration programme and updated country briefs for participating countries.
 - f. Two-page brief on education and child migration in the region.
 - g. Collection of relevant documents to support the evaluation of the EU supported migration programme.
 - h. A minimum of two webinars on for EAP country offices on key issues/best and promising practices on migration held.

4. Children with Disabilities
 - a. Compendium of case studies on best and promising practices on disability inclusive programming and disability in the region.
 - b. Webinar for EAP country offices on key aspects of disability inclusive programme, including emergency programming.
 - c. Data analysis, infographics, case studies and editing provided for the final REAP II report.
 - d. Data analysis, infographics, case studies and editing provided for the REAP III proposal.
 - e. Collection of relevant documents to support the evaluation of the REAP II programme.
5. Child Online Protection
 - a. Webinar for EAP country offices on the outcomes of the Regional Conference on Child Online Protection.
 - b. Information and knowledge products for the Regional Conference on Child Online Protection, covering topics such as cyberbullying, child sexual exploitation and abuse, artificial intelligence, online gaming, internet of things, as well as case studies showcasing good practice.
 - c. Data analysis, infographics and case studies provided for the final donor report.
 - d. Edited and proofed publications on children's use of social media and on the evaluation framework on behavior change.
6. Justice for children and children's rights
 - a. Fact sheets on global study on children deprived of their liberty.
 - b. Report on the regional launch of the Global Study on Children Deprived of their Liberty.
 - c. Report on the regional workshop on justice for children.
 - d. ASEAN child rights and child protection information and knowledge portal established and populated.
 - e. Concluding observations of the committee on the rights of the child (already collected) per regional area formatted and uploaded on the share point.

Estimated Duration of Contract: 11 months, starting 1 December 2019

Official Travel: Travel may be required to document best practices and act as a rapporteur for key meetings/workshops (e.g. the Philippines, Thailand, Viet Nam) and to visit the regional office in Bangkok.

[To qualify as an advocate for every child you will have...](#)

- An advanced degree in social sciences, or a related or relevant field;
- A minimum of five years' professional work experience at national and/or international levels in research, editing, information and knowledge management, managing communities of practice and/or in the field of child rights, child protection, migration or disability inclusion;
- Proven high quality writing skills, with an ability to convey complex ideas in a clear, direct, and accessible style to a range of audiences;
- Experience in developing knowledge products for a range of audiences;
- Experience in research and/or developing knowledge products on disability, social inclusion, child protection, violence against children, migration and/or related fields in developing context is an asset;
- Experience in reporting on qualitative and quantitative analytics;

- Excellent knowledge of online collaborative tools and technologies to improve knowledge sharing for internal and external partners;
- Excellent communication, editing in English and written skills;
- Demonstrated ability to work independently;
- Ability to manage multiple tasks and meet tight deadlines;
- Experience in working in a development context is an asset;
- Experience in child protection and child rights is an asset;
- Experience in working in the East Asia Pacific region is desirable; and
- Experience in working with UNICEF an asset.

Interested candidates are requested to submit CV or P-11, full contact information of minimum 2 references, availability, proposed monthly professional fee, all-inclusive travel costs to/from Bangkok and other specified countries in the TOR and other incidentals in USD by **31 October 2019**. Please note the air tickets under UNICEF contract shall be re-routable, refundable type (economy class and most direct route). The consultant will be responsible for own travel insurance, visa fee and terminal expenses.

For every Child, you demonstrate...

UNICEF's core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results.

View our competency framework at

http://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.