**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS**

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| **Title**  National Consultancy for the Child Protection Programmes | **Funding Code** | **Type of engagement**  Consultant | **Duty Station:**  Beijing, office based |
| **Purpose of Activity/Assignment:**  The consultant will provide support to the implementation of positive parenting program in China. In particular the consultant will achieve three key objectives.   1. Work with the national and subnational counterparts to scale up positive parenting program by setting up TOT training of master facilitators and mentors for delivery of quality positive parenting sessions in the project sites in three provinces. 2. Update the training resource package for facilitators and mentors with additional gender elements, based on UNICEF’s Gender Transformative Parenting Manual, and provide technical guidance for conducting the training to facilitators and mentors. 3. Supporting the monitoring of the program, including set up baseline, data collection and analysis activities, and promote the use of evidence for effective and efficient programming. | | | |
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| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?       YES         NO     If YES, check all that apply:      **Direct contact role** YES       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:     |  | | --- | |  |     **Child data role** YES        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):     |  | | --- | |  |   More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

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| **Description/ Scope of assignment:** | | |
| **Activities** | **Deliverables** | **Timeline/deadline** |
| In close collaboration with national and subnational counterparts and local technical experts, provide strategic direction to scale up positive parenting program through the following key activities.   * Provide presentation on programming approaches, the content and structure of the resource package, requirements set up for the TOT training and mentoring, and monitoring tools. * Support the development of action plan for scale up, and set up project management procedures. * Support preparation of ToT training in new locations. * Conducting 3 master TOT training workshops in the project provinces. * Support delivery of parenting sessions in community, which will include monthly/ bimonthly follow up calls/on 10 site visits with local implementing partners and technical experts for the first 2 months after the training to review progress, questions on the process, assist master trainers in preparation and conducting their first parenting sessions. Discussions with local technical experts could also be made available to review content and process as well as reflections on learning. | * Program introduction conducted; * Local action plan for scale up developed and implemented; * ToT training implementation plan ready; * TOT training report; * Bio-monthly supervision report with a report summarizing outcomes of TOT training and delivery of parenting sessions, with recommendations for continuation of capacity building plan; | 29 Feburary 2024 (10 days)  Janurary- April 2024 ( 10 days)  Apr-Nov 2024 (12 days)  Apr-Nov. 2024 ( 18 days)  Apr-Nov. 2024 (20 days) |

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| Adapt the current positive parenting sessions for parents to be gender transformative.   * Work with national and sub-national counterparts and technical experts to define appropriate gender transformative actions that can be integrated in positive parenting program; * Review the resource packages of positive parenting sessions and suggest and incorporate strengthened gender elements; * Update the training materials for facilitators and mentors with additional gender elements and conduct the training to master trainers; * Support piloting and testing of the training materials in selected project sites; | * Updated training materials with enhanced gender content; * Additional one session on gender norm and gender approaches targeting male caregivers developed in the training manual. * Conduct the training to facilitators on updated materials; * Training reports; | December 2023 to November 2024 (15 days)  Apr-Nov. 2024 (15 days)  Apr-Nov. 2024 (15 days)  April to Nov 2024 ( 5 days) |
| Support the routine monitoring of the results of the positive parenting program and course correction. Key activities include:   * Supporting set up baseline for new program; * Conducting Pre and post assessment knowledge survey and training evaluation; * Assessing the routine data collection pathways, assessment indicators and tools currently used by the project; * Build the capacity of critical stakeholders and technical staff in implementing the M&E framework; * Convene and facilitate meetings on M&E within the scope of the project team of the implementing partners, to ensure the process and deliverables outlined above are constantly discussed, validated and approved by stakeholders; | * Report with proposal for improving the routine monitoring data management system for the project, including proposed options and tools for improving routine data management system accountability structure and tools; * Report on analysis of pre and post assessment findings; * Meeting minutes of bi-monthly meetings on M&E | December 2023 to May 2024 (10 days)  29 Nov 2024 (8 days)  April to Nov 2024 (12 days) |

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| **Minimum Qualifications required\*:** | **Knowledge/Expertise/Skills required \*:** |
| Bachelors  Masters  PhD  Other    Social science, social development studies, humanity or other relevant discipline. | * **Knowledge/Experience/Expertise/Skills required:** * A minimum of five years of relevant work experience in child protection programming, including positive parenting programmes, conducting training, monitoring and evaluation; * Experience in developing and tracking programme results and M&E frameworks; * Self-motivated team worker with a clear drive for results; * Good interpersonal skills; * Strong analytical skills; * Strong writing skills in Chinese and English; * Ability to work under tight deadlines and independently; * Ability to work in international and multicultural environment, and to work with cultural sensitivity; * Proficiency in the use of Microsoft Office software; |
| \*Minimum requirements to consider candidates for competitive process | \*Listed requirements will be used for technical evaluation in the competitive process |
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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](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) 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.