

Terms of Reference Individual Contract

Title	National Consultant (Assessment of Child Trafficking National Plan of Action)
Purpose	To provide technical assistance to the Anti-Human Trafficking Secretariat in assessing the implementation of the Child Trafficking NPA and in developing the NPA 2
Location/duty station	Accra with travel to other regions
Duration	50 working days within 11.5months
Expected Start Date	April 2021
Expected Fee	TBD
Reporting to	Child Protection Specialist
Budget Code/WBS No	WBS/ 1620/A0/05/806/020/012
Project and activity codes	Activity 20.12
Support to	Ministry of Gender, Children and Social Protection

1. Background

In 2005, Ghana passed the Human Trafficking Act, 2005, Act 694 and its related Legislative Instruments (L.I 2219) in 2015 to prohibit, criminalise and punish offences of human trafficking and all forms of exploitation. The laws also sought to prevent, protect and rehabilitate victims of human trafficking and children found in any form of exploitation.

In 2016 through the support of UNICEF, the Human Trafficking Secretariat under the Ministry of Gender, Children and Social Protection finalized and implemented a comprehensive, holistic and a dynamic National Plan of Action (NPA) meant to Prevent, Protect, Prosecute and Partner stakeholders to reduce the menace of human trafficking in Ghana. The NPA serves as a five (5) year strategic plan which spans from 2017 to 2021. It is implemented at the National, Regional, District and Community levels to serve as an interface and guidelines for all stakeholders working on the field of human trafficking.

The implementation of the NPA involves direct and indirect actions aimed at the elimination of human trafficking, child labour, irregular migration and other related activities at the community, district, regional and national levels as well as for a better and targeted national policy in the fight against human trafficking.

The NPA is coming to an end this year 2021 and it will be important to review the implementation process to inform the development of a new NPA for the next five years in fighting human trafficking in Ghana.

2. Purpose of the Assignment

As the deadline for the implementation of the current National Plan of Action (NPA) 2017-2021 for the Elimination of the Human Trafficking in Ghana draws to a close this year, there is the need to review it and to develop a new framework for the years to come in order to continue the momentum and leverage of Ghana's performance in eliminating human trafficking.

3. Tasks To be Completed

This assignment is expected to be of the duration of approximately 10 weeks and is anticipated to commence in April 2021.

Under the overall guidance of the UNICEF Child Protection Specialist (Social Welfare) and the Chief of UNICEF Child Protection Programme, the consultant will undertake the following:

1) To review the progress made against the objectives of the NPA, and assess the success, challenges and bottlenecks of interventions undertaken in the context of its implementation, with a focus on the following:

- Coherence of all interventions carried out as part of the NPA;
- Leadership and delivery;
- Level of Government and other stakeholders' commitment;
- Synergy between actors and institutions 'interventions;
- Achievements for each strategy/priority in the NPA;
- Impact on children, their families and their communities;
- Sustainability of interventions;
- Good practices and lessons learned;
- challenges and bottlenecks.

2) To collect inputs, suggestions and recommendations for the formulation of a new strategy and action plan for the next period (2022-2026).

4. Deliverables and time frame for submission

#	Activity	Deliverables	Duration
1	Desk Review (documentation, reports, etc.)	Inception report with methodologies	10 Days

2	Stakeholder engagement (interview, FGD, survey, etc.)	Stakeholder engagement process	15 Days
3	Facilitate consultative workshops	Activity report and article on the impact of NPA2	10 Days
4	Draft and validate Assessment Report	Assessment report validated	15 Days
5	Draft NPA2 and facilitate review and validation	NPA 2 finalized	20 Days
			70 Days

All the deliverables will be submitted to a task force for review and clearance.

5. Supervision and reporting arrangement

The consultant will be formally reporting to UNICEF Ghana Child Protection Specialist (Social Welfare). Regular updates and briefings are expected with the Anti-Human Trafficking Secretariat.

6. Payment and Payment Schedule

The consultant will be paid fees based on specified deliverables and schedules of percentage instalments upon certification and approval by the supervisor

The contractual total amount is to be negotiated with successful applicant and UNICEF following established contractual processes.

Proposed payment schedule:

- **20% of fee upon completion of deliverable 1.**
- **20% of fee upon completion of deliverable 2.**
- **20% of fee upon completion of deliverable 3.**
- **20% of fee upon completion of deliverable 4.**
- **20% of fee upon completion of deliverable 5.**

Recourse: UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines.

7. Official Travel Involved:

Field visits are expected for this assignment to different regions. UNICEF will cover the cost for such field visits and arrange for transportation where feasible. All travels must be according to the workplan and travel plan approved by supervisor. The consultant/s will not be entitled to payment of overtime. All remuneration must be within the contract agreement. In view of the current COVID-19 pandemic, all UN protocol procedure and clearances must be confirmed prior to commencing travel. In the event that

UNICEF is not able to provide a vehicle, the consultant may be reimbursed the cost for such field visits based on pre-agreed lumpsum cost. A travel plan and all travel related costs must be pre-agreed with supervisor and in consultation with the Admin section to facilitate reimbursement,

8. Expected Qualifications, Experience, specialised knowledge/skills and competencies

The desired person should have:

- Advanced university degree in social work or social science, Laws, planning, child protection or other relevant fields;
- 5 years' experience, in developing policy development and work;
- Relevant experience in conducting design, review and evaluation of actions plans, policies or programs.
- Knowledge and understanding of children's rights and human rights;
- Excellent communication, facilitating and drafting skills in English, both orally and in writing;
- Exceptional analytical capacity and ability to pay attention to details in reporting and writing;
- Strong interpersonal skills and experience in facilitating workshops and capacity-building initiatives;

9. General Conditions: Procedures and Logistics

The consultant will work remotely but with regular meetings at UNICEF and MoGCSP when allowed, ensuring strict compliance with COVID-19 protocols. It should be noted that the consultant is expected to arrange for his/her own transport facilities for commuting to office or Ministry. The consultant is expected to use his/her own computer, data storage devices.

10. Policy both parties should be aware of:

- Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.

- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant upon arrival, at the HR Section

11. Copyright, Patents, and other Proprietary Rights (if applicable)

The Government of Ghana and UNICEF shall have the Copyright, Patents and other Proprietary Rights for all documents generated from this consultancy.

12. The modality of Dissemination:

a) Advertising vacancy

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Newspaper ☐

E-mail

UNICEF ☐ website

Relief/Ext ☐ websites

UN Agencies ☐

Other ☐ Please specify: (e.g. inviting experts in the field of)

Application Procedure:

Interested candidates should apply online to the link provided indicate their monthly professional fees in Ghana Cedis (for national). The monthly fee is all inclusive and includes mobile data and internet. In addition to the CV/Resume, candidates should attach a two-page note on how he/she intends to effectively accomplish this assignment within the time frame.

Two examples of previous work done should be attached (if applicable, e.g., strategic documents, photos, edited work, videos, etc.)

b) Selection from Roster

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c) **Other** Please specify:

Interviews planned:

Yes

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No

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