

## Terms of Reference Individual Contract

<b>Title</b>	National Consultant (Child Protection Training materials)
<b>Purpose</b>	To provide assistance to the Office of the Head of Local Government Services in developing training materials for frontline staff
<b>Location/duty station</b>	Accra with travel to other regions
<b>Duration</b>	16 weeks
<b>Expected Start Date</b>	July 2018
<b>Expected Fee</b>	TBD
<b>Reporting to</b>	Child Protection Specialist
<b>Budget Code/WBS No</b>	WBS/ 1620/A0/05/806/020/003
<b>Project and activity codes</b>	Activity 20.3
<b>Support to</b>	Ministry of Gender, Children and Social Protection, Ministry of Local Government and Rural Development and Office of the Head of Local Government Service

### 1. Background

The Government of Ghana through its Ministry of Gender, Children and Social Protection (MoGCSP) and the Domestic Violence and Victim Support Unit of the Ghana Police Service has been making good progress in preventing and responding (as survivors are also catered for) to violence and in creating an enabling legislative and policy environment. This has led to the pivotal National Child Protection Policy framework and included initiatives for behavior and social change through media campaigns and community-based Interactions on issues of child protection

To ensure a more systematic and coordinated approach to strengthening families and preventing and responding to violence, exploitation and abuse interventions at the decentralized level, it is important that guidelines are provided and capacities strengthened to enable staff deliver quality social services for children at national scale. Decentralized response mechanisms at the Metropolitan, Municipal and District Assemblies (MMDAs) levels particularly fall short in addressing the needs of children. Some of the departments and agencies of the Government although have standard operating procedures and guidelines in place, these are very limited. In addition, a proper evidence-based and data-driven case management system at the MMDA level with referral mechanisms, also remains a gap. This lack of integrated case management and incident monitoring and reporting framework does not only hinder the speedy follow up on a case of a single child, but also hinders decision makers in their evidence-based policy making process and the design of effective strategies and programmes for responsible and accessible social welfare services.

UNICEF is currently supporting the Ministry of Gender, Children and Social Protection in developing inter-departmental child protection/SGBV case management Standard Operating Procedures. An adequate set of practical operational tools are only effective if the professionals who have to use them have the right competencies and capacities.

UNICEF will therefore work with the Departments of Social Welfare and Children, the Office of the Head of Local Government Service (OHLGS) and the academia to equip a wide range of actors with the required knowledge, skills and tools in child protection including case management, prevention, Policy to Practice implementation guidelines, justice administration and probation, social protection and planning, monitoring and reporting. This however requires a revision of what is currently available to subsequently develop curricula and training manuals for in-service and pre-service training. The training manual for social welfare and community development developed by the OHLGS in 2014 will be reviewed to incorporate the key child protection elements.

Based on the revised materials, the Government of Ghana and its partners including UNICEF aim to train not less than 1,400 child protection practitioners and members of the multi-disciplinary working groups (i.e. justice sector professionals, probation officers, community workers, health professional etc). Working closely with training institutions of the Office of the Head of Local Government Service will ensure institutionalization of the training programs which will form part of the capacity building components of the OHLGS.

## **2. Purpose of the Assignment**

UNICEF Ghana in partnership with the Office of the Head of Local Government Service is looking to engage the services of an individual with skills and technical expertise in developing training manuals in child protection related issues including case management, justice for children and social protection for in-service and pre-service training. Based on the revised materials, the consultant will facilitate the training of trainers (ToT) to be nominated by OHLGS.

To achieve this objective, there is the need to engage the services of an experienced consultant with extensive expertise in developing training material for professional in social welfare sector.

## **3. Tasks To be Completed**

This assignment is expected to be of the duration of approximately 16 weeks and is anticipated to commence in August 2018.

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. Review and update the training manual and training modules of the Office of the Local Government Service based on the needs assessment conducted by the MMDAs. It will include the development of:
  - a. A core module on typology and legal framework;
  - b. One module on child protection case management;
  - c. One module of SGBV Case management (with special session on teen-age pregnancy, child marriage, sexual violence against girls etc)

- d. One module on child protection issues (alternative care, children without parental care, child trafficking, child labor, etc.)
- e. One Module on justice administration and probation;
- f. One module on prevention work based on the community facilitation toolkit;
- g. One module on child protection guidelines for health workers
- h. One module on Policy to Practice (P2P) implementation guidelines;
- i. One module on social protection including cash transfer program Livelihood Empowerment Against Poverty (LEAP);
- j. One module on planning, supervision, monitoring and reporting on MTDP, Annual Plan and SDGs etc.

Each Module will have multiple sessions to cover the topic fully. All sessions should be marked as core, highly important, important and less important. Each session should have accompanying handouts and PPTs.

2. Piloting of new modules.

3. Conducting one TOT of 30 participants to be nominated by OHLGS with selected modules. The training will be planned and organized by OHLGS and the consultant will facilitate the training.

#### 4. Deliverables and time frame for submission

#	Activity	Deliverables	Duration
1	Develop modules on case management	One module on typology and legal framework; One module on child protection case management; One module of SGBV Case management (with special session on teenage pregnancy, child marriage, sexual violence against girls etc) developed	3 weeks
2	Develop child protection training materials	One module on child protection issues (alternative care, children without parental care, child trafficking, child labor, etc.); One Module on justice administration and probation and One module on prevention work based on the	3 weeks

		community facilitation toolkit developed	
3	Develop training materials for child protection stakeholders	One module on child protection guidelines for health workers; One module on P2P implementation guidelines developed	2 weeks
4	Develop training materials on social protection and planning, monitoring and reporting	One module on social protection and LEAP; One module on planning, supervision, monitoring and reporting on MTDP, Annual Plan and SDGs developed	2 weeks
5	Piloting the new modules and revise content if necessary.	Modules tested and revised	3 weeks
6	Conducting ToT with selected modules for 30 participants	Report on the ToT conducted	3 weeks
		Total	16 weeks

## 5. Supervision and reporting arrangement

The consultant will be formally reporting to UNICEF Ghana Child Protection Specialist (Social Welfare). Regular up-dates and briefings are expected with a technical group comprising directors of key institutions including Departments of Social Welfare, Community Development, children, office of the national house of chiefs and convened by the Director of Human Resources Development of the OHLGS. Regular interaction with district social welfare and community development officers is also expected.

## 6. Payment and Payment Schedule

The consultant will be paid fees based on specified deliverables and schedules of percentage instalments

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.**
- **15% of fee upon completion of deliverable 2.**
- **15% of fee upon completion of deliverable 3.**
- **15% of fee upon completion of deliverable 4.**
- **15% of fee upon completion of deliverable 5.**
- **20 % of fee upon completion of deliverable 6.**

**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.

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

The desired person should have:

- Advanced university degree in social work or social science, child protection or other relevant fields;
- At least 8 years of relevant work experience, in developing training materials preferably for child protection practitioners;
- At least 8 years of relevant experience in conducting training out of which 5 years are specifically for child protection stakeholders.
- 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 training and capacity-building initiatives;

## **9. General Conditions: Procedures and Logistics**

The consultant will work remotely but with regular meetings at UNICEF. It should be noted that the consultant is expected to arrange for his/her own transport facilities for commuting to office. 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)

## 12. Modality of Dissemination:

### a) Advertising vacancy

☒ Newspaper ☐ E-mail ☒ UNICEF Website ☐ Relief/External websites ☒  
☐ UN Agencies

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

### **Application Procedure:**

Interested candidates should apply on-line to the link provided and indicate their professional fees in Ghana Cedis. Along with your application, please submit a two page write up on how you can successfully accomplish this assignment within specified period.

### b) Selection from Roster ☐

c) **Other** Please specify: Newspapers

Interviews planned:

Yes ☒ No ☐