**UNICEF-TÜRKİYE**

**TERMS of REFERENCE (ToR)**

**SHORT-TERM INDIVIDUAL NATIONAL CONSULTANCY**

|  |  |
| --- | --- |
| ***Improving the Capacity of Lawyers and Bar Associations on Promotion, Protection and Monitoring of Children’s Rights***  ***(ÇABA PROJECT)***  **SHORT-TERM INDIVIDUAL NATIONAL CONSULTANCY for TRAINING PROGRAMMING DEVELOPMENT for LAWYERS WORKING WITH/FOR CHILDREN** | **Ref: PRO/TURA/2024-O** |
| **Program/Activity Work Plan Code and Title:**  ***UNICEF Country Programme Document (2021-2025)***  ***Output 3.3. - Justice For Children***  ***Union of Turkish Bar Associations & UNICEF 2023-2024 Rolling Work Plan (RWP)***  ***Act.1.1*** ***Enhanced professional capacity and skills of lawyers on promoting children’s rights and applying child-sensitive procedures during legal and administrative proceedings)***  ***Grant Code: SC 230019 (expiry date:28.02.2026)*** | |

1. **BACKGROUND**

Access to justice is the ability to seek and obtain a just, equitable and timely remedy for violations of rights. It includes the right to be recognized before the law and to a fair trial, including equal access to courts and equality before the law. It is also a fundamental right for children, which requires the legal empowerment of every child. They should be enabled to access relevant information and effective remedies to claim their rights. With this perspective, UNICEF’s Reimagine Justice for Children agenda identifies legal empowerment as an underpinning principle and commits that UNICEF will increase investment in child-friendly legal assistance, legal aid, and legal rights awareness.

Therefore, all lawyers, mostly those working directly with children, should have a specific understanding of the fundamental rights and protective means concerning children who encountered the justice system. In this vein, UNICEF ECA Regional Office developed *“Guidelines on Child-Friendly Legal Aid”* (GCFLA) in order to provide a practical tool to support both experienced and newly qualified legal practitioners in their daily work on the frontline of children’s rights. Thanks to the ongoing fruitful partnership,

Moreover, in 2018, a needs analysis was conducted by the Union of Turkish Bar Associations (UTBA) and UNICEF which demonstrated systematic quality issues regarding legal assistance to children, including the lack of standard operating procedures and training programmes for lawyers. Despite the high percentage of child-related cases in the system, the quality of legal assistance provided to children under the legal aid system, as also pointed out by the Committee on the Rights of the Child in its concluding observations over Türkiye, remains to be improved. The lack of a structured training programme (professional qualification) and supervision are also among the main reasons for this issue.

With an aim to address those challenges and to strengthen the child-friendly legal aid in Türkiye, UNICEF and UTBA developed the EU-funded project entitled *“Improving the Capacity of Lawyers and Bar Associations on Promotion, Protection and Monitoring of Children’s Rights”* or shortly the “ÇABA Project”. Among many others, one of the aims of the Project is to increase the capacity of lawyers who are working with/for children through a full-fledged training programme to be adopted by UTBA.

The training programme to be developed for lawyers under ÇABA Project will consist of various modules on different areas of justice for children (such as criminal law, civil law, communication with children, forensic medicine, skills on child-friendly legal aid, etc.). All modules will be developed by different *‘key consultants’* in each subject matter and will be supported by *‘subject matter lawyers*’ who will assist the key experts in tailoring the theoretical information to legal practice in the modules. There will also be a ‘*Training Programming Consultant’* who will oversee the overall structure of the programme as well as an ‘*online learning platform consultant’* who will support the adaptation of the online modules into the e-learning platform of UTBA.

Upon finalization of all modules, a ToT will be conducted for at least 120 trainers, who will then provide pieces of training to 2000 lawyers across Türkiye.

Regarding the foregoing aims of the ÇABA Project, UTBA and UNICEF seek a competent consultant to **design and construct the overall structure and methodology of the training programmes (including for facilitators and participants) and provide training for trainers to improve their training skills.**

1. **PURPOSE of the ASSIGNMENT**

The purpose of this assignment is as follows:

**I) Design and Development of the Overall Methodology and Structure of the ÇABA Training Programme** for Lawyers Working with/for children

The ÇABA Training Programme will cover subject matter areas such as criminal law, private law, child psychology, child development, and forensic medicine. The content for these areas will be developed individually by "key consultants" and "subject matter lawyers." Each subject matter module will include the following:

1. *Facilitators’ Module,*
2. *Participants’ Module and*
3. *Online Training Modules (tailored separately for ToT and General Training).*

The programme is expected to consist of a minimum of 3 days of lawyer training, 3+5+3 days of face-to-face Training of Trainers (ToT) subject matter modules, and 16 online modules.

**Therefore, the training programming consultant is expected to coordinate the development of those modules and also develop a standardized structure template for all the modules, which will guide the key consultants and subject matter lawyers.**

This structure should include the following aspects:

* Overall structure of the modules (chapters, numbering, reference & footnote style etc.),
* How to formulate key learning objectives for each designated chapter,
* How to formulate case examples & solutions,
* Suggestions for integration of interactive & participatory activities within the modules,
* Slide templates & other audio-visual content suggestions,
* Overall assessment methodology (including pre-post assessment, quizzes and final assessment to be made at the of the ToT),
* Guidelines on how to develop online content,
* Supervision where necessary.

**II) Development of Guidelines and Provide Training on Basic Adult Training Skills**

The consultant will deliver a session in the ToT for the potential trainers. This session will consist of comprehensive information on adult training skills. S/he will assess the performance of the trainer candidates in debriefing sessions.

Based on the agreed-upon methodology, the consultant will also prepare guidelines for the training methodology and skills-set.

**IMPORTANT:**

**The consultant is expected to work closely with the ‘key consultants’, ‘subject matter lawyers’, ‘online learning platform consultant’ and other key consultants who will develop subsidiary training programme modules as described in the background section.**

**ALL INPUTS SHOULD BE DEVELOPED IN LINE WITH INTERNATIONAL CHILD JUSTICE STANDARDS.**

1. **DESCRIPTION of the ASSIGNMENT**
2. **Inception Phase**
   * Attend preparatory meetings with UTBA, UNICEF, key consultants, subject matter lawyers, online learning consultant and other stakeholders to discuss and align on the technical content of the program.
   * Draft an **inception report** including:

*a. set of overall recommendations for the training programme,*

*b. the outline design and recommendations of the Trainers’ and Facilitator’s Modules,*

*c. the outline design and recommendation of the online modules,*

*d. the outline and recommendations on the ToT and*

*e. the outline of the Adult Training Skills Guidebook.*

1. **Development of the Programme and Material Design & Oversight of the Development Process**
   * Define the strategy, goals and objectives of the ÇABA Training Programme.
   * Design a template for participants’ module.
   * Design a template for the facilitators’ module.
   * Design templates and guidelines for the online modules (in close collaboration with the online learning platform consultant).
   * Design standard PowerPoint templates for the ÇABA training programme.
   * Develop guidelines on how to integrate content into the PowerPoint templates.
   * Develop a comprehensive list of interactive activities and their guidelines on children’s rights and subject matters that can be integrated into the training programme.
   * Develop assessment guidelines (such as pre-post tests, quizzes and final assessment for trainers).
   * Constantly coordinate with other consultants to ensure that the content is developed according to the provided templates and guidelines.
   * Develop the ToT and the training programme in consultation with the stakeholders.
   * Develop a Guidebook on adult training skills for the facilitators.
2. **Compilation of the Final Draft Programme & Materials**

* Compile and finalize the training programme and materials.
* These materials will include but are not limited to the following:
  + Draft ToT Programme,
  + Draft ÇABA Training Programme for lawyers,
  + Draft Facilitators’ Guidebook (including the guidebook on basic adult training skills),
  + Draft Participants’ Guidebook and
  + Draft Content of the Online Modules.

1. **Evaluation and Testing of the Training Programme and Materials**

* Develop a strategy for testing the developed materials.
* Plan and supervise the testing phase.
* Analyze the assessment results and present to UNICEF and UTBA.
* Prepare a report and set of recommendations based on the feedback.

1. **Coordinate, Guide and Deliver the ToT Sessions**

* Ensure overall design and coordination of the ToT agenda and structure in collaboration with the stakeholders.
* Guide the key experts and subject matter lawyers for their sessions.
* Conduct a 2-day face-to-face training on learning processes and adult training.
* Participate in a 3-day training simulation exam with Training of Trainers (ToT) participants and assess their performance.
* Analyze the assessment results and present them to UNICEF and UTBA.

1. **Review and Finalization of Training Modules**
   * Based on the feedback, coordinate and integrate revisions in the programme and materials.
   * Finalize the programme, materials and online modules.
2. **Develop a M&E Plan**
   * Develop a M&E Plan for the ÇABA Training Programme

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks** | | **Deliverables** | **Language** | **Estimated time of delivery** |
| **1** | Inception Phase | Inception report | TUR/ENG | 15 November 2024  (10 person/days) |
| **2** | Development of the Programme and Material Design & Oversight of the Development Process | Templates for the modules and presentations | TUR/ Brief summary in ENG | 15 November 2024  (10 person/days) |
| Draft Programmes and Assessment Guidelines | TUR / Brief summary in ENG | 01 December 2024  (5 person/days) |
|  | Guidebook on Adult Training Skills | TUR / Brief summary in ENG | 15 December 2024  (10 person/days) |
| **3** | Compilation of the Final Draft Programme & Materials | Final Drafts of the Modules | TUR/ Brief summary in ENG | 31 January 2025  (20 person/days) |
| **4** | Evaluation and Testing of the Training Programme and Materials | Report on Testing, Presentation and Revisions as Necessary | TUR/ Brief summary in ENG | 15 February 2025  (10 person/days) |
| **5** | Coordinate, Guide and Deliver ToT Sessions | Final ToT Programme | TUR/ Brief summary in ENG | 20 February 2025  (5 person/days) |
| ToT Report & Presentation | TUR/ Brief summary in ENG | March/April 2025  (15 person/days) |
| **6** | Review and Finalization of Training Modules | Final Training Modules | TUR/ Brief summary in ENG | 30 April 2025  (10 person/days) |
| **7** | Develop a M&E Plan | M&E Plan | TUR/ Brief summary in ENG | 30 April 2025  (10 person/days) |
| Total number of person/days | | | | 105 |

\*Delivery dates are tentative. A detailed time plan is required together with the technical proposal.

1. **DUTY STATION**

This consultancy is largely home-based with online meetings, and frequent travels to Ankara, dates to be confirmed as per ÇABA Project’s timeline.

1. **SUPERVISOR**

Child Protection Officer, UNICEF Türkiye Country Office

1. **DURATION, PAYMENT SCHEDULE and RESERVATIONS**

* **Duration:** The contract shall commence on the date of signing and remain in effect until the successful submission of all deliverables. The consultancy is expected to require a total of 105 working days, which will be scheduled during the initial phase of the assignment. The consultancy period will span from **1 November 2024** to **30 April 2025.**
* **Estimated Cost of Consultancy:** Applications shall include a detailed financial proposal that elaborates on daily costs based on the completion of above-mentioned deliverables, including a total sum demanded. All costs, including travel, accommodation, administrative costs, etc. shall be covered by the contractor and should be included in the financial proposal as a separate heading and broken down into details of accommodation and travel costs in line with UN DSA rates. The candidate is required to specify their daily rates and the total amount as per the number of anticipated working days for each deliverable in the financial proposal and provide the breakdown of the lump sum amount as well as incidentals of each deliverable in TRY.
* **Payment:** UNICEF will issue a contract in TRY. The payment will be done in instalments upon submission of the deliverables as per the above list and will be executed in TRY.
* **Payment Schedule:** UNICEF will issue a contract in Turkish Lira (TRY). The payments will be made according to the payment schedule noted in the financial proposal template, upon UNICEF's approval of requested outputs as specified in the contract *(please see financial proposal template*).
* **Reservations:** UNICEF reserves the right to terminate the contract without a prior notice and/or withhold all or a portion of payment if performance is unsatisfactory, if the rules and the regulations regarding confidentiality, ethics and procedures of UNICEF and the relevant partners are not followed, if work/outputs are incomplete, not delivered or for failure to meet deadlines.

All relevant intellectual property rights in the developed materials/products/documents and associated tools will, upon their development, vest in UTBA and UNICEF. UTBA and UNICEF will be free to adapt and modify them in the future. The selected service provider shall not use the data for their own research purposes and shall not license the data to be used by others, without the written consent of UTBA and UNICEF.

1. **QUALIFICATIONS and SPECIALIZATION REQUIRED FOR THE ASSIGNMENT**

**Qualifications:**

* A minimum of an Associate Professorship in Educational Sciences; possession of a higher degree will be considered a significant asset.
* Minimum 15 years of experience in developing training methodologies.
* Experience as a consultant on EU/UN-funded projects is an asset, particularly with UN experience. Familiarity with UNICEF programming and reporting processes is especially beneficial.
* Solid expertise in developing and delivering trainings.
* Proven and sound experience in working, managing, collaborating and networking with Bar Associations and UTBA will be an asset.
* Strong awareness of human rights, including children's rights, as well as an understanding of diverse cultures, local traditions, religious beliefs and practices, gender issues, disabilities, age considerations, and ethnic origins will be an asset.
* A minimum of 5 years of experience in working with lawyers, social workers, psychologists and other relevant actors on children’s rights and human rights.
* Good command of Turkish and English.

**Skills and personal traits:**

* Sensitivity towards ethics with regards to human and child rights issues, different cultures, local customs, religious beliefs and practices, personal interaction and gender roles, disability, age, and ethnicity.
* Strong analytical, organizational, and inter-personal skills.
* Ability to work closely with national and international actors with tight deadlines, and to facilitate coordination of a process.
* Computer literacy.

*\*After the selection process the consultant will be expected to complete the mandatory UNICEF AGORA Trainings.*

|  |  |  |
| --- | --- | --- |
| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” 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 immediately physical proximity, with limited supervision by a more senior member of personnel:   |  | | --- | |  |   **Child data role** YES      NO   If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):   |  | | --- | |  |   More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) |

1. **APPLICATION AND SELECTION CRITERIA**

Please note that the assignment can only be held **by an individual consultant**. Applications should be submitted in English and should include:

* **Financial proposal** using the Financial Proposal Template,
* **Most recent CV** and
* **Sample of relevant work** developed by the consultant.

**The submission deadline is 30 October 2024 by 23:59 hrs Türkiye time.** Financial proposals should be submitted in separate folders from the remaining documentation. After the technical evaluation, the financial proposals of qualified candidates will be evaluated. The technical evaluation will be completed based on the attached technical evaluation criteria.

The applications will be evaluated from the technical and financial point of view. Technical aspects will be evaluated using the criteria outlined in the below matrix:

|  |  |
| --- | --- |
| **Criteria for technical evaluation** | **Max points** |
| Having the required academic qualifications as indicated above | Max. points: 10 |
| Having the required proven experience in the relevant field as indicated in the minimum requirements | Max. Points: 15 |
| Having familiarity with human rights frameworks, child rights, and experience working with bar associations in the aforementioned areas | Max. Points: 20 |
| Having UN experience, especially EU/UN funded projects and UNICEF Programming & Reporting | Max. Points: 10 |
| Having at least 5 years’ experience in working with lawyers, social workers, psychologists and other relevant actors on children’s rights | Max. Points: 15 |
| **Maximum total points** | **Max points: 70** |

The financial proposals will be opened only for the candidates that reach or exceed forty-nine (49) points out of maximum seventy (70) points. Thirty (30) points will be awarded to the candidate that presented the lowest fee for the services requested. The remaining financial offers will receive proportional points ([lowest bid/bid] x 30 points).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PREPARED** | **REVIEWED** | **APPROVED** |
| **BY** | İlayda Önal Toprak  *Child Protection Officer* | *Göktan KOÇYILDIRIM*  *Child Protection Specialist* | Malti Gandhi  *Deputy Representative* |
| **ON** |  |  |  |
| **SGN** |  |  |  |