

TERMS OF REFERENCE

for consultancy service

Conducting a Situation Analysis of Children in Bulgaria

Summary

Title	<i>National/International Consultancy Service to Conduct Situation Analysis (SitAn) of Children in Bulgaria (2020)</i>
Purpose	<i>Through a participatory process, and using appropriate methodology, a human rights-based approach and an equity focus, develop a Situation Analysis of Children in Bulgaria</i>
Expected fee	<i>To be negotiated, commensurate with the level of complexity of the task and the level of experience of selected consultants.</i>
Expected Duration	<i>3-5 months</i>
Expected Start Date	<i>15/03/2020</i>
Reporting to	<i>Child Rights Monitoring Specialist</i>

1. BACKGROUND

The Situation Analysis (the SitAn) of children's rights and wellbeing is a flagship product designed to inform policy dialogue, partnerships and interventions to improve the lives of children. It is an assessment and analysis of the country situation, with respect to children's rights and critical issues affecting their realization. The SitAn is a crucial part of the child rights monitoring framework and represents a key UNICEF's programmatic output that helps focus on knowledge gaps related to inequities and child deprivations. By promoting the broad engagement of all stakeholders, the SitAn is expected to inform policy dialogue and child-focused policy advocacy to make an important contribution to accelerating the achievement of child-related goals with equity.

The SitAn reflects UNICEF's role to urge all levels of government to use the UN Convention on the Rights of the Child as a guiding mechanism in policy making and legislation to:

- Develop a comprehensive national agenda;
- Develop permanent bodies or mechanisms to promote coordination, monitoring and evaluation of activities throughout all sectors of government;
- Ensure that all legislation is fully compatible with the Convention and when applicable the Optional Protocols, by incorporating the provisions into domestic law or ensuring that they take precedence in cases of conflict with national legislation;
- Make children visible in policy development processes throughout government by introducing child impact assessments;
- Analyse government spending to determine the portion of public funds spent on children and to ensure that these resources are being used effectively;
- Ensure that sufficient data are collected and used to improve the situation of all children;
- Raise awareness and disseminate information on the CRC and the Optional Protocols by providing training to all those involved in government policy-making and working with or for children;
- Involve civil society – including children themselves – in the process of implementing and raising awareness of child rights.

The SitAn is an integral part of the UNICEF Programme Policy and Procedure and should be performed at least once in the course of a programme cycle. The last SitAn in Bulgaria was conducted in 2016 -2017 (the report was published in 2018¹) and identified issues hindering the full realization of children's rights and, to some extent, their causes.

The analysis was based on a wide range of information and official, including UNICEF led studies and researches. It served as one of key reference document for UNICEF and its partners in the identification of priorities affecting the rights of children and contributed directly to the formulation of the Country Programme of Cooperation between UNICEF and the Government of Bulgaria (2018-2022).

The key findings of the 2018 SitAn, as well as others data/information sources, including Committee of the Rights of Children (CRC) and other observations, pointed at still existing child rights challenges and equity gaps in the country, even though a significant progress in a number of child rights areas has been identified.

Bearing in mind the findings of the Situation Analysis after extensive consultations with all relevant stakeholders, including children, UNICEF and the Government of Bulgaria signed a Country Programme Document (CPD) that centred around a series of complementary interventions under those components: a) Early Childhood Development, b) Child Care and Support for Families, and c) Prevention and response to Violence against Children d) Access to justice for Children e) Education f) Adolescents g) Children on the move h) Communication and public Advocacy and k) Resource mobilisation.

As approaching to the middle of the new Country Programme cycle, there is a growing need to provide UNICEF and its partners new analysis of evidence on situation of children, particularly the most vulnerable, to inform programme decisions and guide policy advocacy and partnership efforts, as well as to track progress.

Due to the dynamic processes in the country related to child rights situation and monitoring, the new SitAn is required to assess the (i) enabling environment, (ii) immediate, underlying and structural causes of shortfalls and disparities across various groups of children, (iii) capacity gaps, and (iv) data gaps.

The SitAn will be based on UNICEF and other partners major researches, studies and evaluations that could be used to strengthen and broaden data/information evidence on the situation of children Bulgaria.

In view of the above, UNICEF Bulgaria CO is seeking the services of an international and/or national individual consultant or team of consultants to develop the SitAn report on Bulgaria with the latest available evidence, while paying due consideration to the Sustainable Development Goals (SDG) agenda, UNICEF Strategic Plan for 2018-2021, UNICEF Gender Action Plan 2018-2021, and main national² and global priorities.

In case of contracting an international consultant, a national consultant to provide additional support will be hired.

2. PURPOSE AND THE SCOPE OF THE ANALYSIS

The main purpose of this assignment is to conduct a human-rights based and equity-focused Situation Analysis of children with respect to the realization of children rights. The analysis should examine the progress, challenges and opportunities for achieving child rights and well-being, and the patterns of

¹ <https://www.unicef.org/bulgaria/en/reports/situation-analysis-children-and-women-bulgaria>

² The main National Planning Documents will be provided after the selection of the consultants.

deprivation that children face. The Analysis should be objective and verifiable and is expected to be used by all partners in addressing key challenges preventing children, especially the most disadvantaged, from enjoying their rights ensured in the UN Convention on the Rights of the Child (CRC) and other international obligations of the country.

The Situation Analysis report is to highlight the strategic priorities for the country to reduce disparities and address vulnerabilities, and hence make a contribution to further shape the national development agenda, and to accelerate achievement of national and international development goals regarding children, including Sustainable Development Goals (SDGs). It should look critically at the progress that policy and programme interventions have made towards at-scale coverage of inclusive social services for key populations; the adequacy of policy delivery, particularly in terms of budget; and the resources for leaving no child behind.

Also, the SitAn is expected to present robust evidence and highlight opportunities for socially-inclusive development. It should unpack and examine the unequal realization of child rights, as well as the interrelated roles of duty-bearer institutions. It should highlight inequalities between groups, socio-economic characteristics, urban/rural and intra-urban disparities, gender profiles, geographic locations and other dimensions. The SitAn should pay special attention to looking at disaggregated data and unpacking national and/or subnational averages. Besides presenting an analysis of why inequities exist, it should also present contextualized recommendations on what could be done by key stakeholders to attain/ sustain inclusive social development. SitAn should be grounded in the country's political, economic and social realities, progress towards the Sustainable Development Goals (SDGs), and regional and global issues that affect children's rights and well-being. In the core of SitAn should be national issues but, it also explores global and regional issues not included in the national agenda. Most importantly, the SitAn should shed light on the situation of children and young people who are left invisible or uncared.

The main objectives of a rights- based, equity focused SitAn in Bulgaria are the following:

- Develop a deep understanding of the situation of children by analysing the policies and strategies, social and economic trends affecting them (data disaggregated by age, gender, urban/rural, ethnicity, socio-economic status and other relevant factors).
- Identify and analyse the barriers and bottlenecks that prevent disadvantaged children and families from benefiting from social services across sectors.
- Provide national government partners with comprehensive equity-sensitive and evidence-based analysis on children and for result-based decision-making;
- Provide essential information to non-government partners (NGO's, community-based organizations, civil society, media and business sector) to be used in their planning and interventions to address the most urgent issues affecting children and in Bulgaria.
- Contribute to the (re)formulation of key national strategies so that the priorities for the most disadvantaged children and are integrated into the socio-economic development agenda.
- Identify critical data gaps and contribute to the generation of evidence that can improve the monitoring of rights of children, especially the most vulnerable groups
- Assess the current or potential presence of emergency risks (disaster risks and other potential shocks); the likelihood of their occurrence, the underlying vulnerabilities and the capacities and coping mechanisms of families, communities and local and national institutions.
- Analyse to what extent there is an enabling environment for the realization of the rights of all children, and analyse how evidence-based interventions and services needed to address deprivations are prioritized in national policies, laws, strategies, plans and budgets
- Capture new or emerging area of concerns regarding children, such as environmental issues affecting them, mental health issues etc.
- Analyse the role/impact of business sector on child rights fulfilment as well as public financial management.

The Situation Analysis is relevant to a wider audience which includes government bodies, all development partners (including UNICEF), civil society, ombudspersons, children, academia, private sector actors, media and others. The process of developing the Situation Analysis therefore anticipates engagement with the government and key stakeholders, including children and young people. It serves as an opportunity to promote meaningful dialogue between the main child rights actors on children's issues.

3. CONCEPTUAL FRAMEWORK AND METHODOLOGY

The SitAn should adopt the following indicative framework:

Conceptual framework

The overall conceptual framework of the situation analysis is the Human Rights-Based Approach to Programming (HRBAP). Conceptual framework is at the heart of SitAn and it should provide an understanding of the existing deprivations and inequities and establish the linkages between the underlying causes and barriers to achieving child rights and well-being. The conceptual framework situates the analysis in the country context and clearly recognizes the regional and global issues that are impacting children's lives in the country. Furthermore, it explores the reasons behind the uneven realization of child rights and inequities in well-being, and the opportunities for achieving progress for all children, especially those who are left behind or at greatest risk of being left behind.³

In addition to the causality analysis that includes key deprivation, immediate, underlying and structural causes, the following 10 determinants will help categorise critical bottlenecks and barriers:

Determinants of bottlenecks and barriers	Description
Social Norms	Widely followed social rules of behaviour that generate barriers
Legislation/Policy	Adequacy of laws and policies to reduce/avoid barriers
Budget/expenditure	Allocation & disbursement of required resources
Management /Coordination	Roles and Accountability/ Coordination/ Partnership
Availability of essential commodities/inputs	Essential commodities/ inputs required to deliver a service
Access to adequate services and information	Physical access (services, facilities/information)
Financial access	Direct and indirect costs for services/ practices
Social and cultural practices and beliefs	Individual/community beliefs, behaviours, practices, attitudes
Continuity of use	Completion/ continuity in service, practice
Quality	Adherence to quality standards (national or international)

³ For more details on Conceptual framework and how to analyze Children's rights in the new generation of SitAn please see UNICEF (2019), Core guidance; New Generation Situation Analysis, p 14. (Annex ...)

CONCEPTUAL FRAMEWORK AND SPECIFIC QUESTIONS

FRAMEWORK	QUESTIONS
Country Overview (scene setting)	<ul style="list-style-type: none"> • What population groups affected by national/subnational laws; policies including budgets; conflict; and economic, social and environmental factors that lead to inequities? • How does the broader country context contribute to child rights and the well-being of young people? • Conversely, what macro factors exacerbate inequities? What innovative solutions are accelerating inclusive development? • How are institutions – regional, national, subnational, private, public, etc. – systematically achieving their obligations on inclusive services and enabling opportunities for children and young people?
Causes, Challenges And risks	<ul style="list-style-type: none"> • What specific factors have contributed to the realization of child rights and well-being? What are the main child rights violations in the country? • What are the top factors, including risks (prioritization is key here), that prevent the realization of child rights and well-being? • What are the key factors that drive inequities in the realization of child rights and well-being? How are children engaged as active agents in decisions? • Do children and young people, especially the most vulnerable, enjoy their rights to (available, access, use, adequate and effective) coverage of commodities, services and opportunities?
Child rights And wellbeing: Progress and Inequities	<ul style="list-style-type: none"> • What progress has been made in achieving children's rights and well-being against all rights and across relevant age groups, such as neonatals, children under 5 years, young children, older children and adolescence, as defined within the national context, literature and evidence? • Has progress been unequal? How large or deep are the deprivations faced by marginalized groups, such as girls and women, those living in poverty, children with disabilities, minorities, refugee children and children affected by migration, among others? Who are the groups left behind, where and why? Who, among the children who are being left behind, face severe and/or intersecting deprivations and disadvantages, or multiple forms of discrimination that make them likely to be the furthest behind? How resilient are children to shocks and stressors?
Global and Regional Issues	<ul style="list-style-type: none"> • What are the global and regional issues that impact child rights and well-being? Has there been country progress in addressing the concluding observations of the periodic reports of the UN Convention on the Rights of the Child and related human rights treaties? How are cross-border issues and openings (migrations, trafficking, digitalization, etc.) being addressed/harnessed at scale? • How does the realization of child rights and well-being contribute towards the achievement of the SDGs in the country, and addressing emerging issues?

Methodology

The consultant will primarily rely on secondary data analysis, while limited primary data collection from major child rights duty-bearers and other key informants may occur. This will specifically include:

- *Desk review* of existing nationally and internationally available data and evidence on selected topics published in studies, research and survey reports.
- *Desk review* of data, programme reports and analysis generated by UNICEF
- *Comparative analysis* of available legislation, social policy, government strategies and budget allocation and analysis of public expenditure documents.
- *Background notes* on specific topics where UNICEF and other actors working with and for children do not have or have limited knowledge for a comprehensive Situation Analysis (e.g. gender analysis of disparities; environmental/climate issues affecting children, mental health issues, migration etc.).
- *Key informants' consultations*, including those who shape and implement public policies as well as children.

The analysis must fully consider and articulate disparities related to gender, income, geographic location (national/ regional perspectives) and when possible ethnicity. The analysis should look across all child rights and identify where there are deprivations.

The methodology for data collection and analysis and the process of documentation should enable the periodic update of the situation analysis.

The consultant is required to propose a more precise methodology within the Inception phase. UNICEF Guidance on conducting the Situation Analysis is requested as a reference for this purpose.

Stages of the situation analysis (exact time-frame to be agreed with the consultant(s)):

Within the assignment consultant(s) should be engaged in establishing partnerships with all relevant stakeholders that can contribute to the SitAn development. This process will be supported by the UNICEF CO.

1. Inception phase:

- Initial desk review to assess availability of data/information
- Development of a final conceptual framework for the SitAn and specific tools for data collection.
- Presentation of the conceptual framework, the tools and the key stakeholders mapping to UNICEF to facilitate an in-depth common understanding of the framework
- Presentation of an inception report, including finalized conceptual framework and methodology.

2. Data collection and analysis:

- Data collection and in-depth desk-review of existing evidence regarding the situation of children Bulgaria. This includes data/information on most disadvantaged and deprived groups of children, namely without adequate parental care and in group homes, children with disabilities, children in contact with justice system, children victims of violence, Roma children, refugee and migrant children, children affected by poverty, children from remote areas, children affected by migrations and their care givers, children in urban settings and others.
- Review of national strategies and planning documents, policies and budgets.

- Relevant data and information on climate issues, energy and environment, gender equality, public financial management, role of the business sector, and the meaningful children and adolescent's participation should be collected and analysed.
- Interviews and/or focus groups with key informants.
- Secondary analysis of available data/information

3. Reporting:

- Development of preliminary report on key issues
- Development of draft reports - comprehensive Situation Analysis (to be used by UNICEF, internally) and summary SitAn document⁴ - for discussion and validation with key partners.
- Development of final reports comprehensive report for internal use
- Development of a 40-page summary document to be used as an official publication for public distribution. Using appropriate visualisations is encouraged.

4. ETHICAL CONSIDERATIONS

Consultants are required to clearly identify any potential ethical issue, as well as the processes for ethical review and oversight of the research/data collection process in their proposal. UNICEF Procedure for Ethical Standards in Research, Evaluation, Data Collection and Analysis can be found at: https://www.unicef.org/supply/files/ATTACHMENT_IV-UNICEF_Procedure_for_Ethical_Standards.PDF and should be consistently applied throughout the research process. The procedure contains the minimum standards and required procedures for research, evaluation and data collection and analysis undertaken or commissioned by UNICEF (including activities undertaken by individual and institutional contractors, and partners) involving human subjects or the analysis of sensitive secondary data.

5. REQUIREMENTS

5.1 Key deliverables and indicative time frame

The work is expected to be carried out during the period from 16 of March to 15th of June 2020.

About 55 consultancy working days are estimated for this assignment with the following estimated share of days:

- Inception Phase – total of 15 working days
- Data Collection Phase – total of 20 working days
- Analysis and Reporting Phase – total of 20 working days

The consultant/team is expected to produce and submit following deliverables:

- SitAn inception report;
- Preliminary report on key findings and conclusions; up to 30 pages.

⁴ The summary SitAn report represents an Alpha SitAn Report, as per UNICEF guidance on the new generation of situation analysis.

- Power point presentation for validation of the findings⁵
- Draft SitAn reports.
 - a) Comprehensive SitAn report – for UNICEF’s internal usage – up to 150 pages.
- Summary SitAn Report (Alpha SitAn) – 40 to 50 pages.
- Final SitAn reports (Comprehensive and Summary).

The exact timeline for each deliverable will be agreed upon setting the consultants’ team.

Inputs on submitted inception and draft reports provided by UNICEF and other stakeholders should be addressed in the process and final documents. All materials submitted to UNICEF should be delivered in English, except if otherwise agreed. Summary SitAn Report and PPTs should be submitted in both English and Bulgarian.

All submissions should be electronic.

Based on the UNICEF *Core Guidance: New Generation Situation Analysis*, a suggested outline for the report includes following elements:

HEADING	CONTENT
1. EXECUTIVE SUMMARY	
<ul style="list-style-type: none"> - Acknowledgments - Structural Determinants Analyses (SDA) and Conclusions 	
2. INTRODUCTION	
<ul style="list-style-type: none"> - The primary and secondary aims of the analysis should be clearly explained - The methodology, limitations and constraints and the ethical issues, provides information on the process explained - Audience should be explained i.e. who will use the analysis and how they will benefit from it; as well as dissemination and advocacy strategy 	
3. COUNTRY OVERVIEW	
3.1 Demographic profile	<ul style="list-style-type: none"> - shows country population characteristics - provides insights on population trends with special focus on children and young people - provides impact analysis of children and young people - provides insight on urbanization and characteristics of urban and rural populations.

⁵ For the purpose of reviewing and discussing submitted materials, consultants will be requested to deliver power point presentations to UNICEF and other partners relevant for conducting the Situation Analysis. If not agreed differently, a total of three presentations is expected (on Inception report, on Draft Report and on Final SitAn report).

3.2 Political Economy and Governance:	<ul style="list-style-type: none"> - describes the context of distribution of power and resources - describes the governance structure and levels of decentralization their and impact on child wellbeing - describes key political and economic trends: economic growth, structure of formal and non-formal economy - outlines the excluded populations - flags how inclusion of vulnerable population can be taken to scale
3.3 Humanitarian Risk Profile	<ul style="list-style-type: none"> - outlines risks and drivers of humanitarian crisis, disasters, unplanned urbanization, extreme weather, emergencies, protracted crisis at national and local level - describes mitigation strategies - provides analysis of the capacities and readiness of the preparedness of various levels of governments and other stakeholders - includes description of risks of transnational nature - provides analysis of how identified risks may impact children and young people, families and communities
3.4 Gender Profile	<ul style="list-style-type: none"> - provides analysis of unequal outcomes for girls and boys; - shows gender related barriers and causes that underpin them - includes qualitative analysis of immediate, underlying, and structural causes - includes a review of demand and supply of services, the socio-cultural environment, legislative and policy frameworks. <p>Data should be disaggregated, whenever possible.</p>
4. THE ENABLING ENVIRONMENT FOR CHILDREN'S RIGHTS	
4.1 Legislation and Policy	<ul style="list-style-type: none"> - provides poverty analysis and poverty profile of the country - highlights proportion of children living in monetary and multidimensional poverty, presents proportion of poor households - presents analysis of child poverty and the level of the child - assesses trends in poverty reduction and analysis of inequalities. - presents both monetary and multidimensional poverty

	<ul style="list-style-type: none"> - identifies which groups of children suffer disproportionately from poverty and experience deprivation
4.2 Public finance	<ul style="list-style-type: none"> - provides analysis of the financing landscape for children's policies and issues - presents national budget allocations and spending for social services critical for child well-being - provides insight on how finances contribute to child rights implementation.
4.3 Poverty	<ul style="list-style-type: none"> - provides poverty analysis and poverty profile of the country - highlights proportion of children living in monetary and multidimensional poverty - presents proportion of poor households - presents analysis of child poverty and the level of the child - assesses trends in poverty reduction and analysis of inequalities - presents both monetary and multidimensional poverty - identifies which groups of children suffer disproportionately from poverty and experience deprivation
4.4 Drivers of Inequalities	<ul style="list-style-type: none"> - presents a causality analysis of drivers of inequalities that affect children and young people in the country - puts special focus on groups of vulnerable children - provides analysis of inequalities across age categories
4.5 Stakeholders	<ul style="list-style-type: none"> - maps main child rights stakeholders in the country in a broader sense - highlights the systems and mechanisms for engagement of children and young people in a meaningful manner - includes analysis of private sector and the business, multilateral financial institutions and regional bodies
4.6 Business	<ul style="list-style-type: none"> - assesses the direct and indirect impact of business on children and families - looks at the role of private sector as a stakeholder in offering solutions and for decision making in the country - analyzes the business environment from the perspective of child rights focusing on care values, potential and practical contributions to

	advance social inclusion and scale up results for children and young people
4.7 Assessment of Essential Products/Services, Markets and Supply	<ul style="list-style-type: none"> - provides assessment of the essential commodities and services - identifies most critical issues that facilitate or hinder access to commodities and services - assess availability, affordability and accessibility of essential and innovative commodities and services and their cost, speed and quality of delivery - includes potential strengths of local markets including potential capacity to scale new products/services - assess public and private sector capacities to produce and deliver commodities and services and potential partnerships for realizing child rights through supply
4.8 Knowledge, attitudes and practices	<ul style="list-style-type: none"> - analysis of knowledge attitudes and practices preventing the realization of child rights. - assessment of social norms and individual behaviours and the barriers they create for the realization of rights for children
5. THE RIGHTS OF CHILDREN (ANALYSED DIMENSIONS)⁶	
5.1 Civil Rights and Freedoms	<p>Child's access to information, and role of mass media</p> <p>Freedom of association and peaceful assembly</p> <p>Freedom of expression</p> <p>Freedom of thought, conscience and religion</p> <p>Preservation of child's identity</p> <p>Protection of privacy</p> <p>Right to name, nationality and to know and be cared for by parents</p>
5.2 Family environment and alternative care	<p>Adoption</p> <p>Children deprived of their family environment</p> <p>Family reunification</p> <p>Illicit transfer and non-return</p> <p>Parental guidance and child's evolving capacities</p> <p>Parental responsibilities and state's assistance</p> <p>Periodic review of placement and treatment</p> <p>Protection from all forms of violence</p> <p>Right to adequate standard of living</p> <p>Separation from parents</p>

⁶ The subdimensions that should be analyzed will be discussed with UNICEF team.

5.3 Basic Health and Welfare	<p>Right to health and health services</p> <p>Right to life, survival and development</p> <p>Right to social security</p> <p>Rights of children with disabilities</p>
5.4 Education, leisure and cultural activities	<p>Right of education</p> <p>Aims of education</p> <p>Right of leisure, play and participation in cultural and artistic activities</p>
5.5 Special protection in administration of juvenile justice	<p>Juvenile Justice</p> <p>Refugee children</p>
5.6 Special protection in situations of exploitation	<p>Administration of juvenile justice</p> <p>Child labour</p> <p>Drug abuse</p> <p>Other forms of exploitation</p> <p>Rehabilitation and reintegration of victims of violence</p> <p>Restriction of liberty</p> <p>Sexual exploitation</p>
5.7 Special protection for minority	<p>Children belonging to a minority or groups at risk of discriminations.</p>
<p>For all dimensions:</p> <ul style="list-style-type: none"> - analysis of progress on achieving rights in the respective areas - identification of main child rights violations - application of the determinant analysis - data should be age and gender disaggregated and whenever possible regional dimensions should be also presented - special focus should be given to children and adolescents living in vulnerable circumstances 	

6. CONCLUSIONS AND RECOMMENDATIONS

- prioritizes the top issues and opportunities impacting child rights in the country
- identifies data and evidence gaps
- provides recommendations by identifying change strategies
- address the gaps and recommended further research and analysis needed
- recommendations to address all stakeholders in the country, including government and UNICEF

5.2 Required qualifications and experience:

The assignment is expected to be undertaken by **a team or individual consultant(s)** to produce the expected results. At least one team member should be a national consultant.

In case of contracting an international consultant, a national consultant to provide the necessary support will be additionally hired.

Required background and experience:

Background	Recognized institution/researcher with proven experience in public policy, social policy and policy analysis, public finance and child/human rights
Education	Advanced degree in social sciences or related fields relevant for the assignment
Expertise and skills	<ul style="list-style-type: none"> • Strong analytical skills – references to previous work or institutions • Excellent knowledge of statistics, social service systems, development agenda • Fluency in English – for all team members • Fluency in Bulgarian – for national team members • Previous experience with UNICEF is an advantage.
Experience	<ul style="list-style-type: none"> • At least 5 years of relevant experience in development of analytical reports and policy documents related to children; • Proven experience in quantitative and qualitative data analysis, policy (and finance) analysis (including experience in the consistent use of age and sex-disaggregated and gender sensitive data) and report preparation; • Proven experience in handling primary and secondary data • Knowledge of human rights-based approach to programming • Experience in facilitating consultations with government representatives, NGOs, academia, children, young people and other stakeholders • Excellent writing skills

6. COMMUNICATION AND DISSEMINATION

Based on recommendations arise from the analysis, UNICEF will create communication strategy for dissemination of findings, conclusions and recommendations. Situation Analysis findings, conclusions and recommendations will be published via UNICEF Bulgaria website and other communication channels.

UNICEF staff members, consultants, contractors and partners will follow the UNICEF Guidance on External Academic Publishing (January 2017) when engaging in external academic publishing, whether in print or digital form.

7. MANAGEMENT AND SUPERVISION

The consultants will work in close consultation and under the supervision of UNICEF Bulgaria Child Rights Monitoring Specialist.

The evaluation of the contractor(s)' performance will be based on:

- Quality of produced outputs;
- Compliance with the established timelines;
- Compliance with ethical UNICEF standards related to reporting on children.

8. TERMS OF PAYMENT

Three payments are envisaged during this consultancy:

- First instalment: Upon UNICEF's acceptance of submitted Inception report - 20%
- Second instalment: Upon satisfactory delivery of the draft SitAn reports (comprehensive and summary report) – 40%
- Third instalments: Upon satisfactory delivery of the final SitAn Reports (comprehensive and summary reports) and all planned PPTs – 40%

9. APPROVAL PROCEDURES AND LOGISTICS

- Consultants should act with integrity and respect for all stakeholders in line with UNICEF ethical guidelines regarding evidence generation.
- UNICEF Bulgaria Office holds copyrights for all reports. The documents (including raw materials, etc.) may not be reproduced, distributed or published without the written permission from UNICEF.
- All personal data should be accessible to team members, but no one else. The consultants need to set up secure systems (a) to ensure that other staff within their institutions cannot access their data via the shared staff drives, and (b) to ensure secure data transfer between institutions. Cloud based storage with limited sharing rights could be considered in this instance. Different personal data files need to be link-able, they need to be held separately so that they can only be linked purposely, by researchers who are authorised to do so. There is also a need to ensure that data cannot be removed from secure systems in ways that might compromise data security.
- UNICEF Bulgaria Office will share with the selected consultants all the relevant materials it has and provide required expertise.
- UNICEF Bulgaria Office and the Regional Office expert will review and provide feedback on reports prepared by consultants.
- UNICEF Bulgaria Office will provide administrative support for the work of consultants.
- All information from produced reports cannot be shared with the media without the written approval of UNICEF Bulgaria Office.

10. ESTIMATED COSTS

The exact financial costs need to be proposed by the applicant(s).

For international consultants, kindly note that overall one or two in-country missions are expected.

In this case the financial proposal should include as follows:

- A) Consultant fees
- B) Travel costs
- C) Other relevant costs