**UNICEF China**

**Terms of Reference**

**For Consultant Recruitment**

JobTitle of Consultancy: Technical support to phasing out of Technical Support Hubs for Child Friendly Spaces

Requesting Section: Child Protection

Name of Supervisor and Job Title: Chief Child Protection

**Background of Consultancy Request**

Starting with 40 child friendly spaces (CFS) in Sichuan in 2008, in the past decade, CFSs have grown from an emergency response to become an integral part of communities and a space providing child protection and welfare services. The successful inclusion of the CFS model as the prototype for community-based child protection and welfare services in the current National Plan of Action (2011-2020) (hereafter NPA) signified a major achievement of the NWCCW-UNICEF joint initiative and exemplifies UNICEF China’s program model of “pilots to policy to result at scale”.

Today a great number of Children’s Places (name used for CFS in NPA) have been established across the country. However, the quality of those places varies considerably depending on the understanding of the CFS concept, as well as the technical and financial capacities and know-how of the local authorities and implementing agencies. The biggest challenges remain the lack of technical know-how on the operation and management of Children’s Places in line with CFS principles and standards, the paucity of community-based services needed to support vulnerable children and ensuring that the child protection component of the CFS is not neglected.

With that being said, as reflected in the 2016-2020 Country Program Action Plan between the Government of China and UNICEF, NWCCW and UNICEF have shifted the program focus towards quality assurance and supporting the development of institutional and human resource capacity within the country to accompany the massive scale up of Children’s Places. This has been done through the establishment of five provincial Technical Support Hubs (TSH) in Sichuan (July 2016), Guangxi (November 2016), Chongqing (June 2017), Hunan (June 2017), and Shaanxi (July 2017). Drawing on local expert knowledge, these hubs provide quality technical assistance and coordination, including training, monitoring, quality assurance, and data gathering, to support the “child-friendliness” of Children’s Places, which serve children up to the age of 18 years

**Purpose of Activity/Assignment**

In 2016, IKEA Foundation approved UNICEF China’s three-year funding proposal on the establishment and operation of four provincial Technical Support Hubs (TSH) in Guangxi, Chongqing, Hunan, and Shaanxi. UNICEF received the funding at the beginning of 2017. We received a no-cost extension for 2020 and will receive another one to wrap up the project until end June 2021. As the contract of the current staff member covering the implementation of the project cannot be extended, the Child Protection Section is looking for a national consultant to help us wrap up the project. The purpose of the assignment is to bring the project to a good end working closely with the University of Chinese Academy of Social Sciences (UCASS), our project management partner, and NWCCW, and contribute to the end of project report to IKEA Foundation.

**Major Tasks, Deliverables & Timeframe**

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|  | **Task** | **Deliverable** | **Timeframe** |
| ***Baseline studies*** | | | |
| **1.** | Communicate with partner on the finalisation of the endline reports in accordance with the deadline | Partner delivers draft endline reports on time | 1 March 2021 |
| **2.** | Provide feedback to the partner on the draft endline reports | Feedback provided | 15 March 2021 |
| **3.** | Review final draft endline reports | Endline report finalised | 15 April 2021 |
| ***Technical and communication products*** | | | |
| **4.** | Communicate with partner on the finalisation of the manual and provide technical input | Manual on TSH operation and management | 30 March 2021 |
| **5.** | Communicate with partner on the finalisation of the guide and provide technical input | Guide on family support services through CFS | 30 March 2021 |
| **6.** | Communicate with partner on the finalisation of the study and provide technical input | Study on child protection services in CFS | 30 April 2021 |
| **7.** | Communicate with partner on the finalisation of the study and provide technical input | Comparative study for CFS in different areas | 30 April 2021 |
| **8.** | Communicate with partner on the finalisation of the study and provide technical input | Study on cost analysis of Child-Friendly Spaces/Integrated Child Friendly Development Centres | 30 April 2021 |
| **9.** | Communicate with partner on the finalisation of the study and provide technical input | Study on the supporting and implementation system of child welfare and protection related policies | 31 May 2021 |
| **10.** | Communicate with partner on the finalisation of the cartoon video and provide technical input | Cartoon video of promoting Child-Friendly Spaces/Integrated Child Friendly Development Centres | 31 May 2021 |
| ***Donor report (\*)*** | | | |
| **11** | Communicate with partner on data collection for annual reporting | Annual data for 2020 | 10 February 2021 |
| **12** | Communicate with partner on development and finalisation of the financial and narrative donor reports | Donor reports including both financial and narrative reports | In accordance with the deadline of donor reports to ensure timely submission |
| **13.** | Provide the child protection input to the donor report for IKEA Foundation | Input provided | Early September 2021 |
| **14.** | Provide additional input based on queries from Section Chief and Reports Officer | Additional input provided and donor report finalised | 30 September 2021 |

*(\*) At the time of drafting these TORs it was not known yet, if we could just submit one final report in September or need to submit two reports at the beginning of the year and in September. This will be updated once information has been received from IKEA Foundation and PFP.*

The consultant will be paid in monthly instalments based on the number of days worked. The final instalment will be paid upon receipt of the inputs to the donor report. The payment will be made upon approval by the supervisor of the reported days worked and for the final instalment on the final donor report input.

UNICEF reserves the right to adjust or withhold payments for deliverables not meeting expected quality.

**Methodology & Expected Output:**

The consultant will be home based, but is also welcome to work in the office if necessary for the work.

The expected outputs are:

* Finalised quality endline reports;
* Finalised and disseminated manual on TSH operation and management; Guide on family support services through CFS; Study on child protection services in CFS; Comparative study for CFS in different areas; Study on cost analysis of Child-Friendly Spaces/Integrated Child Friendly Development Centres; Study on the supporting and implementation system of child welfare and protection related policies
* Finalised cartoon video of promoting Child-Friendly Spaces/Integrated Child Friendly Development Centers
* Finalised child protection input to donor reports to IKEA Foundation.

**Start Date:** 23 November 2020

**End Date:** 30 September 2021

**Total Working Days:** 125 days

**Consultancy Requirements:**

**Minimum Academic Qualifications required and disciplines:**

* Advanced university degree in the social sciences, law, child development or other relevant discipline.

**Knowledge/Experience/Expertise/Skills required:**

* Minimum of five years of relevant professional experience in the public welfare sector, including child protection and related to community-based child protection mechanisms in China.
* Experience in donor report writing.
* Experience in managing baseline surveys.
* Current knowledge, understanding and interest in child protection issues and policies in China and internationally.
* Excellent interpersonal skills.
* Strong organisational skills to promote smooth project management.
* Strong research and writing skills to support knowledge management on child protection issues.
* Strong communication and presentation skills.
* Work experience with the UN or other international development organisations is an asset.
* Fluency in English and Mandarin, both written and spoken.