

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>Title:</b>	National Consultant with Ministry of Education and Youth (MoEY) for Enhancing Jamaica’s Child Protection System: Supporting National Consultation on Ending VAC, Conducting Baseline Study, and Developing Action Plan based on the recommendations from an evaluation report.
<b>Duration:</b>	One year from the date of contract signing.
<b>Estimated Start Date:</b>	01 June 2024
<b>Duty Station:</b>	UNICEF Jamaica Country Office, Kingston
<b>Reporting to:</b>	Child Protection Specialist, UNICEF Jamaica

### BACKGROUND & ORGANIZATIONAL CONTEXT

The Child Protection System in Jamaica demonstrates policy advancements with a Child Care and Protection Act (CCPA) that establishes a structure for implementing comprehensive measures to protect children. Efforts from government agencies, NGOs, community stakeholders, as well as committed professionals enhance the system's effectiveness.

In June 2022 UNICEF Jamaica Country Office, with support from the UNICEF Latin American and Caribbean Regional Office (LACRO) in close collaboration with the Government of Jamaica, conducted a Child Protection System Evaluation. The purpose of the evaluation was to conduct a comprehensive system-wide evaluation at national and sub-national levels to assess the existing structures and procedures established to provide care and protection for Jamaica’s children. This was considered as a comprehensive attempt to gather and analyse evidence about the application of the Jamaican Child Protection System aiming to improve decision-making and accountability.

The evaluation report revealed lack of:

- some technical capacities;
- key data points
- effective and efficient coordination among agencies;
- sufficient social service workforce;
- common referral services;
- adequate training for professionals’ capacity building;
- systematic monitoring and results framework for the legislation that hinders the efficacy of the system;
- effective implementation of the Child Care and Protection Act (CCPA). Adequate integration for the successful implementation of Jamaica’s National Plan of Action for an Integrated Response to Children and Violence (NPACV). The NPACV symbolises the Government of Jamaica’s commitment to the Global Partnership to end violence against children.

A recent Multiple Indicator Cluster Survey (MICS) in 2022 on the Situation of Women and Children also revealed that Jamaican children continue to experience high levels of violence at home, in their communities, at school, in childcare and justice institutions and over the internet. This remains a persistent and deeply concerning issue, casting a shadow over the nation's efforts for social progress. Despite legislative measures and various initiatives aimed at safeguarding children's rights, a multitude of factors perpetuate this troubling trend. According to the MICS 2022 report, 76% of children aged 1-14 years experienced physical punishment and/or psychological aggression by caregivers in the past one month the survey took place. The trauma inflicted by such violence not only scars individual lives but also hampers the nation's potential for sustainable development. Addressing this complex challenge demands a multifaceted approach involving comprehensive legislative reforms, strengthened child protection services, and community-based interventions.

Jamaica, as a country designated as a Friend of Country for reducing violence against children, underscores its dedication to international collaboration in combating this pressing issue. As a Friend of Country, Jamaica serves as a beacon of leadership and advocacy, sharing its expertise and best practices with other nations facing similar challenges. Through diplomatic channels and partnerships with international organizations, Jamaica amplifies the global dialogue on child protection and promotes cross-border initiatives to address violence against children. By leveraging its influence and resources on the world stage, Jamaica reinforces the collective commitment to safeguarding children's rights and fostering a safer, more nurturing environment for all.

UNICEF Jamaica Country Office is aligning with its child protection Annual Work Plan by providing technical assistance to the Children's Affairs & Policy Division within the Ministry of Education and Youth for achieving the shared goal of upholding children's right and creating environment that every child is protected and able to thrive. This assistance involves developing a costed action plan, informed by the recent evaluation of Jamaica's Child Protection System and MICS 2022 survey. Collaborating with the Ministry of Education and Youth, UNICEF aims to hire a national consultant. This consultant will work alongside the Ministry to formulate a comprehensive plan of action and strategies for implementation, reinforcing efforts to uphold children's rights and protections across various sectors.

#### **PURPOSE OF ASSIGNMENT**

The consultant will comprehensively review all pertinent resources concerning child protection in Jamaica, including the Evaluation report of the Child Protection System in 2022, the Multiple Indicator Cluster Survey (MICS) 2022, UNICEF Child Protection strategy documents, guidelines, and tools. The Consultant will also explore the Government's focus and priorities for child protection and analyse existing mechanisms, including policies and acts like the National Plan of Action for an Integrated Response to Children and Violence (NPACV) and the Child Care and Protection Act (CCPA) of Jamaica. The individual Consultant is expected to –

1. Facilitate the organization of a National Preparatory Consultation on the country's efforts in preventing Violence Against Children (VAC) ahead of the first Global Ministerial Conference on Ending Violence Against Children scheduled for November 2024.
2. Undertake a baseline study on indicators for NPACV implementation aligned with an established framework and develop a widespread communication strategy for the promotion of NPACV.
3. Develop a costed Action Plan for the Children's Affairs & Policy Division, within the Ministry of Education and Youth based on the recommendations in the Child Protection System Evaluation report 2022.

#### **MAIN DUTIES AND RESPONSIBILITIES**

The consultant will be responsible for the following tasks –

- 1. Facilitate National Preparatory Consultation on VAC:**
  - a. Coordinate with Ministry of Education and Youth's Children Affairs & Policy Division and facilitate a National Preparatory Consultation on Ending VAC.
  - b. Capture recommendations immediately after the discussions and prepare a list of commitments/call-for-action to be signed and declared by the relevant ministry's representatives to be shared at the Global Ministerial Conference on EVAC.
  - c. Prepare a summary report on the discussion and consultation outcomes.
- 2. A baseline study on the progress monitoring framework for NPACV implementation.**
  - a. Explore and review the result framework of NPACV monitoring and identifying relevant national and international frameworks, guidelines, and best practices are crucial steps in understanding the context and existing efforts related to child protection.

- b. Engage with key stakeholders involved in child protection, develop, and agree on data collection methodologies.
- c. Implement data collection activities according to the designed methodologies, collect and analyse data to establish baseline values for each indicator.
- d. Share the baseline study report with stakeholders for validation and feedback, incorporate stakeholders' input to ensure the accuracy and relevance of the findings and recommendations.
- e. Present a detailed baseline study report on findings and recommendations to MoEY and UNICEF for review and finalization.
- f. Propose required adjustment in the result framework for future planning based on the study findings for improving the effectiveness of NPACV implementation.
- g. Provide training and capacity building support to relevant stakeholders on using the monitoring and evaluation framework, data collection methodologies, and analysis techniques.
- h. Develop a widespread communication strategy for the promotion of NPACV and awareness raising materials on promotion of NPACV.

### 3. Develop a costed Action Plan for MoEY:

- a. Conduct a thorough review of the Child Protection System Evaluation report 2022 to understand its findings, recommendations, and priority areas.
- b. Engage with key stakeholders within the Children's Affairs & Policy Division, Child Protection and Family Support Agency (CPFSA), as well as other relevant agencies and experts. Organize meetings, workshops, or focus groups to gather input and perspectives on the recommendations and priority actions.
- c. Collaborate with stakeholders to prioritize recommendations based on their feasibility, urgency, and potential impact on improving the child protection system. Identify key areas where the Children's Affairs & Policy Division can make meaningful contributions.
- d. Develop a detailed Action Plan for government for strengthening Child Protection System that outlines specific activities, timelines, responsible parties, and resource needs, and cost estimates for implementing prioritized recommendations.

Deliverables	Deliverable Date	Percentage Payment
<b>(a) Inception Report:</b> An inception report outlining the proposed methodology, work plan, and timeline for the consultancy.	07 June 2024	5%
<b>(b) Report on National Preparedness sessions on EVAC:</b> A detailed report on the National Consultation capturing the recommendations and final Call for Action will be declared by the government ministries to end VAC in Jamaica.	15 July 2024	10%
<b>(c) A draft Report on Baseline study:</b> A draft report of baseline study findings on indicators for NPACV implementation for validation and feedback by stakeholders.	30 Oct 2024	20%
<b>(d) Final Report of baseline study:</b> A comprehensive final report of baseline study findings on indicators for NPACV implementation incorporating stakeholders' inputs along with a Power Point presentation.	30 Nov 2024	10%

<b>(e) Develop manual for training:</b> A training manual on capacity building for CP practitioners, instructing them on how to track and monitor indicator progress.	30 Jan 2025	15%
<b>(f) A proposed communication strategy:</b> A communication strategy for the promotion of NPACV and awareness raising materials on promotion of NPACV.	30 Mar 2025	15%
<b>(g) A draft Action Plan on CP System Strengthening:</b> A draft Action Plan for government for strengthening Child Protection System.	30 May 2025	15%
<b>(h) A final Plan of Action for Govt:</b> A final Action Plan for government for strengthening Child Protection System including approved monitoring framework.	20 June 2025	10%

Minimum Requirements and Qualifications	
<b>Education</b>	Advanced degree in law, human rights, child protection, social sciences or a related field.
<b>Work Experience</b>	A minimum of five years' work experience in areas of Child Protection.
<b>Languages</b>	Fluency in English is required. <i>*Please note language levels used in UNICEF are fluent, proficient, intermediate, and basic.</i>
<b>Technical knowledge</b>	<ul style="list-style-type: none"> <li>- Extensive experience in legislative review, preferably in the context of child rights and protection.</li> <li>- In-depth knowledge of international legal frameworks relevant to children's rights, particularly the UNCRC.</li> <li>- Demonstrate expertise in drafting legislative amendments and policy recommendations.</li> <li>- Proven expertise in facilitating consultations with diverse stakeholders and synthesizing input into actionable recommendations.</li> <li>- Excellent analytical, writing, and communication skills.</li> <li>- Familiarity with the context of child protection in Jamaica or the Caribbean region would be an advantage.</li> </ul>

**Reporting:**

The National Consultant will report to the Child Protection Specialist at UNICEF Jamaica, while the selected person will be placed with the Children's Affairs & Policy Division within the Ministry of Education and Youth and will work closely with the office of the MoEY.

**Budget:**

The budget for this consultancy will cover the consultant's fees, travel expenses (if applicable), and other relevant costs associated with the assignment. The budget allocation will be determined based on the consultant's proposed work plan and deliverables.

**Evaluation Criteria:**

Proposals will be evaluated based on the consultant's qualifications, relevant experience, methodology, and proposed budget.

**Confidentiality:**

The consultant will be required to maintain strict confidentiality regarding all information obtained during the consultancy.

**Application Process:**

Interested consultants should submit their CV, a cover letter outlining their relevant experience and approach to the assignment, and a technical proposal along with proposed budget in the Talent Management System by the deadline of 25 May 2024.

**Amendments:**

UNICEF Jamaica reserves the right to amend or cancel this Terms of Reference at any time without prior notice.

**Contact Information:**

For inquiries or further information, please contact Charlene Buckley [cbuckley@unicef.org](mailto:cbuckley@unicef.org), phone +(1)8766186257.

<b>Child Safeguarding</b>
Is this project/assignment considered as “ <u>Elevated Risk Role</u> ” from a child safeguarding perspective?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, check all that apply</i>
<b>Direct Contact Role</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>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:</i>
<b>Child Data Role</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):</i>
More information is available in the <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a>

Budget/ 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 contractor.

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 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.

Travel will be covered by UNICEF as per policy.

- Travel costs will be estimated and added to the contract once they are determined based on UNICEF Financial Rules and Regulations.
- For agreed country visits, the contractor/consultant will be responsible in administering their own travel. UNICEF will reimburse travel related expenses based on actual costs or on the below criteria whichever is lower and upon presentation of receipts.
- Any travel involved should be budgeted according to UN Travel Standards as a ceiling.
- UN Secretariat Administrative Instruction on Official Travel, ST/AI/2013/3: Sect. 4, para. 4.2, numerals (d) and (e)

For information on Daily Subsistence Allowance (DSA), can be found on the [International Civil Service Commission website](#) (all countries and destinations can be found by navigating on the portal)

---

---