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| UNICEF in Türkiye |
| **Requirements For Financial Submission** |
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| Programme: Child Protection |
| Assignment Title:  **SHORT-TERM INDIVIDUAL NATIONAL CONSULTANCY for TRAINING PROGRAMMING DEVELOPMENT ON CRIMINAL AND CIVIL LAW for LAWYERS WORKING WITH/FOR CHILDREN**  **Ref: PRO/TURA/2024-O** |
| Purpose of the Assignment: The purpose of this assignment is to design and construct the overall methodology and structure of the ÇABA Training Programme for lawyers working with or on behalf of children, as well as to develop guidelines and provide training on basic adult training skills. |
| Supervisor: Child Protection Officer |

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| **TASKS** | **DELIVERABLES** | **TOTAL TIME FOR CONSULTANT** | **UNIT COST FOR A PERSON \DAY (TRY)** | **TOTAL COST for DELIVERABLE (TRY)** |
| Inception Phase | Inception report |  |  |  |
| Development of the Programme and Material Design & Overseeing the Development Process | Templates for the modules and presentations |  |  |  |
| Draft Programmes and Assessment Guidelines |  |  |  |
| Guidebook on Adult Training Skills |  |  |  |
| Compilation of the Final Draft Programme & Materials | Final Drafts of the Modules |  |  |  |
| Evaluation and Testing of the Training Programme and Materials | Report on Testing, Presentation and Revisions as Necessary |  |  |  |
| Coordinate, Guide and Deliver the ToT Sessions | Final ToT Programme |  |  |  |
| ToT Report & Presentation |  |  |  |
| Review and Finalization of Training Modules | Final Training Modules |  |  |  |
| Develop an M&E Plan | M&E Plan |  |  |  |
| ***TOTAL COST FOR DELIVERABLES (TRY):*** | |  |  |  |
|  | |  |  |  |
| Incidental expenses | DSA for Ankara |  |  |  |
| DSA for Gaziantep |  |  |  |
| Travel from/to country of origin | xx visits |  |  |
| In-country travel | xx visit |  |  |
| ***TOTAL COST FOR INCIDENTALS (TRY):*** | | | |  |
| ***GRAND TOTAL (TRY):*** | | | |  |

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| **NOTES** |
| **Travel, accommodation and visa**   * *For all travel costs, economy class tickets shall be reimbursed.* * *Consultants and individual contractors are responsible for assuming costs for obtaining visas and travel insurance.* |
| **\*Provision for incidental expenses:** |
| * *All incidental expenditures incurred in the course of the contract as required by the Terms of Reference is to be invoiced on the basis of actual cost together with the supporting documents.* * *Any cost related to the payment of an incidental expenditure is included, such as bank charges.* * *All incidental expenditure details should be provided separately,* * *Travel, accommodation, other expenses will be reimbursed on the basis of the actual costs and upon receipt of the original invoice and relevant supporting documents. Please note that UNICEF will only reimburse the travel expenses of economy class tickets and accommodation expenses as long as they do not surpass the UN Daily Subsistence Allowance rate effective for that specific month.* |