

**TERMS OF REFERENCE INDIVIDUAL CONSULTANT**

<b>Title: Child Friendly Space Coordinator/s</b>	<b>Funding Code –</b> SC200107	<b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor	<b>Duty Station:</b> Kingston
--	-----------------------------------	---	----------------------------------

**Background**

The Spotlight Initiative (SI) to Eliminate Family Violence, with a focus on Violence Against Women and Girls in Jamaica, is a programme funded by the EU and implemented by the United Nations in partnership with GOJ. Pillar Three of Spotlight, led by UNICEF, is aimed at addressing social norms, attitudes and behaviours that drive VAWG and Child Abuse. UNICEF’s work in this area recognizes that the girl child in Jamaica is at particular risk of sexual abuse. It also recognizes that physical and emotional violence against children (boys and girls) perpetrated in the home (physical and emotional abuse), as well as violence in the home witnessed by children, influence the likelihood of these children growing up to become perpetrators or victims of gender-based violence.

The United Nations Development Programme (UNDP), which through Pillar Two of Spotlight, is working to strengthen institutional capacity to address GBV, has indicated that it is working with the Jamaica Constabulary Force to equip an identified space as a “One Stop” facility of the Centre for the Investigation of Sexual Offences and Child Abuse (CISOCA). This facility would offer police, medical, social services, and other support to victims of sexual offences and child abuse.

One way to realize children’s right is the creation of safe spaces such as Child Friendly Spaces (CFS). These spaces are interventions used to increase children’s access to safe environments and promote their psychosocial well-being. CFS are child-centered spaces where children can come together to play, relax, express themselves, feel supported, and learn skills to deal with the challenges they face. CFS give credibility to Articles 19 and 31 of the CRC.

**Purpose of Activity/Assignment:**

UNICEF Jamaica Country Office (JCO) has been asked to enhance the identified space in the CISOCA one stop facility as a Children’s Room by the UNDP. This activity should ensure that there is a “child friendly” space relevant to the needs of the children who may find themselves at the CISOCA facility and must take a child rights-centred approach. The activity is also in keeping with the intention of the Spotlight Initiative to facilitate the UN working as one – i.e., to ensure greater collaboration and a more harmonized approach to programming among UN agencies in Jamaica.

To ensure that it’s contribution to this facility is meaningful and child-rights focused, UNICEF JCO is seeking the services of experts who work with children in vulnerable situations – particularly children who are victims of, or are in households experiencing, family violence – to work with the staff of CISOCA at identifying the critical elements needed to make the space child friendly and safe space. The space should reflect Jamaica’s compliance to the CRC and other International Conventions that guide the treatment of children in need of psycho-social interventions.

The Consultant(s) will conduct a rapid assessment of the facility and of the needs of the children who will utilize it and provide technical and operational guidance for enhancing this space as well as a guidance document that provides recommendations and best practices in the operation of the child friendly space in this type of facility. The consultant(s) will also facilitate meetings and workshop(s) with CISOCA staff and personnel to promote the effective use of the space to best meet the needs of children.

<b>Key Functions, Accountabilities &amp; Tasks</b>			
<ul style="list-style-type: none"> <li>• Submit a work plan and budget for the assignment.</li> <li>• Provide a rapid assessment report with recommendations regarding the creation and/or enhancement of a child friendly space at the CISOCA facility (After interviews with CISOCA personnel and other stakeholders, to ascertain the purpose of the child friendly space and at least one (1 site visit) to determine the best technical and operational support for UNICEF JCO.</li> <li>• Provide UNICEF JCO with a list of recommended child-friendly resources to enhance the child-friendly space, possible suppliers, for procurement.</li> <li>• Develop tools for CISOCA staff for the effective operation of the child-friendly spaces and content for a special sensitization session to equip them with best practices and approaches for supporting children who are victims of or witnesses to violence.</li> <li>• Facilitate a special training/sensitization session for CISOCA staff equipping them with best practices and approaches for children directly or indirectly impacted by violence.</li> <li>• Compile a final report on the Consultancy.</li> </ul>			
<b>Budget Year:</b> 2023	<b>Requesting Section/Issuing Office:</b> Programme/Kingston Jamaica	<b>Reasons why consultancy cannot be done by staff:</b> Technical expertise not available in the office	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/>			
<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA	
<b>Consultant selection method:</b> <input type="checkbox"/> <input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b> UNICEF Deputy Representative/Child Protection Specialist	<b>Start Date:</b> October 1 2023	<b>End Date:</b> November 30, 2023	<b>Number of Days (working)</b> 30

- Is this position 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 immediate physical proximity, with limited supervision by a more senior member of personnel.:

"Direct" means contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.

- Child data role: Yes  No

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos):

- Safeguarding response role: Yes  No

Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations):

- Assessed risk role: Yes  No

**Timelines and Payment:**

The consultant will be paid based on deliverables as outlined below.

**Key Deliverables:**

1. Work Plan and Budget for the Assignment
2. Provide rapid assessment report with recommendations re the creation of a child friendly space at the CISOCA facility (After interviews with CISOCA personnel and other stakeholders, to ascertain the purpose of the child friendly space and at least one (1 site visit) to determine the best technical and operational support for UNICEF JCO.
3. Provide UNICEF JCO with a list of recommended child-friendly resources to enhance the child-friendly space, possible suppliers, for procurement.
4. Develop tools for CISOCA staff for the effective operation of the child-friendly spaces and content for a special sensitization session to equip them with best practices and approaches for supporting children who are victims of or witnesses to violence.
5. Deliver a special sensitization session for CISOCA staff in the target facility
6. Final Report on Consultancy

Estimated Consultancy fee	Days	Date of Deliverable	%
Work Plan and Budget for the Assignment	2 days	October 6	10
Provide rapid assessment report with recommendations re the creation of a child friendly space at the CISOCA facility (After interviews with CISOCA personnel and other stakeholders, to ascertain the purpose of the child friendly space and at least one (1 site visit) to determine the best technical and operational support for UNICEF JCO.	8 days	October 16	20
Provide UNICEF JCO with a list of recommended child-friendly resources to enhance the child-friendly space, possible suppliers, for procurement.	2 days	October 18	10
Develop tools for CISOCA staff for the effective operation of the child-friendly spaces and content for a special sensitization session to equip them with best practices and approaches for supporting children who are victims of or witnesses to violence.	10 days	October 31	35
Prepare and deliver a special sensitization session for CISOCA staff in the target facility	3 days	Week of November 6	15
Final Report on Consultancy	5 days	November 17	10
Consultancy Costs			
Travel International (if applicable) – DSA by UNICEF Standards			
Travel Local (please include travel plan)	Included in cost of deliverables		-

DSA (if applicable)			-
<p><b>Minimum Qualifications required:</b>          A university degree in one of the following fields is required psychiatry, psychology, social work, or any other relevant technical field.</p> <p><input checked="" type="checkbox"/> <b>Bachelors</b>   <input type="checkbox"/> Masters   <input type="checkbox"/> PhD   <input type="checkbox"/> Other</p>	<ul style="list-style-type: none"> <li>• A minimum of five years of professional experience in one or more of the following areas is required: Clinical Social Work or Psychology or a related field</li> <li>• Play/Art therapy/Psycho-Social therapy</li> <li>• Working with child victims of violence/children living in violence-prone settings</li> <li>• Conducting needs assessments for children who are</li> <li>• victims of or are vulnerable to violence</li> <li>• Delivering interventions and/or training which promote psycho-social well-being of children who are victims of or vulnerable</li> </ul> <p>Skills/Competencies</p> <ul style="list-style-type: none"> <li>• Working with Jamaican Law Enforcement and/or Child Protection agencies is considered an asset</li> <li>• Excellent analytical and communication skills</li> <li>• Strong analytical and writing skills.</li> <li>• Fluency in English is required</li> </ul>		
<p><b>Administrative details:</b>          Visa assistance required:   <input type="checkbox"/>          Transportation arranged by the office:   <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based   <input type="checkbox"/> Office Based:</p>		
<p><b>Request Authorised by Section Head</b></p>	<p><b>Request Verified by HR:</b></p>		
<p><i>Approval of Chief of Operations (if Operations):</i> _____      <i>Approval of Deputy Representative (if Programme)</i> _____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p>			

