**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **Title** **AN INTERNATIONAL CONSULTANT ON DEVELOPING A SYSTEM FOR SERIOUS CHILD ABUSE CASE REVIEW IN POLAND** | **Duty Station:**Home-based with a travel to Warsaw, Poland |
| **Purpose of Activity/Assignment:** The UNICEF Refugee Response Office (RRO) in Poland is hiring a child protection consultant to support capacity building and development of standard operating procedures of the Polish team conducting analysis of serious child abuse cases, concerning all children, including refugees. |
| **Background:**Since the escalation of the conflict on 24 February 2022, there have been approximately 9 million border crossings from Ukraine into Poland. In total, over 1.7 million refugees from Ukraine registered for temporary protection in Poland, majority of them women and children. As of May 2024, there are over 950,000 refugees with active PESEL registration in the country. The UNICEF Refugee Response Office (RRO) in Poland was established as early as in March 2022, to support families and children displaced by the war and to ensure refugee children have access to essential services, including quality care, health and education. In accordance with the core commitments for children, strengthening child protection systems has been an important part of UNICEFs response to the Ukrainian refugee crisis. Working in close collaboration with the Government, Municipalities and CSOs, UNICEF RRO in Poland has taken measures to address gaps and strengthen the capacity of the national child protection system to respond to the needs of refugee and host community children and to protect them from violence, exploitation, and abuse. Poland has recently made significant steps to improve the safety and wellbeing of children. The new child protection laws (Act of 28 July 2023 amending the Family and Guardianship Code and several other acts) introduced special measures to safeguard and protect children, including the creation of the new 7-members team which will make analysis of serious child abuse cases. According to mentioned Act, analysis will cover the cases of alleged intentional crime, resulting in the death or serious injury of a child, committed by a parent or guardian. The main aim of the procedure will be to independently analyze the circumstances of the child’s death or serious injury, determine the previous situation of a child, indicate the activities of central or local government institutions or other entities and determine potential obstacles to the disclosure of abuse in order to develop recommendations aimed at improving child protection system. The procedure was introduced to protect all children, including refugee children. Refugee children are at increased risk of being abused and might be less trusting in the Polish system to report violence. The anecdotal evidence shows that there is an increasing number of cases of violence against refugee children and that the Polish child protection system is not yet fully capable of identifying and responding to these cases.UNICEF has been working with the Government to support these national efforts. Together with the Ministry of Justice, UNICEF has planned to provide technical support for the 7 members of the team, appointed by the Minister of Justice for the 4-years term in preparation of the implementation of the team’s tasks. **Scope of work:**1. Conducting an analysis of the legal regulations of Act of 28 July 2023 concerning analysis of serious child abuse cases in terms of the roles of individual team members and the principles of the team's work, including in cases concerning refugee children – in consultation with the UNICEF Refugee Response Office and the designated contact person in the Ministry of Justice.
2. Developing the draft standard operating procedures (SOP) for the team, conducting the consultations of prepared draft with team members and finalization of the SOP;
3. Assessing capacity building needs of the team conducting serious child abuse cases analysis;
4. Developing the agenda, PPT presentation and training materials for the 2-day training for the team, including SOP and the experience of the serious case review in other country(ies), in accordance with the identified training needs;
5. Conducting 2-day on-site training in Warsaw for the team conducting analysis of serious child abuse cases, including cases of violence against refugee children;
6. Providing 4 online consultations (1 hour each) for the team or its individual members on problems arising from the team's work, implementation of SOP or division of tasks.
7. Participation in 4 preparatory/consultative online meetings with the designated contact person in the Ministry of Justice and UNICEF RRO (1 hour each).
8. Preparation of the final report.

**Methodology and Approach**The assignment will involve an analysis of existing legal provisions or policies in terms of the roles of individual team members and the principles of the team's work. The analysis will be the basis for drafting standard operating procedures (SOP) for the team. The draft will be validated through consultation with team members conducting serious child abuse cases analysis, UNICEF RRO and Ministry of Justice. The assessment of capacity-building needs will be conducted among the team members to prepare the training tailored to their needs. Agenda, PPT presentation and training materials will be prepared and validated by the UNICEF RRO and Ministry of Justice. Dates and topics of the online consultations for the team/members will be agreed by the consultant, UNICEF RRO, Ministry of Justice and the relevant team member(s). Throughout the contract duration, the consultant will closely collaborate with child protection staff of UNICEF RRO, Ministry of Justice and the team conducting serious child abuse cases analysis to review progress, challenges and next steps. The consultant will participate in the preparatory/consultative meetings to ensure the best approach to the implementation of the tasks. Ad-hoc calls may take place as deemed necessary.  All documents, including reports, SOP, PPT presentation and training materials to be submitted in electronic format to UNICEF RRO in English. UNICEF will provide translation of the training and required materials into Polish. All materials created by the Consultant which bears a direct relation to, or is made in order to perform, the Contract and any intellectual property rights thereof, including but not limited to patents, copyright, and trademarks, shall be solely owned by UNICEF. The Consultant may not distribute any materials (e.g., photography, video) without written consent from the Head of Office of UNICEF office engaging the Consultant and subject to the conditions set out in such written consent. The Consultant may not communicate at any time to any other person, entity, Government or authority external to UNICEF, any information known to the Consultant by reason of his/her/their association with UNICEF that has not been made public, except with the prior written authorization of UNICEF; nor will the Consultant at any time use such information to private advantage. The Consultant agrees that all UNICEF Data, together with all rights (including intellectual property and proprietary rights), title and interest to such UNICEF Data, will be the exclusive property of UNICEF, and the Consultant has a limited, nonexclusive license to access and use the UNICEF Data as provided in the Contract solely for the purpose of performing its obligations under the Contract. The Consultant will use its reasonable efforts to ensure the logical segregation of UNICEF Data from other information to the fullest extent possible. The Consultant will comply with any guidance or conditions on access and disclosure notified by UNICEF in respect of UNICEF Data.  |
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| **Tasks/Milestone:** | **Deliverables/Outputs:** | **Timeline:** |
| Conducting an analysis of the legal regulations of Act of 28 July 2023 concerning analysis of serious child abuse cases in terms of the roles of individual team members and the principles of the team's work, including in cases concerning refugee children – in consultation with the UNICEF Refugee Response Office and the designated contact person in the Ministry of Justice. | Report on analysis  | 5 days |
| Developing the draft standard operating procedures (SOP) for the team, conducting the consultations of prepared draft with team members and finalization of the SOP. | Standard operating procedures developed and validated |  5 days  |
| Conducting an assessment of capacity building needs of the team conducting serious child abuse cases analysis. | Analysis of the findings as a part of final report | 1 day   |
| Developing the agenda, PPT presentation and training materials for the 2-day training for the team, including SOP and the experience of the serious case review in other country(ies), in accordance with the identified training needs. | Agenda, PPT presentation and training materials developed and approved | 2 days |
| Conducting 2-day on-site training in Warsaw for the team conducting analysis of serious child abuse cases, including cases of violence against refugee children. | Report from the training  | 2 days   |
| Providing 4 online consultations (1 hour each) for the team or its individual members on problems arising from the team's work, implementation of SOP or division of tasks.  | Minutes from the consultations  | 0,5 days  |
| Participation in 4 preparatory/consultative online meetings with the designated contact person in the Ministry of Justice and UNICEF RRO (1 hour each). | Minutes of the meeting | 0,5 days |
| Development of the final report, including report from analysis of legal regulations, SOP, findings from the capacity building needs assessment, report from the training and consultations. | Final report | 2 days |

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| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** |
| [ ]  Bachelors [x]  X Masters [ ]  PhD [ ]  Other Enter Disciplines* A relevant master’s degree (in one of the following fields is required: social work, medicine, law, sociology, pedagogy, psychology or other relevant social science field)
 | 1. At least 5 years of experience in co-creating or working within the serious case review system (preferably British system) required.
2. Proven experience in preparing procedures for the functioning of serious case review teams or other teams dealing with the protection of children's rights.
3. Proven experience in conducting training for professionals as a trainer or co-trainer.
4. Extensive experience in child protection at national and international level, including in child protection system strengthening.
5. Previous experience in providing consultations for governments or international organizations in support of the child protection system.
6. Excellent analytical and interpersonal skills.
7. Fluency in English (oral and written). Knowledge of the Polish language will be considered as an advantage.
8. Ability to be flexible and deliver results under tight deadlines.
9. Excellent writing skills.
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| **Administrative details:**Visa assistance required: [ ] Transportation arranged by the office: [ ] *(Please note that visa assistance and local transportation is not provided for consultants. Consultants must arrange for their own travel.)*  | X [x]  Home Based [ ]  Office Based:If office based, seating arrangement identified: [ ] IT and Communication equipment required: [ ] Internet access required: [ ] *(Please note that consultants will not be provided with a UNICEF laptop/computer/mobile phone and must arrange their own internet access if working outside of UNICEF premises.)*  |
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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.

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 is 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](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) 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.

APPLICATION SUBMISSION

All applications must be online to UNICEF’s Talent management System portal which can be accessed through the job vacancy announcement in [**UNICEF Careers**](https://www.unicef.org/careers/) page.

**Applicants are required to include in their applications a financial proposal which includes a lumpsum amount for consultancy fees, local transportation, and other miscellaneous costs. Breakdown or details of the fee will be much appreciated.**

**SAMPLE TEMPLATE FOR ATTACHING TO APPLICATIONS**



