**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title**Inter-Agency Child Protection Case and Information Management International Consultant (Part-Time) | **Funding Code****SC181195** | **Type of engagement**[x]  Consultant [ ]  Individual Contractor Part-Time[ ]  Individual Contractor Full-Time | **Duty Station:**Home-based |
| **Purpose of Activity/Assignment:** In line with the humanitarian response for Myanmar, and as part of existing inter-agency efforts, the CMTF is seeking an international consultant to assist the set up and rollout of the Inter-Agency Child Protection Case Management and Information Management System. The purpose of the consultancy support the rollout by reviewing existing systems and structures linked to information management systems practices and procedures to ensure these are consistent, effective and meet minimum standards. In addition, the Inter-agency Child Protection Case Management and Information Management Consultant will develop and roll out a tailored capacity building plan for case management information management system (CMIMS) based on identified needs, including coaching and mentoring a national staff to act as the National System Administrator. The System Administrator in the CPIMS+/Primero, oversees the entire technical implementation. This role has the ultimate responsibility for the configuration and maintenance of the Primero implementation within the country program; the data it carries, and the case management work it enables. Furthermore, the consultant will support on the needed configuration and recommendations required to finalize and rollout the CPIMS+.  |
| **Scope of Work:**Under the supervision of the Chief of Child Protection, the consultant will:* Set up an application system for new organizations joining the CPIMS+
* In light of the data protection review, review information management tools and procedures (Information and data sharing protocols) currently used by partners in Myanmar and set up the information sharing protocol for CPIMS;
* Conduct testing of the system and produce reports compiling testing results and formulate recommendations and/or corrections if necessary;
* Development of an engagement plan with defined roadmap, milestones and accountability on information management at regional and at national level depending on priorities identified by the CP sub cluster;
* Develop a framework/tool for assessment of case management capacity and support the implementation of the assessments in collaboration with the CMTF;
* In close collaboration with the national IMS office, support the establishment and lead the CPIMS+ a sub-group under the CMTF which will be tasked to roll out the CPIMS+ and operationalize the decisions taken at the CMTF;
* Based on existing tools and resources, co-design a capacity building implementation plan focused on system rollout based on gaps identified with case supervision, peer support and mentoring to build skills and knowledge on CPIMS+ in collaboration with technical team.
* Train a national IMS officer/CPIMS+ system administrator or consultant to be fully functional on system administration
	+ Train the system administrator to fully understanding Primero/CPIMS+,
	+ Train system administrator to take on the role of focal point for support, interaction with CPIMS+/Primero technical teams, CPIMS+ Steering Committee and helpdesk (including contracting), including provision of regular updates on system performance
* Jointly with the IMS staff/CPIMS+ system administrator, coordinate the roll out of the CPIMS+ in Myanmar; ensure the appropriate set-up and roll out of the system based on the pre-defined phased approach in line with the case management data flow, referral pathways, SOPs for case management and the ISP and support the organization and facilitation of CPIMS+ trainings with agency focal points and with IMS staff/CPIMS+ system administrator, contextualize the CPIMS+ implementation plan and CPIMS+ user guide;
	+ Train end-users on the use of the CPIMS+ with support of a technical case management focal point and national system administrator, including new agency and users
	+ Support in maintenance and configuration of the system
	+ Support in creating and monitoring roles and users for the consultancy period
	+ Aggregate data analysis, reporting and sharing
* Support the in-country relevant team members to complete the CPIMS bi yearly evaluation process jointly with the global CPIMS+ Steering Committee
* Maintain regular contact and information sharing with the CMTF chair and co-chair including through weekly and monthly updates;

Maintain regular contact with the CPIMS Steering Committee at global level supporting the roll out of the CPIMS+ including attending bi-weekly calls. |
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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    [x]    NO     If YES, check all that apply:                                                                                                                                                     **Direct contact role**[ ]  YES     [x]   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:

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 **Child data role**[ ]  YES    [x]   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):

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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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| **Budget Year:****2021-2022** | **Requesting Section/Issuing Office:****Child Protection/ Myanmar** | **Reasons why consultancy cannot be done by staff:**Consultancy seeks the support of an expert with experience in setting up the administrative database system CPIMS+ and roll out with a variety of partners. No staff member has any such capacity yet. The consultancy will also work with and capacitate, train, mentor and coach a national staff member who will become the system administrator as part of the sustainability plan. |
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| **Included in Annual/Rolling Workplan***:* [x]  Yes [ ]  No, please justify: |
| **Consultant sourcing:**[ ]  National [x]  International [ ]  Both**Consultant selection method:** [ ]  Competitive Selection (Roster)[x]  Competitive Selection (Advertisement/Desk Review/Interview) | **Request for:**[x]  New SSA – Individual Contract[ ]  Extension/ Amendment |
| **If Extension, Justification for extension:** |  |
| **Supervisor:****Noriko Izumi** | **Start Date:****15 July 2021** | **End Date:****15 January 2022** | **Number of Days (working)****6 months (Part-Time) , 66 working days** |
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| Tasks/Milestone: | Deliverables/Outputs: | Timeline |
| Finalized road map document for CPIMS+ roll out with clear milestones and accountability. | Roadmap for CMIMS+ roll out. | End of Month 1 |
| Finalized capacity building plan on CPIMS+. | Training Plan | Month 1 |
| Finalized CPIMS+ users capacity building tools. | Training Tools | Month 1 |
| Finalized testing of the child protection information management system before launching of the live platform. | Report on the test | End of Month 2 |
| Finalized information sharing protocol for CPIMS user agencies in Myanmar following consultations with all stakeholders. | ISP Document  | End of Month 3 |
| Brief monthly reports covering:1. training completed including type of trainings, number of participants, main areas covered by the training.
2. Maintenance and configuration issues addressed.
3. Number of new users created and types of users

Challenges, lessons learnt and way forward. | Monthly progress reports  | Monthly |
| Generate monthly aggregated data report from CPIMS with preliminary analysis and share it with the CMTF | Report | Monthly |
| Finalize the CPIMS evaluation report with CPIMS users in Myanmar | Report | End of Consultancy |
| CPIMS+ steering committee terms of reference agendas and minutes of meeting | Meeting Minutes | Monthly |
| Finalized CPIMS application system for new organizations willing to join | Set Up Application System | End of Consultancy |
| Final way forward report highlighting gaps and key recommendations | Report | End of Consultancy |
| Total  |  |  |

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| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** |
| [ ]  Bachelors [x]  Masters [ ]  PhD [ ]  Other Enter Disciplines International relations, social studies, human rights | * Full understanding of Excel and report creation
* High level technical understanding of the deployment infrastructure (i.e. servers, IP addresses, databases, local and cloud deployments)
* User-level understanding of Windows and Linux command line
* 5 years of humanitarian or related work on Child Protection programming in emergencies
* MSc in Counseling Psychology, Social Work, Public Health or related degree preferred
* Minimum of 3 years of experience as a case management supervisor with knowledge on case management and child protection programming
* Excellent communication skills
* A proficient level of written and spoken English
* Good knowledge of child protection information management tools and systems, particularly CPIMS+/Primero
* Knowledge of international standards and existing interagency guidance around Child Protection service provision
* Strong and practiced skills in developing and delivering trainings to multi-sectoral participants
* High flexibility and strong willingness to accommodate in difficult and uncertain working circumstances
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| **Administrative details:**Visa assistance required: [ ] Transportation arranged by the office: [ ]  |  [x]  Home Based [ ]  Office Based:If office based, seating arrangement identified: [ ] IT and Communication equipment required: [ ] Internet access required: [ ]  |
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