

## **Individual Contractor: Adolescent and CPHA consultant (FULL TIME)**

**Duty Station:** Srinagar, J&K

**Contract Duration:** 11.5 months (full-time)

**Closing Date:** 28<sup>th</sup> April 2021

### **1. BACKGROUND / RATIONALE**

UNICEF Delhi Office is working on implementing community based child protection program for children and adolescents affected in Union Territory of Jammu and Kashmir, particularly in the Kashmir Valley.

A significant number of children and adolescents have been affected/ stressed due to exposure to traumatic events in the valley. Since the reorganization of J&K, schools and other institutions have been consistently locked down and the external environment is not conducive for children/adolescents to learn or play. The current pandemic further worsened the situation which is distressing. Children/adolescents are now struggling with avenues to find play and learning opportunities and socialize with friends. Adolescents (age group 12-18) are the most vulnerable in the current crisis as they are at the receiving end of violence. Adolescents and young people have been impacted in several ways. While the data on the exact extent of impact of current situation on children is hard to come by, evidences and anecdotal incidents show adolescents have been at the forefront of bearing the brunt of hostile environment in J&K

As the political uncertainty remains unaddressed, there are apprehensions of job losses and dispossession and religious radicalization among Kashmiri youth.

In this backdrop, UNICEF, in partnership with local NGOs proposes to continue and strengthen the existing intervention to engage with children, adolescents, parents and community based functionaries and provide opportunities for play and learning in their own communities and a platform to share their experiences and talk to their friends. The intervention will also focus on providing children and adolescents a conducive environment where they feel safe, develop life skills necessary for their personal and professional life through participatory, age appropriate and gender responsive activities, opportunities to practice these skills to participate and engage fully in their communities, avail access to career guidance and linkages with skill building institutions and also provide psycho social support to the children and adolescents under the programme' existing Psychosocial intervention . The intervention is implemented in 4 highly volatile districts of Kashmir. Keeping in view the political disturbance as a regular feature in valley, there is a need to have an on-going program which will offer Safe Spaces for children and adolescents during peace and normal times. The consultant will also support in elements of programming on Child Protection in Humanitarian Action (CPHA) in J&K

The proposed consultancy has been designed to provide technical oversight and monitoring of the implementation of the programme and is in continuation with the technical assistance plan developed for 2020.

## 2. PURPOSE OF ASSIGNMENT

The proposed consultancy has been designed to provide technical oversight and monitoring of the implementation of the programme and is in continuation with the technical assistance plan developed in 2021.

## 3. OBJECTIVE/S

The consultancy is related to the increased focus to programming in J&K build on last three years of work in the area of preventive community based child and adolescent protection mechanisms with focus on Community Based Child Protection work including the child friendly spaces and Adolescent Resource Centres and especially work on Youth and Adolescent. It is expected that the consultant will support the outpost section CP J&K for technical oversight on the planning, implementation and monitoring and reporting of the programme activities in the state in the specific area.

## 4. MAJOR TASKS TO BE ACCOMPLISHED

- a. Provide support to the CP specialist in planning and developing work plans, project proposals and concept notes as the programme progresses.
- b. Providing support to the CP Outpost section (J&K) of the UNICEF India Country office for planning, implementation, monitoring and quality assurance of the Child-Friendly Spaces and Adolescent Resource Centers programme in the Kashmir region with focus on Youth and Adolescent work; this would primarily include oversight of the partnerships with main implementing partners and their sub-partners and District Administration.
- c. Travelling extensively to the 4 intervention districts to monitor the quality of programme implementation and suggesting corrective measures.
- d. Providing technical assistance to the implementation of programme, monitoring and reporting.
- e. Creating a documentation and impact assessment plan for CFS and ARC programme, aimed at improved communication, advocacy and scale-up purposes in the area of Youth and Adolescent work.
- f. Advocacy with the District /Divisional stakeholders for replication of CFS/ARC model piloted in 4 districts.
- g. Support the implementing partners in replication of CFS/ARC model for children and adolescents in identified districts by working closely with the district administration/community and other stakeholders.
- h. Support in relevant activities related to child protection in humanitarian action through monitoring and reporting systems
- i. Collect, aggregate and submit the report on protection monitoring in J and K including the pragmatic response to the grave violations against children.
- j. Strengthen India's reporting on global humanitarian platforms
- k. Assist in building a response strategy for the cases reported of grave violations against children.

## 5. DELIVERABLES AND DEADLINES

S. No.	Major Task	Deliverable	Specific delivery date/deadline for completion of deliverable	Estimated travel required for completion of deliverable
1	Provide guidance to the implementing partners in setting up the CFS/ARCs in the	108 CFS/ARCs established on the set SOPs and compliance report submitted.	End of month one	Within 4 districts of programme- Anantnag, Pulwama,

	<p>newly identified areas Program Planning.</p> <p>Monitoring visits to the Adolescent Resource centres</p>	<p>4 field trips comprising of 4 days conducted in four districts and reports submitted.</p> <p>3 case stories/HIS submitted</p> <p>Monthly progress reports and action plans for next month submitted.</p>		<p>Kulgam, Srinagar (1 day each district, total 4 days)</p>
2	<p>Protection monitoring / Child Protection in Humanitarian Action (CPHA)</p> <p>Provide assistance in coordination of Child Protection activities especially in youth and adolescent engagement.</p>	<p>CPHA plan drafted and submitted.</p> <p>Meetings conducted with all three partners. Detailed report based on district visits (4 districts including 4 days) of coordination activities submitted.</p>	End of month two	<p>Within 4 districts of programme- Anantnag, Pulwama, Kulgam, Srinagar (1 day each district, total 4 days)</p>
3.	<p>Provide technical assistance to the partners in skill building of adolescents. Networking and exploring with various educational and skill building institutes at district level</p> <p>Facilitate a training on Gender based protection for the IPs with the support of the CP, Specialist.</p> <p>Bi-monthly meetings with partners to monitor the progress and identify the gaps if any.</p>	<p>Technical Assistance plan finalised /submitted, and implementation initiated</p> <p>Training plan/agenda developed, and post training report submitted.</p> <p>Minutes of the meeting submitted.</p>	End of month three	<p>Within 4 districts of programme- Anantnag, Pulwama, Kulgam, Srinagar (1 day each district, total 4 days)</p>

	Monitoring and reporting on grave violations	Reporting of cases and verification through field visits  3 case stories/HIS submitted  Monthly progress reports and action plans for next month submitted.		
4	Assist in development of response strategy to reports on grave violations.  Work on MRE component	Response strategy developed through assessment of cases reported.  Concept implementation note in close collaboration with education section is developed. Implementation initiated.  3 case stories/HIS submitted  Monthly progress reports and action plans for next month submitted.	End of month four	No Travel
5	Consolidate/review training module of adolescent engagement.  Support to school-based ARC  Bi-monthly meetings with partners to monitor the progress and identify the gaps if any.	Module finalised and training plan submitted.  Visit conducted to one school-based ARC of each partner/District  Minutes of the meeting submitted.  3 case stories/HIS submitted  Monthly progress reports and action plans for next month submitted.	End of month five.	Within 4 districts of programme- Anantnag, Pulwama, Kulgam, Srinagar (1 day each district, total 4 days)

6	<p>Develop replication and Scale up strategy.</p> <p>Half yearly Program review conducted with focus on the Adolescent Resource Centres</p>	<p>Meetings held with district /state administration and Stakeholders for scale up of youth and adolescent engagement and reports submitted.</p> <p>Field visits conducted to all four districts and monthly progress report submitted.</p> <p>Half Yearly review meeting on Adolescent Resource Centres conducted and report submitted.</p> <p>3 case stories/HIS submitted</p> <p>Monthly progress reports and action plans for next month submitted.</p>	End of month six	Within 4 districts of programme- Anantnag, Pulwama, Kulgam, Srinagar (1 day each district, total 4 days)
7	<p>Protection monitoring</p> <p>Bi-monthly meetings with partners to monitor the progress and identify the gaps if any.</p>	<p>Monitoring of cases completed with prescribed verification and cases / incidents reported till date submitted.</p> <p>Minutes of the meeting submitted</p> <p>3 case stories/HIS submitted</p> <p>Monthly progress reports and action plans for next month submitted.</p>	End of month seven	Within 4 districts of programme- Anantnag, Pulwama, Kulgam, Srinagar (1 day each district, total 4 days)
8	<p>Protection monitoring</p> <p>Annual reporting</p>	<p>Monitoring of cases completed with prescribed verification and cases / incident reports submitted.</p> <p>Annual report of CFS/ARC completed and submitted</p>	End of month eight	Within 4 districts of programme- Anantnag, Pulwama, Kulgam, Srinagar (1 day each district, total 4 days)

		3 case stories/HIS submitted  Monthly progress reports and action plans for next month submitted.		
9	Provide inputs in development of AWP/RWP.  Bi-monthly meetings with partners to monitor the progress and identify the gaps if any.	AWP/RWP support provided for output 1 and 3  Minutes of the meeting submitted  3 case stories/HIS submitted  Monthly progress reports and action plans for next month submitted.	End of month nine	No Travel
10	Provide supportive supervision to MTs and undertake impact of the adolescent engagement  Visit Poonch and Rajouri districts of Jammu and undertake Situation Analysis (SitAn) in Child Protecting in Emergency (CPiE)	Impact assessment conducted and draft report submitted  3 case stories/HIS submitted  Monthly progress reports and action plans for next month submitted.  Visit completed (comprising of 4 days) and SitAn submitted.	End of month ten.	Visit to Jammu districts of Poonch and Rajouri which includes a 4-day trip.
11	Knowledge management with collection and finalization of case studies related to ARC/CFS and CPHA	A draft compendium of approximately 30 case studies submitted.  Monthly progress reports and action plans for next fortnight submitted	End of month eleven	No travel

12	Develop a knowledge product with a compendium of case studies  Bi-monthly meetings with partners to monitor the progress and identify the gaps if any.	Compendium finalised and submitted  Minutes of the meeting submitted Monthly progress report submitted.	Mid of month eleven.	No Travel
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**NOTE: Travel to Anantnag, Pulwama, Kulgam and Srinagar will be local travel, returning to duty station same day. However, travel to Jammu will be outstation travel.**

## **6. DUTY STATION**

Srinagar, J&K

## **7. SUPERVISOR**

Hilal Bhat, Child Protection Specialist

## **8. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)**

Local travel to Kulgam, Anantnag, Pulwama and Srinagar (outskirts) for total of 28 days. Outstation travel to Jammu, Poonch and Rajouri, 1 trip of 4 days including local travel.

## **9. ESTIMATED DURATION OF CONTRACT (PART TIME / FULL TIME)**

11.5 months (full time), 16<sup>th</sup> May 2021 to 30<sup>th</sup> April 2022.

## **10. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT**

- Master's in social work, development studies or any of the social sciences
- Five years of experience in the area of child protection/child rights/psychosocial programmes
- Experience in working with government systems is an advantage
- Experience of having worked in a UN agency /International development organisation will be an added advantage
- Any experience of work in humanitarian situations will be advantageous

## **11. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)**

S. No.	Criteria	Maximum	Minimum
Stage-I	Education Qualification	10	6
	Work Experience	20	14
	Candidates who score overall 20 marks and above as well as the minimum marks in each of the criteria (1) and (2) will be shortlisted for an interview		
Stage-II	Interview	40	30
	<b>Total technical score (A)</b>	<b>70</b>	<b>50</b>
Stage-III	Financial <b>(B)</b>	<b>30</b>	

- Candidates scoring overall 50 marks in Technical evaluation (A) as well as the minimum marks in each of the technical criteria will be considered technically qualified and their financial offers will be opened.
- Candidate receiving maximum score after combining their Technical Score(A) and Financial score (B) will be selected.

## **12. PAYMENT SCHEDULE**

Monthly basis with report submission and specific deliverables

### **HOW TO APPLY:**

The application to be submitted through the online portal should contain three separate attachments:

- A Cover letter explaining the motivation for applying and explaining how the qualifications and skillset of the candidate are suitable for this position **(to be uploaded online under “Cover Letter” tab)**
- Curriculum Vitae (CV) **(to be uploaded online under “Resume” tab)**
- A financial proposal indicating all-inclusive monthly professional fee and other expenses as per the template attached **(to be uploaded online under “Financial Proposal” tab)**

**Without all the above 3 documents, your application will be considered incomplete and invalid and will not be considered further.**

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.

**For any clarifications, please contact:**

UNICEF  
Supply & Procurement Section  
73, Lodi Estate, New Delhi 110003  
Email: [indconsultants@unicef.org](mailto:indconsultants@unicef.org)  
Mobile: 7303259184