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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 and CONTENT DEVELOPMENT ON CIVIL LAW for LAWYERS WORKING WITH/FOR CHILDREN**  **Ref: PRO/TURA/2024-G** |
| Purpose of the Assignment: The objective of this assignment is twofold: first, to develop **Civil Law** modules as part of the ÇABA Training Programme for lawyers working with and on behalf of children. These modules will include a **Trainer’s Module, a Participants’ Module**, and **Online Training Modules** tailored separately for **Training of Trainers (ToT)** and **General Training**. Second, the assignment involves conducting a training session on the developed modules as part of the **Training of Trainers (ToT)** within the ÇABA Training Programme. |
| 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 and Development of the Outline of the Programme | Inception Report (including the outlines for modules and the ToT) |  |  |  |
| Development of (face-to-face) Facilitators’ and Participants’ Modules | Final Draft Participants’ Module |  |  |  |
| Final Draft Facilitator’s Module |  |  |  |
| Development of Online Modules for the ToT and Training Programme for Lawyers | Final Online Module Content for the ToT and Training Programme for Lawyers |  |  |  |
| Deliver ToT Sessions & Prepare Assessment of the Candidate Trainers | Delivery of 5 ToT sessions in total |  |  |  |
| Final assessment questions & key |  |  |  |
| Finalization of the Programme | Final Modules |  |  |  |
| ***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.* |