

## **TERMS OF REFERENCE**

### **Child Protection Consultant - MHPSS (open to Indian Nationals only)**

**Duty Station:** Srinagar, J&K

**Contract Duration:** 36 months

**Closing Date:** 25<sup>th</sup> April 2023

#### **1. BACKGROUND / RATIONALE**

UNICEF child protection Section is working in Jammu and Kashmir (J&K) since 2014. UNICEF has successfully invested in technically supporting the Government of J&K in creating child protection structures in J&K for the last eight years. These structures deliver the service in the form of care and protection of children, juvenile justice, appropriate care options and bringing in a strong Mental Health Psychosocial Support (MHPSS) for children especially in 10 districts of Kashmir. However, the structures and resources are not calibrated to deliver the much-needed Mental Health Psycho- Social Support (MHPSS) for children especially a bare minimum service like counseling and allied support services like various remedial services, therapies, psycho education enabling children to have basic knowhow of standard dos and “don’ts” in addition to basic awareness about the existing Mental Health Psychosocial Support (MHPSS) in their districts/communities. The child protection cadre in the UT needs guidance, handholding, mentoring and skills development which shall be the key role of UNICEF with the Government in the coming years. As per the draft State Action Plan between UNICEF, Government of J&K and High court of J&K there will be enhanced support to technical agencies like Government Medical College’s (GMC) Institute Of mental Health and Neuro- Sciences (IMHANS), GMC-Jammu and other relevant duty bearers to support the child protection system enabling it to deliver quality child protection services with focus on Mental Health Psychosocial Support (MHPSS) to the children.

The early identification and timely interventions can have a major impact on the mental health outcomes of children experiencing mental health issues. Given the increasing incidence of neuro-developmental disorders (like autism, ADHD), self-harm, substance abuse, learning disabilities and other mental health issues providing an early intervention is highly needed.

Due to the availability of limited MHPSS services in Kashmir region, there is a huge treatment gap. The study “Mental health illness in the valley” conducted by Action Aid and IMHANS in 2015 indicated that only 6.4% of the persons experiencing mental health issues had received treatment by a qualified mental health professional. The study also indicated that the reasons for low treatment levels were because of high stigmatization of mental health issues, very low awareness about mental health issues, and inaccessible treatment at the community level, as most mental health services available in Kashmir are in urban areas.

To improve access of children and adolescents to mental health services on timely basis, there is a need for strengthening comprehensive community-based and district level services. That will enhance outreach, ensure the active involvement of communities’ and families; make mental health services more acceptable and deliver the services fast in cost effective manner. Such models are also cost effective and scalable, and promote mental health, reduce stigma, and build social support for people experiencing mental health issues.

Therefore, we will require a consultant who will contribute to quality program delivery by providing and demonstrating technical support, handholding, monitoring and guidance to key government and CSO partners This will help in quality results for children, proper fund utilization, and enhance the capacity of the implementing partners on child protection issues and protection-related programming. The consultant will work hand in hand with the IPs to support in the effective and efficient delivery of MHPSS program. The assignment will capture bottlenecks in programme implementation and propose solutions to overcome the identified bottlenecks.

#### **2. PURPOSE OF ASSIGNMENT**

Provide and demonstrate technical support, handholding and monitoring of the implementation of the MHPSS programme in Jammu & Kashmir.

### **3. OBJECTIVES**

The consultant will be constantly working on the identification of mental health gaps and challenges, drafting of set of recommendations for Implementing Partners (IPs), and following up for effective implementation of an identified solution to address the gaps.

The consultancy is related to the increased focus to programming in J&K build on last year's work in the area of preventive community-based child protection mechanisms with focus on Community based child protection work including the child friendly spaces and especially work on PSS. It is expected that the consultant will support the outpost section CP J&K for technical support in strategizing the planning, implementation and monitoring of the programme activities in the UT of J&K.

### **4. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED**

The consultant will be involved mainly on below mentioned major tasks:

#### **Planning:**

- i. To support incorporating MHPSS components in Child Protection Program.
- ii. To support in finalization and implementation of detailed implementation plan on MHPSS.
- iii. To undertake extensive review-based assessment of MHPSS work and submit a strategic plan for MHPSS with focus on community based MHPSS.

#### **Technical support to CFS/ARC community-based Child Protection Program especially in PSS for children:**

- i. To provide regular and timely coordination of various partners for the successful roll out of the new program components in the selected districts.
- ii. To provide technical assistance in integrating referral systems/mechanisms to address the issues of the most vulnerable children/adolescents/youth with respective services.
- iii. Coordination of various training program by IMHANS and GMC-Jammu for front line workers, contribution to their content and delivery design.
- iv. Coordination with other line departments (Social Welfare, health, education, ICPS, police and district administration)
- v. Overall monitoring of the program implementation, as per program document.
- vi. Consolidate inputs and provide the required reports and documentation

#### **Co-ordination support:**

- i. Provide assistance to coordinate the implementation of the new program components in Jammu & Kashmir especially the work on psychosocial support.
- ii. Assist partners in implementing the program for strengthening community-based child protection program with increased focus on psychosocial support, youth engagement, Child-friendly Spaces/ARC's and provide support for coordination between the various agencies
- iii. Coordination with various agencies including DCPU and the District Social Welfare officials, DMHP, CWC, JJB, etc.

#### **Monitoring, and Documentation:**

- i. Jammu and Kashmir based program monitored for the quality of implementation and suggesting corrective measures suggested.
- ii. Regularly update the program related data through monitoring of programme activities
- iii. Consolidate required inputs from across partners for the CP activities

#### **Scope of Work:**

- 1) To strategize a multi sectoral Mental Health Psychosocial Support (MHPSS) program with focus on community based MHPSS and mainstreaming it in existing system like Child Protection, Education and Health.
- 2) To provide support for planning, implementation, monitoring and quality assurance of the Mental Health Psychosocial Support (MHPSS) program in Kashmir division and Jammu division as well. This would

primarily include oversight of the partnerships with main implementing partners IMHANS, GMC-Jammu, and NGO partners and relevant Government departments.

- 3) To travel extensively to program implementation sites to monitor the quality of program implementation and suggesting corrective measures.
- 4) To provide technical assistance to the implementation of program, monitoring and reporting.
- 5) To advocate with the district /state stakeholders for replication of MHPSS model.
- 6) To support the implementing partners in replication of MHPSS program for children and adolescents in identified districts by working closely with the district administration, community, and other stakeholders.
- 7) To provide handholding support to IPs in identifying and addressing the implementation gaps in their MHPSS activities.
- 8) To bring systematic and periodic review for quality results/progress of Child protection programs implemented/rolled out in partnership with various govt. and CSO partners.
- 9) To provide on-field handholding support to partners and key government functionaries to improve implementation of various MHPSS program related activities.
- 10) To address the bottlenecks, challenges and errors emerging during the implementation of MHPSS program.

The consultancy is related to the increased focus to programming in J&K build on last year's work in the area of preventive community-based child protection mechanisms with focus on Community based child protection work including the child friendly spaces/adolescent resource centers and especially work on MHPSS. It is expected that the consultant will support the outpost section CP J&K for technical support in strategizing the planning, implementation and monitoring of the programme activities in the UT of J&K.

## 5. DELIVERABLES AND DEADLINES

	Work Assignments Overview	Deliverables/Outputs	Timeline
1.	<ul style="list-style-type: none"> <li>✓ Planning and coordination of training of ANM workers (Health department) on psychosocial basics in Kashmir</li> <li>✓ Planning and coordinating with GMC-Jammu for developing and implementation of Detailed Implementation Plan.</li> <li>✓ Planning and coordination of psycho education sessions in schools and communities in Kashmir Division.</li> <li>✓ Undertake 8 days of field visit in Kashmir division</li> <li>✓ Undertake 6 days field visit to Jammu division</li> </ul>	Submission of detailed implementation plan of GMC-Jammu and Comprehensive training report on psychosocial basics delivered to frontline workers of Department of Health.	57 days
2.	<ul style="list-style-type: none"> <li>✓ Planning and coordination of training manpower and skill up gradation of frontline workers (Anganwadi workers) of Department of Social Welfare in Kashmir Division, related to children on basics of MHPSS delivered</li> <li>✓ Planning and coordination of training manpower and skill up gradation of frontline workers (Anganwadi workers) of Department of Social Welfare (Jammu Division), related to children on basics of PSS delivered and report submitted with agenda.</li> <li>✓ Undertake 8 days of field visit in Kashmir division</li> <li>✓ Undertake 6 days field visit to Jammu division</li> </ul>	Comprehensive training report on psychosocial basics delivered to frontline workers of Department of Social Welfare in Jammu & Kashmir.	65 days

3.	<ul style="list-style-type: none"> <li>✓ Conduct review and planning meetings and discussions with the IP.</li> <li>✓ Review &amp; analyze MHPSS data on the progress indicator.</li> <li>✓ Undertake 8 days of field visit in Kashmir division</li> <li>✓ Undertake 4 days field visit to Jammu division</li> </ul>	Detailed report on verified results on MHPSS activities carried out by IPs prepared and submitted including a set of recommendations and way forward for programme efficacy, improved targeting, programme uptake.	60 days
4.	<ul style="list-style-type: none"> <li>✓ Planning and coordination for organizing and delivering hand holding support (hands-on training at CGWC-IMHANS) of CSO staff. Report submitted.</li> <li>✓ Undertake 6 days of field visit in Kashmir division and trip report submitted</li> <li>✓ Training modules/manuals prepared and shared with the CSO partners</li> </ul>	Comprehensive report on technical support provided to IPs through hands-on training for strengthening of Community based MHPSS mechanisms so that children have improved access to preventive and referral services.	65 Days
5.	<ul style="list-style-type: none"> <li>✓ Planning and coordination of training of functionaries of and J&amp;K State Child Protection society, Jammu &amp; Kashmir on psychosocial basics</li> <li>✓ Undertake 8 days of field visit in Kashmir division</li> <li>✓ Undertake 6 days field visit to Jammu division</li> </ul>	Submission of comprehensive training report on psychosocial basics delivered to ICPS functionaries in both divisions of Jammu & Kashmir.	60 Days
6.	<ul style="list-style-type: none"> <li>✓ Planning and coordination of training manpower and skill up gradation of frontline workers (ASHA's) of Department of Health, (Jammu Division) related to children on basics of PSS delivered.</li> <li>✓ Conduct detailed meetings with each CSO partners, IMHANS, and GMC Jammu with focus on PSS and to find how children are benefitting and what more can be done to improve their psychosocial wellbeing</li> <li>✓ Undertake 8 days of field visit in Kashmir division</li> <li>✓ Undertake 6 days field visit to Jammu division and trip report submitted</li> </ul>	Comprehensive training report on psychosocial basics delivered to frontline workers of Department of Health in Jammu division.	57 Days
7.	<ul style="list-style-type: none"> <li>✓ Planning and coordination of training of functionaries of and J&amp;K State Child Protection society, Jammu on psychosocial basics</li> <li>✓ Conduct detailed meetings with each CSO partners, IMHANS, and GMC Jammu with focus on PSS and to find how children are benefitting and what more can be done to improve their psychosocial wellbeing</li> <li>✓ Undertake 8 days of field visit in Kashmir division and trip report submitted</li> <li>✓ Undertake 6 days field visit to Jammu division and trip report submitted</li> </ul>	A comprehensive report on verified results on MHPSS activities carried out by IPs prepared and submitted including a set of recommendations for programme efficacy, improved targeting, programme uptake and how to make it more beneficial for children and adolescents	58 Days

8.	<ul style="list-style-type: none"> <li>✓ Planning and coordination of training manpower and skill up gradation of caregivers of various CCI's in Jammu on basics of MHPSS delivered</li> <li>✓ Plan and coordination of psycho education sessions in schools and communities of Jammu Division.</li> <li>✓ Undertake 8 days of field visit in Kashmir division</li> <li>✓ Undertake 6 days field visit to Jammu division</li> </ul>	Detailed and comprehensive report on psychosocial basics training delivered to caregivers of various CCIs in Jammu division and report on psycho education sessions conducted in communities and schools in Jammu division.	65 Days
9.	<ul style="list-style-type: none"> <li>✓ Planning and coordination of training for frontline workers of DMHP-Kashmir on basics of PSS at NIMHANS (Bangalore), delivered</li> <li>✓ One detailed meeting conducted with each CSO partners, IMHANS, and GMC Jammu with focus on PSS and to find how children are benefitting and what more can be done to improve their psychosocial wellbeing?</li> <li>✓ Undertake 8 days of field visit in Kashmir division</li> <li>✓ Undertake 6 days field visit to Jammu division</li> </ul>	Detailed training report on psychosocial basics delivered to frontline workers of DMHP-Kashmir on basics of PSS at NIMHANS, Bangalore	60 Days
10.	<ul style="list-style-type: none"> <li>✓ Planning and coordination on developing key mental health messages for wider dissemination for mass media awareness programs on TV, Radio, and social media platforms</li> <li>✓ One detailed meeting conducted with each CFS partner and IMHANS with focus on PSS and to find how children are benefitting and what more can be done to improve their psychosocial wellbeing? Detailed report of the coordination meetings submitted</li> <li>✓ Undertake 8 days of field visit in Kashmir division and trip report submitted</li> <li>✓ Undertake 6 days field visit to Jammu division and trip report submitted</li> </ul>	Detailed report including key mental health messages disseminated through various mass media platforms and a report campaign on Positive Parenting.	60 Days
11.	<ul style="list-style-type: none"> <li>✓ Meetings held with district administration and MHPSS Stakeholders advocating for replication and scale up of PSS support for children</li> <li>✓ One detailed meeting conducted with each CSO partners, IMHANS, and GMC Jammu with focus on PSS and to find how children are benefitting and what more can be done to improve their psychosocial wellbeing?</li> <li>✓ Undertake 8 days of field visit in Kashmir division and trip report submitted</li> <li>✓ Undertake 6 days field visit to Jammu division and trip report submitted</li> </ul>	Detailed report on Advocacy for Replication and scale up strategy in Kashmir & Jammu division, including minutes of meetings submitted.	57 Days
12.	<ul style="list-style-type: none"> <li>✓ Planning and coordination of training manpower and skill up gradation of frontline workers (ASHA's) of Department of Health, related to children on basics of PSS delivered</li> <li>✓ Undertake 8 days of field visit in Kashmir division</li> <li>✓ Review &amp; analyze MHPSS data on the progress indicator.</li> <li>✓ Undertake 6 days field visit to Jammu division and trip report submitted</li> </ul>	Comprehensive training report on psychosocial basics delivered to frontline workers of Department of Health in Jammu division.	65 days

13.	<ul style="list-style-type: none"> <li>✓ Coordinate, develop and finalize interagency MHPSS mechanism for effective coordination of various PSS stakeholders in Jammu.</li> <li>✓ Undertake 8 days of field visit in Kashmir division</li> <li>✓ Undertake 6 days field visit to Jammu division and trip report submitted</li> </ul>	Detailed report on development of interagency MHPSS mechanism in Jammu division submitted, including minutes of meetings	58 Days
14.	<ul style="list-style-type: none"> <li>✓ Planning and coordination of training manpower and skill up gradation of frontline workers of CSOs in Jammu division, related to children on basics of MHPSS delivered</li> <li>✓ One detailed meeting conducted with each CSO partners, IMHANS, and GMC Jammu with focus on PSS and to find how children are benefitting and what more can be done to improve their psychosocial wellbeing?</li> <li>✓ Undertake 8 days of field visit in Kashmir division and trip report submitted</li> <li>✓ Undertake 6 days field visit to Jammu division and trip report submitted</li> </ul>	Comprehensive detailed training report on psychosocial basics delivered to frontline workers of various CSOs in Jammu	60 Days
15.	<ul style="list-style-type: none"> <li>✓ Planning and coordination for organizing and delivering hand holding support (hands-on training at CGWC-IMHANS) of CSO staff. Report submitted.</li> <li>✓ Undertake 8 days of field visit in Kashmir division and trip report submitted</li> <li>✓ Undertake 6 days field visit to Jammu division and trip report submitted</li> <li>✓ Training modules/manuals prepared and shared with the CSO partners</li> </ul>	Detailed report on technical support provided to IPs for strengthening of Community based MHPSS mechanisms so that children have improved access to preventive and referral services.	65 Days
16.	<ul style="list-style-type: none"> <li>✓ Planning and coordination of training manpower and skill up gradation of DMHP staff in Jammu on basics of MHPSS delivered and report submitted with agenda.</li> <li>✓ Plan and coordination of psycho education sessions in schools and communities of Jammu Division. Reports drafted and submitted.</li> <li>✓ Undertake 8 days of field visit in Kashmir division and trip report submitted</li> <li>✓ Undertake 6 days field visit to Jammu division and trip report submitted</li> </ul>	Detailed training report on psychosocial basics delivered to DMHP staff in Jammu and a report on psycho education sessions conducted in communities and schools in Jammu division.	57 Days
17.	<ul style="list-style-type: none"> <li>✓ Meetings held with district administration and MHPSS Stakeholders advocating for replication and scale up of PSS support for children and reports submitted.</li> <li>✓ One detailed meeting conducted with each CSO partners, IMHANS, and GMC Jammu with focus on PSS and to find how children are benefitting and what more can be done to improve their psychosocial wellbeing? Detailed report of the coordination meetings submitted</li> <li>✓ Undertake 8 days of field visit in Kashmir division and trip report submitted</li> <li>✓ Undertake 6 days field visit to Jammu division and trip report submitted</li> </ul>	Assessment report on the findings of technical support provided to IPs through hands-on training for strengthening of Community based MHPSS mechanisms so that children have improved access to preventive and referral services	66 Days
18.	<ul style="list-style-type: none"> <li>✓ Conduct review and planning meetings and discussions with the IP.</li> <li>✓ Undertake 8 days of field visit in Kashmir division</li> </ul>	Detailed and Comprehensive report on review and analysis of MHPSS activities in J&K	60 days

✓ Review & analyze MHPSS data on the progress indicator.	submitted on the basis of verified results on MHPSS activities carried out by IPs.
✓ Undertake 6 days field visit to Jammu division and trip report submitted	

## 6. DUTY STATION

Srinagar, J&K

## 7. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

The consultant will be expected to travel as follows:

- i) 144 days of total local travel in Kashmir division over 3 years
- ii) 18 trips x 5 days travel to Jammu over 3 years (by air)
- iii) Local travel within Jammu (4 days x 18 trips) = 72 days

## 8. ESTIMATED DURATION OF CONTRACT

36 months, from May 2023 to May 2026

## 9. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

### Minimum Qualifications required:

An advanced university Masters' degree is required in Psychology, Social Work, Sociology or Psychiatry or any other relevant field.

### Knowledge/Expertise/Skills required:

- a. At least 6 years of relevant professional experience implementing initiatives in the areas of health, mental health, public health.
- b. Thorough understanding of the concepts and implementation of Government's MHPSS programs and initiatives in Jammu & Kashmir
- c. Experience working in a humanitarian emergency is an asset.
- d. Preference will be given to candidates with experience of working in coordination with government, UN agencies and CSOs.
- e. Excellent analytical and report writing skills.
- f. Good computer skills, at least of MS-Office application software (MS Word, Excel, Power Point) and internet applications.

## 10. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

Technical and Financial ratio is 75:25 (technical proposal-75 points and financial proposal-25 points)

- 1. Qualification – 10 points
- 2. Experience – 25 points

**Note:** Candidates securing 24.5 points out of 35 will be invited for interview.

- 3. Interview – 40 points (candidate must score minimum 28 points to qualify)

Candidates need to score minimum points at each stage and total 52.5 points (24.5 + 28) to qualify in technical evaluation.

## 11. PAYMENT SCHEDULE

Payment will be made on submission and acceptance of 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

## 12. IMPORTANT NOTES

- 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.
- The selected candidate is solely responsible to ensure that the health insurance (and visa if applicable) 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.

### **HOW TO APPLY:**

The application to be submitted through the online portal and must contain three separate attachments, as follows:

1. A cover letter (max 2 pages) outlining understanding of the scope and activities, motivation to undertake it and demonstrating fit for the assignment **(to be uploaded online under “Cover Letter” tab)**
2. An updated CV demonstrating all requirements stated above **(to be uploaded online under “Resume” tab)**
3. A financial proposal indicating all-inclusive amount (professional fee + travel cost as applicable) against each of the deliverable, as per the template attached. Please do not forget to specify your name in the file while saving **(to be uploaded online under “Financial Proposal” tab).**

**Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.**

**Without all the above 03 documents, your application will be considered incomplete and invalid and will not be considered further.**

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.

**For any clarifications, please contact:**

UNICEF

Supply & Procurement Section

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