**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title**  Consultant – Child Protection in Humanitarian Action |  | **Type of engagement**  Consultant | **Duty Station:**  Srinagar |
| **Purpose of Activity/Assignment:** The proposed consultancy is to provide deliverable based technical service and for implementation of the child protection programme particularly Child Protection in Humanitarian Action in Jammu and Kashmir.  UNICEF Child Protection section is working in Jammu and Kashmir (J&K) since 2014. UNICEF has invested in technically supporting the Government of J&K in creating and strengthening child protection structures. These structures deliver various child protection services and implement provisions of the juvenile justice system. A holistic approach has been adopted to strengthen child protection systems and capacity building of child protection workforce, engagement with police, judiciary and civil societies remains the key focus of program. However, the structures and resources need to optimally deliver the services as desired by law and in accordance with the needs on the ground. The child protection cadre in J&K needs handholding, mentoring and skills development which shall be the key role of UNICEF with the Government in the coming years. Community-based child protection Programmes are being implemented in various parts of Jammu and Kashmir in collaboration with CSOs to reach out to children in need of care and protection, as well as to build linkages with government systems and create demand for services. This is the new area for the child protection professionals especially for those working in the system. This consultancy broadly aims to technically support the UT workforce in decentralizing the Child Protection work to the district and village level through appropriate government structures.  Initially UNICEF child protection programs were prioritized in the valley of Kashmir as the protection concerns were more visible there in view of various underlying factors. However, with the course of time an increasing need for expanding the programs to Jammu division comprising 10 districts has been felt. This was also recommended through J&K MTSR of 2020. It has also been strongly noted that different geographical groups of Jammu and Kashmir should have right perception of UNICEF as an organization running programs on principles of neutrality and impartiality amongst other humanitarian and Human Rights Principles. To meet that demand an increased need for a dedicated technical support for Child Protection in Humanitarian Action (CPHA) is proposed. The focus of CPHA will be community-based child protection in vulnerable districts of J&K, district, block and village-based protection service and protection monitoring focusing equally on both the Jammu and Kashmir divisions of J&K Union Territory.  A key component of the technical assistance will include generating demand for protection service through various strategies including Social and Behavioral Change Communication, awareness raising. The technical consultant will also facilitate supply part of the child protection services through system strengthening, coordination, planning and monitoring components to be initiated in selected districts.  Inter-departmental coordination, review and oversight of the district magistrates amongst other processes will remain key deliverables for technical assistance.  With that macro level background, children in few districts of Jammu & Kashmir are also vulnerable to protection risks which includes the structural issues at the societal level like child labour, gender-based violence, sexual abuse, child marriages, and substance abuse.  In this backdrop, UNICEF has expanded the protection programs in Jammu and Kashmir in partnership with local NGOs, government agencies, 1098, police and district administration. The intervention is implemented in highly volatile districts of Jammu and Kashmir with focus to put forth comprehensive child protection efforts with a systems approach and also establishing a preventive and responsive system at the community level. Keeping in view the fragile protection environment for children in Jammu & Kashmir, a program focusing safeguarding protection needs, addressing access to entitlements and other humanitarian actions have been initiated and is being implemented in two districts, one in Kashmir division and another in Jammu division. The consultant will provide the following support to the programme. | | | |
| **Scope of Work:**   1. Initiate, plan and develop a roadmap for facilitating setting up/ capacitating District Magistrate (4) in activation of District Child Protection mechanism through District Child Protection Committees (minimum 30) with action plans and follow up of the agreed action plan. 2. Initiate, plan and develop a roadmap for facilitating setting up/ capacitating and supporting Block/Village Child Protection mechanism through Block/Village Child Protection Committees with support to regular meetings, action plans and follow up of the agreed action plan. 3. Develop a roadmap for case management with focus on pathways and initiate its implementation in consultation with relevant stakeholders/duty bearers 4. Provide technical assistance to the implementation of programme activities, monitoring, reporting, regular and timely coordination with various partners for implementing the agreed work plans. 5. Provide technical input in Advocacy and coordination with the district stakeholders for developing response and coordination mechanisms and replication of community-based child protection programs in the area of responsibility. 6. Technically Support the implementing partners in the replication of community-based child protection model in identified districts by working closely with the district administration/community and other stakeholders. 7. Technically lead relevant activities related to child protection in humanitarian action through prescribed monitoring and reporting systems. 8. Analyse the reports and collect, aggregate, and submit the regular reports on protection monitoring in Jammu and Kashmir. 9. Assist in building a response strategy / plan for the cases reported through protection monitoring. 10. Lead a rapid assessment in case of any natural disaster or need for initiating child protection in humanitarian action in Jammu and Kashmir. | | | |
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| **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) | | | |

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| **Supervisor:** | **Start Date:** | **End Date:** |
| *Child Protection Specialist, UNICEF-J&K* | *July, 2023* | *June, 2026* |

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|  | **Work Assignments Overview** | **Deliverables/Outputs** | **Timeline** |
|  | * Preparing draft of the Desk review of School Safety Manual. * Planning and coordinating ToTs (various departments, two TOTs each in Kashmir and Jammu division) on School Safety Manual. * Monitoring the linkage and referral process for children in need of care and protection * Undertake 4 days of day-based field visit to intervention sites * Undertake 8 days of field visit to out of station intervention sites | Submission of Desk review report of School Safety Manual in J&K and one detailed training report on ToTs on School Safety Manual. | 28th August 2023 |
|  | * Training of project staff on the Case Management Approach. * Undertake 4 days of day-based field visit to intervention sites * Undertake 8 days of field visit to out of station intervention sites | Case management pathways document submitted. | 16th October 2023 |
|  | * Planning and coordinating Training of Community groups on setting up of community based preventive mechanisms in the affected areas * Collecting and aggregating the cases for protection monitoring in Jammu and Kashmir * Conduct review and planning meetings and discussions with the IP. * Undertake 4 days of day-based field visit to intervention sites * Undertake 8 days of field visit to out of station intervention sites | Detailed report on training delivered to community groups submitted. | 14th December 2023 |
|  | * Planning and coordinating training with PRI’s, Frontline Functionaries and other Community Based groups on social and behavior change strategies. * Meetings with community groups to monitor the process of engagement and ownership of activities related to child protection mechanism. * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Child Protection issues reflected in Gram Panchayat (30 ) annual plans. | 7th Feb 2024 |
|  | * District Child Protection mechanism under the leadership of District Magistrate initiated in 4districts. * Monitoring and oversight of the outreach activities, safe behavior practices in the communities * Planning and coordinating training with PRI’s, Frontline Functionaries and other Community-based groups and/or victim associations on behavior change strategies * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | A concept note on District CP mechanism finalized in consultation with stakeholders | 4th April 2024 |
|  | * Planning and coordinating training with DCPC/ VLCPCs, PRIs and other institutions on child protection issues and services * Conduct planning meetings and discussions with the IPs. * Preparing activity reports and making recommendations based on the observations in the field. * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Submission of district and village child protection action plan. (DLCPCs 4, and VLCPCs 30. ) | 29th May 2024 |
|  | * Documenting Case studies/human interest stories reflecting positive stories. * Conduct review meetings with the IPs/stakeholders. * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Referral linkages for children to preventive and rehabilitative services facilitated and process documentation submitted. | 17th July 2024 |
|  | * Planning and coordinating training with DCPC and VLCPCs on JJ Act 2015 and POCSO Act 2012. * Monitoring and oversight of the outreach activities and safe behavior practices provided in the communities * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Pre and post training analytical report submitted. | 4th Sept. 2024 |
|  | * Conducting meetings with stakeholders on integrating EORE in child protection programming * Coordinate, develop and finalize convergence strategy for effective integration of EORE activities * Undertake 6 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Submission of report listing children and caregivers affected in 4 districts of J&K. | 31st Oct. 2024 |
|  | * Planning and coordinating the modalities for effective delivery of child protection services including SBCC in the communities * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Quarterly Plans (4) districts) developed and children at risk provided with child protection service | 31st Dec. 2024 |
|  | * Monitoring and review of progress achieved against plans undertaken through technical support to the VCPC through training of Staff and frontline functionaries on village child protection plans * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Quarterly Plans (30 villages) developed reviewed and review report submitted | 28th Feb 2025 |
|  | * Comprehensive IEC package disseminated for creating awareness and behavior change on EORE and other child protection risks in the communities * Preparation of a directory of resources and stakeholders mapping as part of agenda of coordination and public information/ dissemination. * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Dissemination report submitted detailing the number of participants covered with a minimum of 3 case studies showing the impact. | 28th April 2025 |
|  | * Undertake SBCC activities and developing methodology to monitor the progress for measuring the change within the schools in the community * Monitoring and oversight of the outreach activities and safe behavior practices provided in the communities * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | SBCC package disseminated. A random sampling-based report demonstrating the impact submitted. | 13 June 2025 |
|  | * Undertake knowledge, attitudes and practices (KAP) assessments with children in priority locations to determine the level of awareness and safe behaviors in the community * Technical assistance, monitoring and supervision to conduct assessment for measuring the results * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | KAP assessment designed and conducted in priority locations/hotspots, and report submitted | 5tgh August 2025 |
|  | * Coordinate with IPs to develop the manual for master trainers/TOTs * Refresher training for staff and stakeholders on SBCC * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Training Manual developed on harmful child protection risks in the communities. | 40 days  30th Sept. 2025 |
|  | * Monitoring and oversight of the outreach activities and safe behavior practices provided in the communities * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Mechanism developed to monitor and collate information on grave violations, and regular reports prepared (2 annual reports submitted) | 28th Nov 2025 |
|  | * Support the implementing partners in replication of community-based child protection programmes for children and adolescents in identified districts by working closely with the district administration, community and other stakeholders. * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Community based child protect structures established in at least 25% of districts in J&K (G.O s for community-based CP structures submitted) | 20th January 2026 |
|  | * Provide support in rapid assessment in case of any natural disaster or with respect to the displaced populations for initiating child protection Programmes in Jammu and Kashmir. * Meetings with stakeholders and CSO partners to invite dialogue on initiating child protection programmes. * Develop concept notes and carry situation analysis on the status of children in vulnerable locations. * Undertake 6 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Situational Analysis of children prepared, and concept note developed to replicate/scale up child protection programming in J&K. | 10th March 2026 |
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|  | **Estimated Consultancy fee** |
| Travel International (if applicable) | N/A |
| Travel Local (please include travel plan) | 80 days of total travel in Kashmir division over 3 years |
| DSA (if applicable) | 18 trips x 144 days travel to Poonch/Rajouri over 3 years |
| Air ticket cost (Return trip) x 18 trips |
| Transfer to/from airport (4 x 18 trips) = 72 transfers |
| Travel from Jammu -Poonch -Jammu by Cab (36 trips) |
| Local travel within Poonch/Rajouri (6 days x 18 trips) = 108 days |
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| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** | |
| Bachelors  Masters  PhD  Other  Advanced University degree in Social Work, Development studies, International development, Sociology | 1. 5 years’ work experience in child protection with at least one-year proven experience in child protection in humanitarian action. 2. Relevant work experience with UN or International NGO is considered as an additional asset. 3. Good computer skills, at least of MS-Office application software (MS Word, Excel, Power Point) and internet applications. 4. Excellent analytical and report writing skills. 5. Excellent communication skills in English; ability to speak, read and write fluently, Knowledge of another official UN language or local language of the duty station is considered as an asset. | |
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| **Competitive Selection Criteria** (for clarification see **Guidance)**  A) Technical Evaluation (maximum 70 Points)  B) Financial Proposal (maximum of 30 Points)  **-Cover Letter highlighting suitability for the position- 10**  **-Experience – 30**  **-Interview – 30**  **49 of 70 point will be the cut-off score to technically qualify and cut off score for interview will be 28** | | |  |