

TERMS OF REFERENCE FOR LOCAL CONSULTANCY

Coordination of the projects involving institutional strengthening and capacity building of social services in emergency response and provision of Mental Health and Psychosocial Support (MHPSS)

Individual Contractor is expected to perform this assignment home-based, with visits to office as per need

Duty Station: Yerevan, Armenia

Supervisor: Child Protection Specialist

Time-frame: Part-time engagement from 5 January 2022 to 5 September 2022 (8 months)

Purpose of Activity/Assignment:

The purpose of the assignment is to support the Child Protection Specialist and Access to Justice Officer in coordination and implementation of several projects from various donors, including but not limited to the project “ Strengthening social service workforce in the communities of Vayots Dzor, Gegharkunik, Syunik, Kotayk and Ararat regions”, funded by UK Conflict, Stability and Security Fund (UK CSSF) and the project “ Multi-sectoral assistance to children and families in refugee-like situation and hosting communities in Armenia” funded by the Bureau of Population, Refugees and Migration – US Department of State (BPRM), with the aim of:

- ✓ development of standards, procedures, mechanisms and other tools/institutional capacities to strengthen the family and community-based care and support services for families and children with the focus on emergency situations,
- ✓ awareness raising on mental health and psychosocial support,
- ✓ design and promotion of good practices in delivery of regional and community-based support services, including in emergency situations,
- ✓ capacity building of social service workforce and allied professionals; further enrichment of educational e-platform for social service workforce for provision of psychological first aid, case management and response to cases on violence against children,
- ✓ expanding the coverage of the social service workforce helpline for different groups of professionals,
- ✓ recruitment and training of foster families for emergency alternative care arrangements,
- ✓ establishment and expansion of Peer Support Volunteer Groups and Community Parent Support Groups (for parents of children and adolescents aged 7-11 and 12-18) and organization and promotion of MHPSS through informal education, soft skills training opportunities,
- ✓ raising awareness of children and caregivers to improve their access to equitable and quality community-based protection services,
- ✓ establishment/improvement of child-friendly/safe spaces and other community-based services in target communities.

Scope of Work:

The Individual Contractor shall implement the following tasks:

- a) in consultation with the Child Protection Section, development of a strategy and plan for timely implementation and achieving the results within the tasks mentioned above,
- b) development of documents (ToRs, draft agreements with partners, results frameworks, work plans, budgets, amendments of existing agreements, etc) for involving consultants and establishing partnerships with civil society organisations and other partners to implement the tasks mentioned above,
- c) communication and coordination with multiple partners to ensure common understanding, timely and quality implementation of the cooperation agreements with the view of achieving the results as per the designed results frameworks and deadlines set
- d) support to the Child Protection Section in organisation and facilitation of the events under the mentioned projects (development of concept notes, briefing notes, other relevant documentation)
- e) support to the Child Protection Section in organisation of monitoring and assurance activities with partners under the mentioned projects
- f) follow up with and support partners with the preparation of quality progress and final reports,
- g) in close collaboration with the implementing partners, support the Child Protection Section with the drafting of final narrative and financial reports to be presented to the donors,
- h) ensure that all products produced in the frames of the partnerships comply with UNICEF and donor requirements.

Work Assignment Overview

Tasks/Milestone:	Deliverables/Outputs:	Timeline
Implementation of the Tasks “a” to “h”	Monthly implementation report	5 February 2022
Implementation of the Tasks “a” to “h”	Monthly implementation report	5 March 2022
Implementation of the Tasks “a” to “h”	Monthly implementation report	5 April 2022
Implementation of the Tasks “a” to “h”	Monthly implementation report	5 May 2022
Implementation of the Tasks “a” to “h”	Monthly implementation report	5 June 2022
Implementation of the Tasks “a” to “h”	Monthly implementation report	5 July 2022
Implementation of the Tasks “a” to “h”	Monthly implementation report	5 August 2022
Implementation of the Tasks “a” to “h”	Monthly implementation report	5 September 2022
Minimum Qualifications required:	Knowledge/Expertise/Skills required:	
Master’s degree (or equivalent) in Social Sciences, Law, Human Rights and other relevant field	<ul style="list-style-type: none"> ✓ At least 5 years child rights programming experience for children and families: experience in humanitarian contexts is an asset. ✓ Good knowledge and understanding of humanitarian principles, child safeguarding measures and established international standards in the field of child protection. ✓ Demonstrated experience managing complex relationships and building collaborative efforts across groups and sectors ‘working with people skills’. ✓ Strong organizational and facilitation skills whether face to face or remotely with diverse stakeholders. ✓ Comfortable to work independently while coordinating closely with different teams. ✓ Full command of spoken and written English and Armenian. ✓ Knowledge of Russian is an asset. 	

Terms of the application:

The deadline for the submission of applications is **4 January 2021**. Applications should include:

- Cover letter;
- CV;
- Financial Proposal for monthly remuneration.

All qualified applicants should apply online, using the UNICEF E-Recruitment system and following the online application link:

Incomplete applications will not be considered.

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.