

TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

Child Protection Design Partnership Consultant

BACKGROUND

As UNICEF Pacific enters its second year of the new Multi Country Programme (MCP) 2023 – 2027, there is heightened commitment to enhancing joint and complementary work with regional organizations, non-government and faith-based organizations, academia, donors, other UN entities and governments.

To realize the MCP vision, UNICEF Pacific's Child Protection Team is expanding partnerships with Pacific based organizations laying the foundation for programs for the next few years in a number of key areas. To progress this, there is an urgent need to identify opportunities and leverage resources and influence increased investment in social sectors, particularly on child protection and wellbeing in a manner that is sustainable and culturally relevant to the Pacific context. Partnerships will be expanded with traditional leaders, faith-based organizations and national NGOs to enable community dialogues that are inclusive, build trust and lead to behaviour change.

This renewed focus on local actors aims to reinvigorate partnerships and amplify resource mobilization and improve measurement of change. Importantly, this includes inputs into the DFAT design process to inform the 2025 – 2028 partnership, for which DFAT have provided dedicated resources toward the design; and also core to this task will be the development of monitoring and measurement tools for the child protection team and partners.

A dedicated person is required to support the team through the DFAT redesign process, technical assistance for monitoring work and in convening partners and co-designing documents required for two key deliverables identified. The person will split days in between his/her home and UNICEF Pacific Office in Suva, Fiji, with some travel days to Vanuatu, Solomon Islands, Kiribati, Samoa and Federated States of Micronesia.

OBJECTIVE / SCOPE OF WORK

The objective of the consultant's assignment is to:

1. Develop the foundational documents required to inform and guide the next phase of child protection DFAT funding for which DFAT have provided dedicated resources. Apart from consultations with donors and partners, the new DFAT proposal will also be informed by the DFAT Evaluation and the Theory of Change and strategic partnerships review both conducted recently in late 2023 and early 2024.

Product: (1) Facilitate design workshops with donors and partners; (2) develop an outcome document from the design workshops that highlight amongst other things key issues and recommendations; (3) Develop an outline for the DFAT proposal. (25 days)

2. Develop a standard monitoring and measurement tool for partners, suitable for UNICEF's partnerships on child protection and wellbeing. This work will include a review of the existing monitoring tool used by Pacific Conference of Churches (PCC) during the previous pilot programme and provide recommendations and guidance on the monitoring dimensions for the new partnership (2024 – 2027). In addition to external guidance, the development of an internal monitoring template that can be used by UNICEF's Child Protection Team, capturing key indicators for reporting (internal and external where possible) and ensuring also alignment with the outcome and outputs in UNICEF's multi-country strategy.

Product: (1) Proposal on a partnership measurement tool/monitoring system, (2) Facilitate workshop(s) with partners in selected Pacific countries on feasible/proposed design(s); and finalize the tool, (2) Facilitate workshop(s) with partners in selected Pacific countries on feasible/proposed design(s); and finalize the tool, (3) Facilitate trainings with PCC Team on the standard monitoring tool to be used for the new upcoming partnership, (4) Facilitate training(s) with key CSO and FBO partners on the new tool, (5) Develop a standard reporting/monitoring template for internal use by the Child Protection Team, and (6) Provide ongoing technical support to the roll-out and use of the monitoring tool by external partners. (25 days)

Outputs and Supervision

The assignment is to be both home-based with some days (agreed between both parties) in UNICEF Pacific Office in Suva with office space provided. Supervision will be provided by the Child Protection Specialist.

The assignment is from March 2024 – October 2024 (50 working days spread over 8 months). During this period, the consultant will focus on the specific tasks included in the table below:

ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS PAYMENT SCHEUDLE PER DELIVERABLE

No.	ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)
1.	Development of monitoring and measurement of tool for external partners suitable for UNICEF's partnerships on child protection and wellbeing; as well as a standard template that can be used internally by the UNICEF Child Protection Team to conduct monitoring of programmes.	<p>(1) Proposal on a partnership measurement tool/monitoring system</p> <p>(2) Facilitate workshop(s) with partners in selected Pacific countries on feasible/proposed design(s); and finalize the tool.</p> <p>(3) Facilitate trainings with PCC Team on the standard monitoring tool to be used for the new upcoming partnership</p> <p>(4) Facilitate a workshop with key CSO and FBO partners on the new tool.</p> <p>(5) Develop a standard reporting/monitoring template for internal use by the Child Protection Team.</p> <p>(6) Provide ongoing technical support to the roll-out and use of the monitoring tool by external partners.</p>	<p>25 days (March – June)</p> <p>Travel to: Fiji (x2), Samoa, Kiribati, Vanuatu</p>	50% (Include travel)

2.	Facilitate the engagement with donors and partners; and develop the foundational documents required to inform and guide the next phase of Child Protection DFAT funding for which DFAT have provided dedicated resources.	<p>1)Facilitate DFAT design meetings;</p> <p>(2) Develop an outcome document that highlights amongst other things key issues and recommendations from the design meetings/workshops (June);</p> <p>(3) Develop the outline for the DFAT proposal (July).</p>	<p>25 days</p> <p>(June – Oct)</p> <p>Travel to: Fiji (x2), Solomon Islands, FSM</p>	<p>50%</p> <p>(Include travel)</p>
			50 working days	TOTAL 100%

PROFILE REQUIREMENTS - QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

Bachelors Masters PhD Other

- Master’s degree in International Development, Public Policy, Development Program Evaluation, or any related social science discipline with extensive experience with and knowledge of fundraising, and applied research methods, and monitoring and evaluation.
- Minimum of 10 years of professional experience in social affairs, protection, gender action, research, monitoring and evaluation.
- Experience in proposal writing.
- Experience in facilitating consultations/meetings to bring consensus to discussions.
- Good understanding of gender and equity issues in the Pacific.
- Ability to synthesize information succinctly and accurately and a track record of producing high quality evidence products.
- Adaptability and flexibility, client orientation, initiative, concern for accuracy and quality.
- Knowledge of challenges and issues in CP in the Pacific Region will be an asset.
- Experience working with UNICEF is an advantage.

CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

The consultant will operate under the supervision of the UNICEF Child Protection Specialist, who will be responsible for the day-to-day oversight, management, and quality assurance of the products.

The consultant may be required to travel at the times agreed between the consultant and the Supervisor and based on the availability of the in-country stakeholders. All international and domestic travel costs should be budgeted for and included in the total contract value and described in the all-inclusive financial proposal. The consultant will be responsible for making their own travel arrangements (1 trip each to Samoa, Solomon Islands, Vanuatu, Kiribati, Federated States of Micronesia (Pohnpei) & 4 trips throughout the consultancy Home-Suva, Fiji). The consultant is expected to have his/her own laptop, camera, mobile phone and other relevant communications and working equipment.

ADMINISTRATIVE ISSUES

Individuals engaged under a consultancy 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. Consultants 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(s) (if 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.

- No contract may commence unless the contract is signed by both UNICEF and the consultant/ contractor.
- The consultant will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of offer and before the signature of contract.

GUIDANCE FOR APPLICANTS?

- Please submit a **separate financial offer** along with your application. The financial proposal should be a **lump sum amount for all the deliverables** and should show a break down for the following:
- Monthly / Daily fees– based on the deliverables in the Terms of Reference above
- Travel (economy air ticket where applicable to take up assignment and field mission travel)
- Living allowance where travel is required
- Miscellaneous- to cover visa, health insurance (including medical evacuation for international consultants), communications, and other costs.