

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title	Funding Code	Duty Station:
National Consultancy: Facilitating Youth Consultation for General Comments 27 (Access to Justice)	N/A	Phnom Penh, Cambodia
<p>Purpose of Activity/Assignment:</p> <p>The Committee on the Rights of the Child (“the Committee”) has decided to dedicate its 27th General Comment (“GC”) to Children’s Rights to Access to Justice and Effective Remedies. Access to justice has an important role to play in combating inequalities, challenging discriminatory practices and restoring entitlements that have been denied.</p> <p>The GC will clarify concepts and terminology in relation to children’s right to effective remedy and children’s access to justice. It will build on the recent emphasis that the Committee has been placing on access to justice in all its mandated activities as well as on the existing international standards and national, regional and international jurisprudence.</p> <p>In the process of finalizing the GC, the Committee has asked UNICEF Regional and Country Offices to support in the conduct of national and subnational consultation meetings with governmental authorities, the judiciary, professionals, civil society, National Human Rights Institutions if applicable, UN entities and other relevant actors. Such meetings are expected to take place from August 2024 (when draft zero of the General Comment will be shared) and December. UNICEF Cambodia will take part in this process.</p> <p>A most important component of the consultation pertains to children’s meaningful participation. Indeed, the Committee strongly values the participation of children in all its activities including in the drafting of General Comments and intends to ensure that children’s views are duly taken into consideration in this one, using a variety of means. It is important that these views are gathered genuinely and are given due consideration, using an adequate methodology and that children from Cambodia and with diverse life experiences, will have the possibility to participate effectively.</p> <p>This consultancy is meant to support the consultation of children in Cambodia in the drafting and finalization of GC 27. The methodology envisaged is focus group discussions of young people using child-friendly methodology and processes. Child protection and safeguarding policy must be in place given the direct engagement with children.</p> <p>The consultancy is for 6 working days that will encompass one day consultations with children in 3 venues in Cambodia and will include the documentation and the preparation of a synthesis report.</p> <p>The concept note for the General Comment 27 is hereby attached.</p>		

Scope of Work:

The consultant is expected to perform following tasks in line with the requirements of the consultation.

1. **Co-create the methodology for the children’s consultation with UNICEF subject matter experts**
 - Review the EAPRO documents on GC 27
 - Develop a child-friendly methodology that is ethical¹ and compliant with child protection and safeguarding standards, and consultation tools based on official guidance

2. **Facilitate and document focus group discussion and children’s consultation**
 - To be delivered in 3 different locations in Cambodia (1 in Phnom Penh, 1 in Siem Reap and 1 in another rural area, perhaps Rattanakiri)
 - Preferably for two different groups of vulnerable groups of children (e.g. disability, ethnic minority or those who experienced violence or accessing justice) to be decided with UNICEF and one youth group in Phnom Penh
 - Ensure recording for transcription

3. **Develop a child-friendly report**
 - Develop a maximum 5-pager child friendly report and PowerPoint presentation on the process and findings
 - Submit official transcription

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

NO YES If YES, check all that apply:

Direct contact role NO YES

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:

Consultations will be undertaken in 1.5 separate days of not more than 6 hours, preferably to be done on weekends so as not to disrupt the studies of young people. The consultation will be conducted in the present of child protection specialists or officers of UNICEF or NGO partners. The consultant will be oriented on the UNICEF safeguarding and PSEA standards and will sign the safeguarding code of conduct prior to starting the assignment.

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](#) and [Child Safeguarding FAQs and Updates](#)

¹ Ethical checklist (https://unicef-my.sharepoint.com/personal/mmardivilla_unicef_org/Documents/Documents/ARDIVILLA%20UNICEF%20FILES/MPA/KH%20GC%2027/Criteria%20for%20Ethical%20Review%20Checklist.docx)

<p>Consultant sourcing:</p> <p><input checked="" type="checkbox"/> National <input type="checkbox"/> International</p> <p>Competitive Selection:</p> <p><input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster</p> <p><input type="checkbox"/> Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)</p>	<p>Request for:</p> <p>New SSA – Individual Contract</p>	
<p>Supervisor: Maria Margarita Ardivilla, Child Protection Specialist (in close collaboration with the Adolescent Development and Gender Specialist, <i>Hyeri Hyun</i>)</p>	<p>Start Date: <i>October 1, 2024</i></p>	<p>End Date: <i>November 15, 2024</i></p>

Work Assignments Overview	Deliverables/ Outputs	Estimated Duration of Work	Estimated Budget
Review EAPRO GC 27 documents and Co-Create with UNICEF subject matter experts a Child-Friendly Methodology and tools for the consultation	<p>Deliverable 1: Methodology and tools</p>	2 days (Due Date: October 10, 2024)	30%
Facilitate Consultations and deliver a summary Report and transcription	<p>Deliverable 2: Report on the consultation including the summary, analysis of the feedback or opinion received from the participants, participants information, etc.</p>	7 days (0.5 days per each consultation = (0.5 for PP + 4 for two provinces)4.5 days, and 2.5 days for report writing = 7 days) Due Date: November 5, 2024	70%

Minimum Qualifications required:

Bachelors Masters PhD Other

- A university degree in one of the following fields is required: social work, international development, human rights, psychology, sociology, international law, or another relevant social science field.

Knowledge/Expertise/Skills required:

- Demonstrated knowledge in child participation and youth engagement
- Proven knowledge and understanding of the Cambodian context
- Knowledge of UNICEF programming is an advantage
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships.
- Fluency in spoken and written English and Khmer
- A minimum of **three years** of professional experience in the area of participatory research, facilitation, development work, or social sciences.
- A demonstrated experience on facilitating activities for children and youth is highly desired.
- A demonstrated capacity to undertake and lead on innovative and creative processes, including development of engaging and dynamic communication materials is also highly desired.
- Relevant experience in programme development in child protection related areas in a UN system agency or organization is considered as an asset.
- Proven experience in working with children is an advantage.
- Previous work experience with international development organizations and/or government agencies is an advantage.

Evaluation Criteria (This will be used for the [Selection Report](#) (for clarification see [Guidance](#)))

A) Technical Evaluation (100 points) B) Financial Proposal (100 points)

- A) Technical Proposal: Containing a cover letter, updated CV or resume, and copies of 2 relevant performance evaluation reports or references of similar consultancy assignments conducted by the consultant.
- Academic qualification at the master’s level in the relevant fields (20 points)
 - Professional experience in support in the area of participatory research, facilitation, development work, or social sciences. (30 points)
 - A demonstrated experience in facilitating activities for children and youth (15 points)
 - Knowledge, skills, competencies, and languages (20 points)
 - Quality of past work (15 points)
- B) Financial Proposal: Lump-sum offer with the cost breakdown, including consultancy fee, in-country travel costs for a total of 4 days (2 days each site to include ingress and egress and the half day activity) per-diem to cover lodging and meals during in-country travel and any other cost required for this consultancy. The travel shall be calculated based on the most direct routes.

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 75 points score in the technical evaluation.

The contract shall be awarded to a candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview and/or reference check.

Administrative details:

Visa assistance required:

Home Based Office Based:

If office based, seating arrangement identified: The consultant may be granted office space as needed by the nature of the TORs, subject to availability of space

IT and Communication equipment required: **No**
Internet access required: **Yes** (when working in the office)

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected

candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts. UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.