

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
National Child and Adolescent Protection Consultant	WBS: SC210282 (2460/A0/06/400/003/ 001)	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time *	Vientiane Capital, Lao PDR

Purpose of Activity/Assignment:

Guided by the United Nations Convention on the Rights of the Child (CRC), UNICEF believes nurturing and caring for children are the cornerstones of human progress and strives to advance and protect children's rights in all settings. Working closely with the Government of Lao PDR and its partners, UNICEF is on the ground to help children survive and thrive by overcoming the obstacles that poverty, violence, disease and discrimination in a child's path. Child Protection is one of key programme areas of the current UNICEF Lao PDR country programme cycle 2022-2026. Child Protection programme ensures that children are better protected from violence, abuse, neglect and exploitation.

The most critical child protection issues include violence and abuse of children, harmful practices such as early marriage, trafficking, (online) child sexual exploitation, children in conflict with the law, children without parental care, etc. Furthermore, UNICEF's new Country Programme of Cooperation 2022-2026 explicitly mentions the involvement with adolescents, young people and youth across all programmes as the agents of change. Voice and agency is one of the drives of the new Country Programme, and strong elements to address harmful practices affecting the lives of adolescents and young people.

Purpose of the assignment is to provide technical expertise to the Child Protection team, on a number of areas : Social and Behavior change on child marriage and adolescent pregnancy, counselling services, youth participation and engagement. Under the guidance of the Child Protection Specialist, the Child and Youth Protection Consultant will contribute with technical expertise to prevent child marriage and adolescent pregnancy. The consultant will work closely with LWU, LYU on the expansion of Helpline systems, with a focus on capacity building of frontline workers and operationalization of the helpline services and the Counselling and Protection Centers for Women and Children. Furthermore, the consultant will work closely with NCAWMC to implement the NCAWMC Life skills national guideline in pilot provinces.

Scope of Work:

The consultancy contributes to the implementation of the UNICEF Lao PDR Country Programme 2022-2026, contributing to developing and strengthening Child Protection System strengthening, notably Outcome: By 2026, more children are better protected from violence, abuse, neglect, exploitation and harmful practices and benefit from strengthened child protection system, services and improved behaviour, and two outputs:

- Output 2: By 2026, government and other service providers, including but not limited to social welfare and justice sectors, at national and sub-national levels have strengthened capacity and deliver integrated, quality and gender- and emergency-responsive child protection services.
- Output 3: By 2026, parents, caregivers, children, including adolescents, and their communities are better equipped to prevent and respond to violence, abuse, neglect, exploitation and harmful practices.

Under the supervision of the Child Protection Specialist, the consultant will have key accountabilities, duties and tasks are as follows:

Prevention of Child marriage and Adolescent pregnancy programme

- Provide technical support to Lao People's Revolutionary Youth Union (LYU) in strengthening capacity in Helpline implementation, implementing systematic call log data collection system and awareness raising on child marriage in schools and communities

- Support to finalize Edutainment boardgame for addressing child marriage and adolescent pregnancy (with institutional contracted company and LYU), and coordinate and support LYU to roll out ToT
- Provide technical support to Lao Women’s Union (LWU) in strengthening capacity in Helpline implementation and counselling
- Provide technical support to Lao Women’s Union (LWU) in capacity building in awareness raising on child marriage, reflection on lessons-learnt on addressing child marriage
- Support to disseminate findings of National research on Child marriage/Adolescent pregnancy by NCAWMC
- Provide technical support for implementation of the to-be-updated NCAWMC Life skills national guideline (as child-friendly version)
- Support to revise and update Social Behaviour Change (SBC) Manual on prevention of child marriage and adolescent pregnancy, in consultation with Communication section
- Provide technical inputs for DFAT C-Surge “Accelerating Child Marriage and Adolescent Pregnancy Prevention” reporting

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Consultant will interact with children during the field visit. But it will be always accompanied with the Implementing Partner.

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:

Consultant will collect opinions and feedback of children during the field visit, but it will be always accompanied by the Implementing Partner.

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](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year:	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:
2024	Child Protection/ Lao PDR CO	Consultancy tasks require specific expertise in addressing harmful practices such as child marriage/adolescent pregnancy prevention, and knowledge and experience in working on issues affecting adolescents.

Included in Annual/Rolling Workplan: Yes No, please justify:

<p>Consultant sourcing:</p> <p><input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both</p> <p>Competitive Selection:</p> <p><input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster</p> <p>Single Source Selection <input type="checkbox"/> (Emergency - Director’s approval)</p>	<p>Request for:</p> <p><input checked="" type="checkbox"/> New SSA – Individual Contract</p> <p><input type="checkbox"/> Extension/ Amendment</p>
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If Extension, Justification for extension:		
Supervisor:	Start Date:	End Date:
<i>Eugene Baek</i>	<i>1 May 2024</i>	<i>31 Dec 2024</i>

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget (Percentage of payment)
<p>No.1 Provision of technical support for Prevention of Child marriage and Adolescent pregnancy programme</p> <p>i) In collaboration with Gender Specialist, develop data collection and analysis tools to track changes in social norms and attitudes shifting on child marriage</p> <p>ii) Support to disseminate the key messages for IEC and SBC materials for promoting services to address child marriage and adolescent pregnancy</p>	<p>- Monthly progress report</p> <p>- Developed data collection tools and data analysis tools to track changes in social norms and attitudes shifting</p> <p>- Key messages developed on child marriage and adolescent pregnancy with gender norms integrated</p>	31 May 2024	
<p>No.2. Provision of technical support for Prevention of Child marriage and Adolescent pregnancy programme</p> <p>i) Monitoring C-surge implementation in one pilot province (Xiengkhouang)</p> <p>ii) Support LYU Central and provinces to conduct Lessons-learnt reflection, capacity building to improve the quality of counselling and Edutainment Boardgame to address CEFM</p> <p>iii) Support a workshop to disseminate findings of national research on child marriage and adolescent pregnancy with NCAWMC</p>	<p>- Monthly progress report, accompanying recommendations drafted for the Ministry of Education and Sports</p> <p>- Trip report with recommendations and Human Interest Story</p> <p>- Draft C-Surge Report submission for internal deadline</p>	30 Jun 2024	

<p>iv) Provide technical inputs for C-Surge interim report</p>			
<p>No.3. Provision of technical support for Prevention of Child marriage and Adolescent pregnancy programme</p> <p>i) Support LYU Central Level and pilot provinces to train Helpline call log tool, and roll-out</p> <p>ii) Support a rollout of Training of Trainers (ToT) on child-friendly NCAWMC Life Skills National Guideline</p> <p>iii) Support LYU for the roll-out of the CEFM edutainment boardgame</p> <p>iv) Support to develop recommendations for the Ministry of Education and Sports to address the education opportunities to dropout girls or are at risk, girls already married, pregnant, or mothers</p>	<p>- Monthly progress report, accompanying report on training and testing the LYU helpline call log tool with observation and recommendation</p>	<p>31 Jul 2024</p>	
<p>No.4. Provision of technical support for Prevention of Child marriage and Adolescent pregnancy programme</p> <p>i) Monitoring C-surge implementation in one pilot province (Phongsaly)</p> <p>ii) Training of LYU Central level on the data collection tool in social norms and attitudes shifting on child marriage</p> <p>iii) Support the rollout training on LWU Counselling Manual</p> <p>iv) Support the roll-out of the CEFM edutainment boardgame</p>	<p>- Monthly progress report, with collected data on CEFM behaviour change and accompanying summary report on LYU and LWU training outcome</p> <p>- Trip report with recommendations and Human Interest Story</p>	<p>31 Aug 2024</p>	
<p>No.5. Provision of technical support for Prevention of Child marriage and Adolescent pregnancy programme</p> <p>i) Monitoring C-surge implementation in one pilot province (Bokeo)</p> <p>ii) Provide technical support to LYU to implement the roll-out of the CEFM edutainment boardgame, CEFM awareness raising interventions with parents, teachers, community members as well as children and collect CEFM knowledge change data.</p> <p>ii) Support the implementation of updated Lifeskills manual for adolescents</p>	<p>- Monthly progress report, with collected data on CEFM behaviour change</p> <p>- Trip report with recommendations and Human Interest Story</p>	<p>30 Sep 2024</p>	

<p>No.6. Provision of technical support for Prevention of Child marriage and Adolescent pregnancy programme and Child Protection in Emergency</p> <p>i) Provide technical support to LYU to implement the CEFM awareness raising interventions with parents, teachers, community members as well as children. ii) Support the roll-out of the CEFM edutainment boardgame iii) Support the implementation of updated Lifeskills manual for adolescents</p>	<p>- Monthly progress report, with collected data on CEFM behaviour change - Trip report with recommendations</p>	<p>31 Oct 2024</p>	
<p>No.7. Provision of technical support for Prevention of Child marriage and Adolescent pregnancy programme</p> <p>i) Analysis of the collected data on CEFM knowledge/behaviour ii) Support the implementation of updated Lifeskills manual for adolescents</p>	<p>- Monthly progress report</p>	<p>30 Nov 2024</p>	
<p>No.8. Provision of technical support for Prevention of Child marriage and Adolescent pregnancy programme</p> <p>i) Draft documentation report of C-surge implementation for the preparation of C-surge final report</p>	<p>- Monthly progress report with documentation of C surge, - Technical inputs for draft C-Surge Report submission for internal deadline</p>	<p>31 Dec 2024</p>	
Total			

Estimated Consultancy fee			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)		1. Xienkhouang 2. Bokeo 3. Phongsaly	
DSA (if applicable)	N/A		
Health insurance			
Mandatory insurance premium			
Total estimated consultancy costs¹			
<p>Minimum Qualifications required*:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <ul style="list-style-type: none"> • Advanced University Degree in Social Sciences, Humanities, Development Studies, International Relations or related • At least two years progressively responsible work experience in social development, child protection and adolescent development <p style="color: red; font-size: small;">*Minimum requirements to consider candidates for competitive process</p>	<p>Knowledge/Expertise/Skills required*:</p> <ul style="list-style-type: none"> • Relevant experience at least 2 years working in programme management in social protection, child protection and adolescent engagement related areas in a UN system agency or international organization. • Knowledge on child protection and Harmful practices especially CEFM (Child, Early and Forced Marriages) • Excellent communication, management and interpersonal skills. • Fluency in Lao language and English in writing and communication skills. <p style="color: red; font-size: small;">*Listed requirements will be used for technical evaluation in the competitive process</p>		
<p>Submission of applications:</p> <ul style="list-style-type: none"> ▪ Letter of Interest (cover letter) ▪ CV or Resume ▪ Performance evaluation reports or references of similar consultancy assignments (if available) ▪ Financial proposal: All-inclusive lump-sum cost including travel, accommodation and insurance with medivac cost for this assignment as per work assignment. 			
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (75 Points)</p> <ul style="list-style-type: none"> • Education degree (20 points) • Relevant experience at least 2 years working in programme management in social protection, child protection and adolescent engagement related areas (30 points) • Knowledge of socio-economic, child protection context, and child and youth engagement in Lao PDR (25 points) <p>B) Financial Proposal (25 Points)</p> <p><i>The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 60 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</i></p>			

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.]

Administrative details:

Visa assistance required:

Home Based Office Based:

If office based, seating arrangement identified:

IT and Communication equipment required:

Internet access required:

¹ 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.
