**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANCY**

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| **PART I** | | |
| Title of Assignment | Child Protection Technical Consultant | |
| Category of the Consultancy | National | |
| Proposed level of Consultancy | **Senior Level** | |
| Section | Child Protection | |
| Location | Office-based in National Commission for Children (NCC), with local travel | |
| Duration | 11.5 months | |
| Start date | **From:** 01 December 2019 | **To:** 15 November 2020 |

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| **PART III: Signatures** | | | |
| **Function** | **Name** | **Signature** | **Date** |
| Prepared by | **Patricial Lim Ah Ken**  **Chief of Child Protection** |  |  |
| Reviewed by | **Brian Nyakanda**  **Human Resources Manager** |  |  |
| Approved by | **Nathalie Hamoudi**  Deputy Representative |  |  |

**Background and purpose**

The Government of Rwanda is strongly committed to ensuring that all children achieve their full potential in a safe and protective environment. However, the level of violence, abuse, exploitation and neglect among children and adolescents in Rwanda remains a concern. Despite violence being often under-reported, figures from the National Violence Against Children and Youth Study (2015/16) show that 42% of boys and 26% of girls aged 13-17 have been victims of physical violence, while 12% of girls and 5% of boys aged 13-17 reported exposure to sexual violence. The Early Childhood Development and Family (ECD&F) Baseline Evaluation (MIGEPROF/NISR, 2015) also indicates that 49.3% of children, sometimes very young, were exposed to violent discipline in the month preceding the study.

The government has long recognized the importance of ensuring that children grow up safe and protected within well-supported families, and of replacing institutional with family-based care. This recognition is reflected in the country’s constitution,*[[1]](#footnote-1)* and in policies such as the Integrated Child Rights Policy and Strategy*[[2]](#footnote-2)* and the Strategy for National Child Care Reform.*[[3]](#footnote-3)* Government policies on care reflect global guidance in this area, which also calls for the development of alternatives to institutional care and the prioritization of support to families.*[[4]](#footnote-4)*

Both UNICEF and the government of Rwanda recognize the importance of developing a wider child protection system that addresses all forms of abuse, neglect, exploitation and violence in Rwanda. Such a system requires laws and policies, an effective child welfare workforce, strong community structures, and supportive attitudes and social norms. Given the momentum around de-institutionalization in Rwanda, care reform is viewed as an effective catalyst for wider improvements in child protection. The National Commission for Children (NCC) has been at the forefront of leading the child care reform and has recently seen its role evolving into a broader child protection and safeguarding role, with a deployment of a cadre of 30 Social Service Workforce made up of social workers and psychologists.

To strengthen the role of NCC and accelerate actions towards the development of a child protection system, UNICEF is supporting the development of a national child protection case management system. This will represent a key component of the child protection system and will be positioned as a launchpad for the wider system. To activate the development of the system, an opportunity has arisen for a senior, well experienced individual to play a lead technical and strategic role in the case management and child protection system development process

**Justification**

Development of a child protection case management system with inter-linkages to all other components of a child protection system is a painstaking process that requires dedicated expertise, strategic thinking and hands on experience. The current staff compliment in the National Commission for Children (NCC) is committed to existing duties and distributing case management development functions across them will triple their workloads. It is therefore imperative that a highly skilled and experienced individual, be engaged for dedicated and undivided attention to the case management and child protection system development.

**Objectives**

**The overall objective** of the consultancy is to to facilitate and coordinate the development and strengthening of a child protection case management system as part of an over-arching child protection system as provided for in the Integrated Child Rights Policy Strategic Plan (ICRP/SP), 2019-2024. Specific objectives are to:

1. Provide strategic advice and facilitation of different stages of the ongoing development of a child protection case management system
2. Lead government efforts, and coordinate with child protection stakeholders in review of existing approaches and design of new approaches within a case management system
3. Provide technical expertise in capacity enhancement of the system, including different levels and categories of the social workforce

**The expected deliverables and timelines:**

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| **#** | **A**ctivities | **Deliverables** | **Timelines** |
| 1 | Technical and strategic advice to the NCC and its key partners and stakeholders in the review of the current processes, policies and legislation, institutional set -ups and practices in the field of children protection to facilitate learning and documentation of current systems to support future designs. | A situation analysis report on the current child protection proceses, legislation and instituional set ups for the child protection system | Monthly during Quarters 1 and 2 |
| 2 | Facilitate child protection sector inputs into the structuring of key child protection-system building blocks which are necessary for the development of a child protection case management system; | Reports and minutes of stakeholder engagement activities | Quarters 1-4 |
| 3 | Support NCC’s coordination and convening role in the establishment and strengthening of child protection coordination mechanisms and approaches at all levels from national to village level; | Child Protection Sub-Sector, Child Protection System technical Team, district and sector child protection committees established/strengthened and functional | Quarters 1-4 |
| 4 | Lead strategic reflection activities and technical drafting of key components of the child protection case management system aligned to the building blocks of a strong child protection system; | Child protection case management conceptual and thought papers submitted for government approval | Quarters 1-4 |
| 5 | Provide ongoing technical advice to the model development and roll out of the system, ensuring that community care service is aligned and co-ordinated within the framework of a straightforward government owned national case management system for child protection and to ensure that needs are identified, referrals made and that children are actively supported to access services delivered in an integrated fashion; | A draft of child protection case management system guidance and development of framework documents | Quarter 3-4, |
| 6 | Facilitate, in alignment with given institutional mandates, the transformation of the child protection system to an effective frontline watchdog for child protection concerns. This will include facilitation of on-going capacity building of para-professionals (IZU) and professionals (child Welfare and Protection Officers) and institutional capacity building of key institutions involved in child protection. | Capacity development needs assesment, capacity building plan and training/ capacity building reports | Quarters 1-4 |
| 7 | Support development of appropriate monitoring mechanisms to ensure that systems are operational, that data disaggregated by sex and age is consistently collected and analysed, that service providers meet the comprehensive needs of children, that children exposed to violence, abuse and exploitation are reached quickly with quality services and that the most difficult cases and challenges are documented for lesson learning. | Child protection programme monitoring tools in place and draft programme monitoring requirememts document developed | Quarter 4 |
| 8 | Support the pilot of the model child protection case management in 2 to 4 district, document lessons learnt and facilitate the scale up of an improved model. | Case management pilot development and monitoring reports | Quarters 3-4 |

**Desired competencies, technical background and experience**

**Education**

A master’s degree in social sciences (Sociology, Psychology and Social Work), Development Studies or Project Management. A good first degree in the above fields supported by over 15 years’ experience may be considered.

**Work Experience**

* At least 10 years of relevant professional work experience in child protection, preferably at senior or managerial level; experience in social protection, child care and child policy is an asset. Experience in project/programme management and strategy development in the areas of social affairs and development in general;
* At least 5 years of experience in a managerial capacity/senior supervisory role within a government setting, as well as practical experience of coordinating work with several organizations;
* Background/experience in child care and government Institutions pertaining to child protection in Rwanda is a must;
* Sound understanding and past working experience of community principles and practices;
* Experience in working with Local Government, (I)NGOs or Development Partners is required.

**Skills and Abilities:**

* In-depth knowledge of child care, protection and welfare systems in Rwanda and ability for strategic thinking
* Excellent writing skills, presentation skills, strong strategic and analytical skills, computer skills, negotiations skills, interactive and interpersonal communication skills;
* Ability to work with Government Officials at national and district levels as well as with international and national development partners.

**Languages**

Fluency in English and Kinyarwanda. Fluency in French is an added advantage.

**Evaluation Criteria**

The Technical proposal is weighted at 75% and 25% for the Financial proposal.

**Please note that the final remuneration will be negotiated by HR.**

**Payment schedule**

The Consultant will be paid monthly upon submission of invoice and her/his report on deliverables met each month against the table of agreed deliverables, subject to certification by the supervisor. Monthly payment will be calculated at 8.5% of the total amount for the first 11 months and 6.5% for the last 14 days.

**General conditions**

The consultant will be working in NCC’s Office in Kigali and will functionally be under the direct supervision of the Executive Secretary of NCC’s on a day to day basis and will also report to UNICEF’s Child Protection Specialist on deliverables.

During the consultancy period the consultancy will cover his/her transport cost in Kigali and at the request of the supervisor, UNICEF shall provide the Consultant, with transport for field visits. For Field Trip, the consultant will be reimbursed based on out of pocket expenses associated with the travel at Government official daily subsidy allowances and based on a submitted voucher/claim approved by the supervisor.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered or for failure to meet deadlines

All materials developed will remain the copyright of UNICEF and UNICEF will be free to adapt and modify them in the future.

The contractor must respect the confidentiality of the information handled during the assignment. Documents and information provided must be used only for the tasks related to these terms of reference.

**How to apply**

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Interested candidates should send their complete Personal History (P11) form, which can be downloaded form (<http://www.unicef.org/about/employ/files/P11.doc>) or a CV/resume, as well as a cover letter explaining what makes them suitable for this consultancy.

Qualified and experienced candidates are requested to submit a letter of interest considered as a **Tehcnical Proposal** for the consultancy in which candidates should highlight their previous work experience relevant to the assignment, the attributes that make them suitable, and their proposed road map and approach to undertake the assignment.

The Selected candidates will be requested to submit a **Financial Proposal** outlining the total costs for this consultancy with payment linked to the main deliverables outlined above.

UNICEF has a zero-tolerance policy on sexual exploitation and abuse, and on any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Only shortlisted candidates will be contacted.

1. Government of Rwanda (2003). *The Constitution of Rwanda.*  [↑](#footnote-ref-1)
2. Government of Rwanda (2011). *Integrated Child Rights Policy;* and Government of Rwanda (2011). *Integrated Child Rights Strategy.* [↑](#footnote-ref-2)
3. Government of Rwanda (2012). *Strategy for National Care Reform.* [↑](#footnote-ref-3)
4. United Nations General Assembly (2010). *Guidelines for the Alternative Care of Children*. GA Res 142, UNGAOR 64th Session, Supplement No.49, Vol. 1 (A/64/49 (2010)) 376.New York: UN. [↑](#footnote-ref-4)