

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title International Child Protection Case Management Consultant (Review interagency SOPs in State of Palestine)	Funding Code Global Thematic (CP)	Type of engagement <input checked="" type="checkbox"/> Consultant	Duty Station: East Jerusalem
Purpose of Activity/Assignment: The Child Protection Area of Responsibility in State of Palestine is led by UNICEF and brings together key stakeholders to ensure a common understanding of child protection priorities to implement a coordinated response. The CPAoR exists to maximize intra and inter-sectoral coordination, maintain overview of situation, needs and developments and ensure timely and coordinated responses to emergencies. Membership of the CP AoR is open to UN agencies, national and international organizations, as well as government. Prior to the escalation of the conflict on October 7 2023, the CP AoR had established a Case Management Working Group for the West Bank. Since the escalation an Unaccompanied and Separated Children (UASC) Technical Working Group has been established. In Gaza, an Inter-Agency Standard Operation Procedure (SOP) for Case Management was endorsed and rolled-out in 2019. In the West Bank, an SOP for Case Management was endorsed by the Ministry of Social Development (MoSD), but there has not yet been any dissemination or roll-out of the guidance. As a result, and in light of the current context, there is an urgent need to update the case management SOPs, ensuring they are applicable to the emergency context (including integrating the procedure for UASC) and harmonized and aligned across the State of Palestine, with endorsement from MoSD and buy-in from key stakeholders working in child protection case management.			
Scope of Work: The Child Protection Case Management (CPCM) Adviser will lead an Interagency Case Management Task Force (CMTF) under the National Child Protection Area of Responsibility (CP AoR) in its case management initiatives. The CPCM Adviser will support in responding to gaps identified by the CPAoR, including the coordination, development and roll out of Standard Operating Procedures, monitor and adapt as necessary (in agreement with the CMWG) the agreed core CM tools and forms. In addition, the CPCM Adviser should seek to link guidelines, forms and trainings with the in-country legal framework and work closely with the government to ensure their engagement within the CMTF. Following successful development of SOPs, the CPCM Advisor will work with the CPAoR Coordinator to establish a Case Management Working Group to support the roll-out and capacity building of child protection actors; this will include development of ToR (identifying co-chairs) and a Work Plan for the Case Management Working Group.			
Child Safeguarding Is this project/assignment considered as “ Elevated Risk Role ” from a child safeguarding perspective? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply: Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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:			

Budget Year:	Requesting Section/Issuing Office: <i>Child Protection Section/ East Jerusalem</i>	Reasons why consultancy cannot be done by staff: As UNICEF Child Protection staff do not have sufficient and dedicated time and there is limited technical expertise amongst national staff within INGOs/NNGOs to coordinate and develop updated SOPs, it is necessary to hire an international consultant who will lead a Case Management Task Force and expedite the proposed tasks.
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: <i>This a key priority for the CP AOR, especially the collapse of the case management system in Gaza, and the need to harmonize and adapt the case management system in the West Bank.</i>		
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension:		
Supervisor: Child Protection AoR Coordinator	Start Date: 1 May 2024	End Date: 31 October 2024
<div style="border: 1px solid black; height: 20px; margin-bottom: 10px;"></div> Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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): <div style="border: 1px solid black; height: 20px; margin-bottom: 10px;"></div> More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates		

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Payment Schedule
<p>1. Lead the establishment of a Case Management Task Force (CMTF) under the CPAoR to update Inter-Agency Case Management SOPs, together with relevant child protection actors/line ministry</p>	<p>1.1 Develop a ToR for CMTF 1.2 Review, update, contextualize and harmonize the Case Management SOPs for SoP, ensuring the engagement of CM actors (ensuring integration of IDTR SOPs, other Clusters/AoRs and MoSD on referral pathways and cross cutting issues related to case management) 1.3 Update and finalize Data Protection and Information Sharing protocol (ensuring partners endorsement) 1.4 Develop tools to collect data and analyze manually the case trends to produce quarterly analysis to inform actions.</p>	<p>60 days by 31st of July 2024</p>	<p>50% of fees to be paid upon completion</p>
<p>2. Dissemination, roll-out and capacity building of SOPs</p>	<p>3.1 Develop and deliver of case management trainings (ensuring links to local contexts and engagement of CPAoR partners) 3.2 Identify current needs and gaps in the delivery of case management among child protection partners. 3.3 Develop training package on case management (based on SOPs and referral pathways) and training plan for the Training of Trainers (ToT) for case workers (frontline workers) and case worker supervisors. 3.4 Develop and contextualise coaching and mentoring guidelines and materials for F2F or remote delivery. 3.5 Produce a list of Trainers (pool of trainers) and a training plan to support with capacity building efforts and co-lead trainings where needed. 3.6 Design and deliver a Training of Trainers to the pool of trainers so that they are equipped to roll</p>	<p>40 days 30th of September</p>	<p>35% of fees to be paid upon completion</p>

	out capacity building in case management.		
3. Support the establishment of a Case Management Technical Working Group to ensure the deliverables of the Task Force are taken forward	<p>4.1 Update and finalise TOR for a CMTWG for SoP and related workplan.</p> <p>4.2 Identify and develop list of national partner staffs to coach and support with leadership of Case Management Working Group</p>	20 days by 31 st of October	15% of fees to be paid upon completion.

Estimated Consultancy fee	US\$ 50,000		
Travel International (if applicable)	The consultant will be expected to start this position working remotely and if/when a visa is issued this will be based in East Jerusalem. (Travel costs will be paid subject to visa issuance)		
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costs¹			
<p>Minimum Qualifications required*:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines</p> <ul style="list-style-type: none"> • Master’s degree in international social work, social studies, International Development, Psychology, or a related field. • Eight years child protection case management and inter-agency coordination experience in international settings with international NGOs/UN Agencies • Fluency in English mandatory, fluency in Arabic is desirable. <p>*Minimum requirements to consider candidates for competitive process</p>	<p>Knowledge/Expertise/Skills required*:</p> <ul style="list-style-type: none"> • Experience in effectively dealing with international staff, government officials, and other NGO’s staff and ability to work with a broad spectrum of people. • Experience in working in Child Protection programs in emergencies including but not limited to, IDTR of UASC and cross-border response. • Familiarity with ICRC and UNRWA child protection interventions is an asset. • Proven experience in case management capacity building (development of SOPs, development, and delivery of trainings to different audiences) • Ability to develop training, manuals, and tools at high level. • Proven experience in delivering training with a variety of audiences. • Experienced in setting up and maintaining databases for case management services. <p>UNICEF competencies required for this post are...</p> <ul style="list-style-type: none"> • Demonstrates Self Awareness and Ethical Awareness (1) • Works Collaboratively with others (1) • Builds and Maintains Partnerships (1) • Innovates and Embraces Change (1) • Thinks and Acts Strategically (1) • Drive to achieve impactful results (1) • Manages ambiguity and complexity (1) <p>*Listed requirements will be used for technical evaluation in the competitive process</p>		
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (e.g. maximum 75 Points) B) Financial Proposal (e.g. maximum of 25 Points)</p>			

<p>Administrative details:</p> <p>Visa assistance required: <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/> (while in the office)</p>
<p>Request Authorised by Section Head</p>	<p>Request Verified by HR:</p>
<p><i>Approval of Chief of Operations (if Operations):</i> _____ <i>Approval of Deputy Representative (if Programme)</i> _____</p> <p>_____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p>	

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.

Payment of professional fees 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.

Text to be added to all TORs:

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 consultant 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 consultant 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. The vaccine mandate, 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.

