

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title		Type of engagement	Duty Station:
UNICEF Mexico PSEA Strategy Implementation Consultant		<input checked="" type="checkbox"/> Consultant 2- tier	Mexico City, Mexico
<p>Purpose of Activity/Assignment:</p> <p>The prevention of sexual exploitation and abuse has, for decades, been at the core of UNICEF's mandate. UNICEF has a zero-tolerance policy for sexual exploitation and abuse perpetrated by employees, personnel and sub-contractors of UNICEF and implementing partners.</p> <p>In December 2018, under the Championship of UNICEF, the IASC Principals laid out in a <i>Plan for Accelerating PSEA at Country-Level</i>. The plan outlines three main priorities: 1) safe, accessible and dignified reporting that is gender and child sensitive; 2) quality SEA survivor assistance; and 3) enhanced accountability, including through prompt and respectful investigations. A Results Monitoring Framework has been developed and rolled-out at country level to measure progress and results at country and global level.</p> <p>Following the endorsement of the United Nations Protocol On Allegations Of Sexual Exploitation And Abuse Involving Implementing Partners (hereinafter referred to the UN Protocol) in February 2018, UNICEF has incorporated prevention of sexual exploitation and abuse standards in the General Terms and Conditions of partnership agreements with civil society organizations.</p> <p>Considering the above, UNICEF has developed a procedure and related tools to support UNICEF Offices and their Implementing Partners to abide by the requirements of the UN Protocol and the General Terms and Conditions of their partnership agreements with UNICEF.</p> <p>UNICEF Mexico is organising PSEA trainings for staff and Implementing Partners and conducting PSEA risk assessments, and thereafter working with Implementing partners to jointly strengthen prevention of and response to sexual exploitation and abuse through strengthening prevention, reporting, referral and investigation capacities. Through these measures, UNICEF Mexico together with Implementing Partners aims to create a safer and more protective environment for every child.</p>			
<p>Main duties and responsibilities</p> <p>The consultant will contribute to comply with the activities included in the PSEA action plan to accelerate results in Mexico Country Office.</p> <p>Key activities</p> <p>Under the supervision of the Gender Specialist and/or Child Protection Officer, the consultant will implement the following activities:</p> <ul style="list-style-type: none"> • Update care services directory for SEA victims for field offices, once at the beginning of the consultancy, and again before the end of the consultancy. • Conduct PSEA assessments and re-assessments with implementing partners, in coordination with HACT team. • Develop PSEA materials (1 infographic about mechanism to report, training materials, exercises and PPT) and adapt the existing ones to suit the local context. 			

- Facilitate and organize PSEA online and in-person trainings for the whole UNICEF staff (including field offices) and implementing partners (including re-assessment with the UN Harmonized Tool and UNPP PSEA module).
- Develop and/or follow up PSEA actions plans with partners to ensure they address gaps in organizational capacity.
- Systematize information and data for reports, especially for PSEA indicator (CSI) in October, and for annual reports (HAC, RAM, etc.) in the last quarter of the year.
- Update PSEA contents in Sharepoint, once at the beginning of the consultancy, and again before the end of the consultancy.
- Manage to establish a digital reporting button in webpage (i.e. U-Report or Sharepoint).
- Prepare a final report to present to CMT.
- Visit field offices and IPs offices and workplaces to carry out trainings, safety audits and risk assessments to ensure that PSEA policies are being implemented adequately.

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” 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](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2024	Requesting Section/Issuing Office: Program Effectiveness (Dep. Rep. office), Mexico Country Office	
Consultant sourcing: <input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both		
Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		
If Extension, Justification for extension:		
Supervisor: Gender Specialist Meanwhile, Child Protection Officer	Start Date: May 2024	End Date: April 2025

United Nations Children's Fund

Deliverables	Description	Estimated deadline	Payment %
<p>Risk assessment, Safety audits, and action plan with recommendations for IPs, training materials for in person training/ Michoacán and Guerrero (June 2024)</p> <p>Risk assessment, Safety audits, and action plan with recommendations for IPs, training materials for in person training/ Chihuahua (July 2024)</p>	<p>The consultant will visit field offices and IPs offices and workplaces to carry out a safety audit and a risk assessment to ensure that PSEA policies are being implemented adequately and that participants acknowledge the IPs report mechanisms. The consultant will provide recommendations and follow up to ensure the improvement of the PSEA mechanisms for IPs.</p>	<p>June 2024 through July 2024</p>	<p>20</p>
<p>Risk assessment, Safety audits, and action plan with recommendations for IPs, training materials for in person training/ Baja California (August 2024)</p> <p>Risk assessment, Safety audits, and action plan with recommendations for IPs, training materials for in person training/ Chiapas and Tabasco (September 2024)</p>	<p>The consultant will visit field offices and IPs offices and workplaces to carry out a safety audit and a risk assessment to ensure that PSEA policies are being implemented adequately and that participants acknowledge the IPs report mechanisms. The consultant will provide recommendations and follow up to ensure the improvement of the PSEA mechanisms for IPs.</p>	<p>August 2024 through September 2024</p>	<p>20</p>
<p>Data report for CSI indicator</p>	<p>Systematize information and train IPs to collect data to inform PSEA CSI indicator</p>	<p>October 2024</p>	<p>10</p>
<p>PSEA IP assessments and re-assessments in coordination with HACT team (number to be defined)</p>	<p>The Consultant will complete the re-assessments of the implementing partners with the UN Harmonized Tool which have low and medium risks in their former assessments.</p> <p>The consultant will conduct assessments with new partners, when the HACT team requires it. She/he will help to verify that IPs upload the whole documentation in the UNPP PSEA section.</p>	<p>May 2024 through Feb. 2025</p> <p>*The total deliverable will be paid after completion of the total number of assessments and re-assessments</p>	<p>15</p>

<p>Update directories and PSEA content in Sharepoint (twice a year)</p>	<p>Update directories of victim's services and PSEA content in Sharepoint (twice a year), including the creation of a digital reporting button</p>	<p>June 2024 and Feb. 2025</p>	<p>10</p>
<p>10 on-line and/or in person trainings (PSEA basics- 1-2 hours; re-assessments with the UN Harmonized Tool; and UNPP PSEA module-1-2 hours; how to collect data to inform CSI indicator), distributed in 10 months</p>	<p>Conduct 10 online and/or in-person trainings for UNICEF staff and Implementing Partners on PSEA using available PSEA Toolkit training package and sometimes adapting them to suit local contexts. For 2024, there will be trainings about the PSEA re-assessment and the UNPP PSEA module, along with PSEA basics and how to collect data to inform CSI indicator. Develop suitable documents and materials (infographics, training materials, etc.) to help the facilitation during trainings. For every training session, hand in a list of participants with relevant details of their organization, position and contact details.</p>	<p>May 2024 through Feb. 2025 *The total deliverable will be paid after completion of the total number of assessments and re-assessments</p>	<p>25</p>

Estimated Consultancy fee																			
Travel International (if applicable)		NA	NA																
<p>Travel Local</p> <p>Each visit will include in-person trainings for implementing partners (IP) and UNICEF staff, and visits to IP workplaces to conduct risk assessments and safety audits. The venue for the workshops will be sought for free in conjunction with implementing partners and field offices' staff.</p> <table border="1"> <thead> <tr> <th>UNICEF offices and IP workplaces</th> <th>Number of days</th> </tr> </thead> <tbody> <tr> <td>Tijuana and Mexicali, Baja California</td> <td>5 days for both cities</td> </tr> <tr> <td>Ciudad Juárez, Chihuahua</td> <td>3 days</td> </tr> <tr> <td>Morelia, Jacona, Zamora, Michoacán</td> <td>3 days for 3 cities</td> </tr> <tr> <td>Chilpancingo and Acapulco, Guerrero</td> <td>4 days for both cities</td> </tr> <tr> <td>Tapachula, Chiapas</td> <td>3 days</td> </tr> <tr> <td>Tenosique, Tabasco</td> <td>1 day</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>		UNICEF offices and IP workplaces	Number of days	Tijuana and Mexicali, Baja California	5 days for both cities	Ciudad Juárez, Chihuahua	3 days	Morelia, Jacona, Zamora, Michoacán	3 days for 3 cities	Chilpancingo and Acapulco, Guerrero	4 days for both cities	Tapachula, Chiapas	3 days	Tenosique, Tabasco	1 day			<p>The consultant should travel to Tijuana-Mexicali, Ciudad Juárez, Tapachula, Tenosique, Chilpancingo-Acapulco and Michoacán to carry out the workshops and IP safety audits and risk assessments. The travel plan should consider these trips which should be included in the consultant's economic proposal and should consider the quotation of travel expenses (transportation, lodging, food).</p>	
UNICEF offices and IP workplaces	Number of days																		
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<p>Minimum Qualifications required*:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p>		<p>Knowledge/Expertise/Skills required*:</p> <p>a. A minimum of 3 years of relevant professional work experience in child protection, or prevention or protection against sexual exploitation and abuse, or gender-based violence is required,</p>																	

- A university degree (Bachelor’s Degree), preferably in Law or another relevant social science field (psychology, sociology, etc).
- An advanced university degree (Masters or above) preferably in one of the following areas is desirable: international development, human rights, psychology, sociology, international law, or another relevant social science field.

- b. Experience facilitating and training skills relevant to the consultancy.
- c. Fluency in Spanish and proficiency in English is required.

Evaluation Criteria (This will be used for the [Selection Report](#) (for clarification see [Guidance](#)))

A) Technical Evaluation (e.g. maximum 70 Points)

1. Candidates must present as a technical proposal the following:

- Updated resumé where the candidate explicitly demonstrates Academic Credentials/Knowledge/Expertise/Skills required for this consultancy (max. 3 pages).
- Technical note (max. 3 pages), with a proposed work plan that includes a theoretical-conceptual framework, methodology and work schedule, as well as any other element necessary for the development of the consultancy.

The technical note will be examined by the selection committee together with the information on the experience and technical skills of the candidates.

2. Interview: an interview will be part of the technical evaluation

B) Financial Proposal (e.g. maximum of 30 Points)

- It is intended to have a breakdown of costs as detailed as possible.
- **The economic proposal must be presented by the candidate in free format, indicating the COST PER DELIVERABLE, as well as the breakdown and explanation of the proposal, signed and on letterhead.**
- Costs should consider all project expenses, including field visits.

- Without VAT and/or taxes.
- Costs should be fixed for the entire project.
- Submit your proposal in Mexican pesos. If you are a foreign consultant, you must submit your offer in US dollars.

Please present it as follows:

Deliverables	Amount
Risk assessment, Safety audits, and action plan with recommendations for IPs, training materials for in person training/ Michoacán and Guerrero (June 2024) Risk assessment, Safety audits, and action plan with recommendations for IPs, training materials for in person training/ Chihuahua (July 2024)	
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Data report for CSI indicator	
PSEA IP assessments and re-assessments in coordination with HACT team (number to be defined)	
Update directories and PSEA content in Sharepoint (twice a year)	
10 on-line and/or in person trainings (PSEA basics- 1-2 hours; re-assessments with the UN Harmonized Tool; and UNPP PSEA module-1-2 hours; how to collect data to inform CSI indicator), distributed in 10 months	

Evaluation process

The selection criteria for the candidates will be based, among other criteria, on compliance with the requirements indicated in these terms of reference and will be calculated as follows: the technical evaluation will have a value of 60%, a technical interview will have a value of 10%, and the economic evaluation will have a value of 30%.

The **technical evaluation (60%)** of the interested candidates will be based on:

- a) **Updated resumé (30%)** where they explicitly demonstrates the Academic Credentials/Knowledge/Expertise/Skills required in accordance with this process consultancy (max. 3 pages). A university degree in Law or another relevant social science field (psychology, sociology, etc): (Comply 5%; Not comply: 0)
- An advanced university degree (Masters and above) in one of the following areas: international development, human rights, psychology, sociology, international law, or another relevant social science field: (Comply 5%, Not comply 0).
 - A minimum of 5 years of relevant professional work experience in child protection, or prevention or protection against sexual exploitation and abuse, or gender-based violence is required, including very good knowledge of the technical area: (Comply 10%; Partially Comply 5%; Not comply 0).
 - Experience with facilitating and training skills relevant to the consultancy (Comply 10%; Partially Comply 5%; Not comply 0).
- b) **Technical note (30%)**, with a proposed work plan that includes a theoretical-conceptual framework, methodology and work schedule, as well as any other element necessary for the development of the consultancy. The technical note will be examined by the selection committee together with the information on the experience and technical skills of the candidates (max. 3 pages),
- Workplan and schedule (Comply 10%; Partially Comply 5%; Not comply 0).
Theoretical and conceptual framework and methodology about PSEA (Comply 20%; Partially Comply 10%; Not comply 0).

Interview (10%)

The candidates that obtain 42% will go through an interview, that will have a value of 10%: a three-person committee will be formed to select the best candidate who demonstrates:

- a) Work experience and knowledge during the interview in: child protection, or prevention or protection against sexual exploitation and abuse, or gender-based violence (6%).
- b) Work experience in trainings (2%)
- c) Fluency in English (2%).

Economic proposal (30%)

The economic proposal will be evaluated with the following formula: Lowest economic proposal multiplied by 30%, divided by the proposal to be evaluated.

The project/contract will be assigned to the candidate who obtains the best global rating of the sum of both evaluations, technical and economic (cumulative analysis). Work references checking will be made to the selected candidate.

Administrative details:

Visa assistance required:

Home Based Office Based:

With regular meetings in UNICEF Mexico City Office

Working conditions

- The activities will take place in Mexico City. During the duration of the consultancy contract, it can be carried out remotely, but it will be necessary for you to participate (in person) in the sessions and consultations with implementing partners (IP).
- This consultancy contemplates trips to Baja California, Chihuahua, Chiapas, Guerrero, Tabasco and Michoacán. The cost and duration of these must be budgeted by the applicants in the economic offer, considering at least the proposed working days in each city (previous table).

If office based, seating arrangement identified:

IT and Communication equipment required:

Internet access required:

- Sporadic meetings are contemplated at the UNICEF Mexico City office.
- All deliverable documents must be reviewed and approved 100% by UNICEF, for which the consultancy contemplates periods of review by the counterparts, sending comments and incorporating requested adjustments.
- The consultant must have their own computer equipment, as well as the appropriate software to develop the activities provided for in these terms of reference.
- Availability to attend in-person and virtual planning and follow-up meetings with UNICEF through digital platforms (Teams or Zoom) and by phone when required.
- The information generated in the consultancy will be the property of UNICEF.
- Work must be carried out outside UNICEF premises.
- The consultant must present an invoice and / or receipt of fees for payment.
- The consultant must have their own medical insurance.

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 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](#) 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.