

United Nations Children's Fund

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Documenting the child rights-based approach of the Truth Commission in Colombia	883/004/003 SC240001	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time * *maximum end date <b>30 June 2023</b>	Bogota, Colombia
<p><b>Purpose of Activity/Assignment:</b>            Produce a case study documenting the milestones, results, promising practices and lessons learned in the implementation of the child rights-based approach of the Colombian Truth Commission (2017-2022) and its legacy (2022-2023), highlighting UNICEF's role in this process.</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>Document the main milestones, results, impact, best practices and lessons learned in terms of child rights-based approach during the mandate of the Truth Commission (2017-2022) and its "Legacy" (2022-2024). [The Legacy is defined as a set of narratives, actions, products and processes to disseminate the findings and conclusions of the Truth Commission's Final Report and create ownership among the Colombian society, State institutions, international community, as well as to generate strong commitments from strategic actors to implement the Truth Commission recommendations for non-repetition.]</li> <li>Include human interest stories/interviews with key stakeholders.</li> <li>Describe and analyse UNICEF's role, results and impact in the Truth Commission and its Legacy.</li> <li>Include resources and practical recommendations to inform UNICEF offices or other partners involved/to be involved in similar processes globally, based on lessons learned from the Colombian experience.</li> </ul>			
<p><b>Scope of Work:</b></p> <ul style="list-style-type: none"> <li>Review and analyse information related to children and youth in the Truth Commission and its Legacy, as well as UNICEF's role in these processes, through desk review, interviews with UNICEF, key informants and partners (online), using as references the <a href="#">Secretary General Guidance Note</a> on Transitional Justice and <a href="#">UNICEF research</a> on children and transitional justice.</li> <li>Discuss and define with UNICEF practical recommendations to inform similar process globally.</li> <li>Write the case study in English in a clear and concise manner, with a maximum of 40 pages, including proofreading, according to UNICEF standards, ready for publication. The layout of the document will include executive summary, introduction, case study, recommendations and conclusion.</li> <li>Produce a presentation and a two-page document, clear and concise, summarizing the case study and its recommendations.</li> <li>Incorporate comments of UNICEF Colombia and HQ teams in the draft versions of the case study, presentation and two-pager.</li> </ul>			
<p><b>Child Safeguarding</b>            Is this project/assignment considered as "<a href="#">Elevated Risk Role</a>" from a child safeguarding perspective?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO    If YES, check all that apply:</p> <p><b>Direct contact role</b>    <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>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:</p>			

<p><b>Child data role</b>      <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):</p> <div style="border: 1px solid black; height: 25px; width: 100%; margin-top: 5px;"></div>
<p>More information is available in the <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a></p>

<b>Budget Year:</b> 2024	<b>Requesting Section/Issuing Office:</b> Child protection/ Colombia	<b>Reasons why consultancy cannot be done by staff:</b> Need impartial review of UNICEF’s work and impact with Truth Commission
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
<b>Consultant sourcing:</b> <input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both  <b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster  <b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director’s approval)		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment
<b>If Extension, Justification for extension:</b>		
<b>Supervisor:</b>	<b>Start Date:</b>  <b>Once the contract has been signed</b>	<b>End Date:</b>  <b>Two and a half months after the start date</b>

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
Workplan	Workplan including methodology and timeline	One week after the start date	10%
First draft of case study	First draft of case study	One month after the start date	30%
Final version of case study	Final version of case study, presentation and two-page document.	Two and a half months after the start date	60%

<b>Estimated Consultancy fee</b>			
Travel International (if applicable)	/		
Travel Local (please include travel plan)	/		
DSA (if applicable)	/		
<b>Total estimated consultancy costs<sup>1</sup></b>			
<b>Minimum Qualifications required*:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  Social sciences, Political sciences, law, peacebuilding or related   <b>Language Proficiency:</b> <b>Proficiency in English and Spanish.</b>  <i>*Minimum requirements to consider candidates for competitive process</i>		<b>Knowledge/Expertise/Skills required*:</b> - Minimum 8 years of professional experience related to peacebuilding and/or transitional justice at global level. - Experience in child rights-based approach to peacebuilding and/or transitional justice. - Experience in drafting case studies in the fields of peacebuilding/transitional justice, preferably with a child rights-based approach. - Knowledge of UNICEF and UN peacebuilding/transitional justice standards and frameworks - Knowledge of the Colombian context, Peace Agreement, Transitional Justice System and Truth Commission  <i>*Listed requirements will be used for technical evaluation in the competitive process</i>	
<b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b> A) Technical Evaluation (e.g. maximum 75 Points)      B) Financial Proposal (e.g. maximum of 25 Points) - <b>Academic background (10)</b> - <b>Relevant experience (35)</b> - <b>Relevance of technical proposal (30)</b>			
<b>Administrative details:</b>  Visa assistance required: <input type="checkbox"/>  <input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:		<b>If office based, seating arrangement identified:</b> <input type="checkbox"/> <b>IT and Communication equipment required:</b> <input type="checkbox"/> <b>Internet access required:</b> <input type="checkbox"/>	

Request Authorised by Section Head	Request Verified by HR:
<i>Approval of Chief of Operations (if Operations):</i>	<i>Approval of Deputy Representative (if Programme)</i>
_____	_____
<i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i>	

<sup>1</sup> 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 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 visa (applicable) and health insurance 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.

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