

UNICEF GUYANA AND SURINAME  
TERMS OF REFERENCE  
FOR CONSULTANTS

*Consultancy*

*Development of a case management system and referral pathway for the Integrated Child Protection Network (IKBeN)*

Country Office	: Guyana - Suriname
Duty station	: Paramaribo - Suriname
Consultancy title	: Development of a case management system and referral pathway for the Integrated Child Protection Network
Supervisor	: Child Protection Officer
Duration of Contract	: September 1, 2018 – December 15, 2018

## **I. PART ONE – External**

### **1. Background**

Suriname many actors, and stakeholders play an important role within the overall child protection system, as times their role is formalized, and other times they play an informal – albeit important – role. Earlier assessments<sup>1</sup> have identified the following areas for improvements relating to the current child protection system:

- Create a clear understanding of all partners within the system, with regards to each partner's role and responsibilities;
- Develop a holistic, integrated and responsive child protection system / processes;
- Develop and utilize a well-defined referral system;
- Develop and utilize a system for case management (as part of the referral system);
- Develop protocols, codes of conduct and other tools to guide the actions of stakeholders both on the institutional and individual level.
- Identify by this system which laws are in place to protect the children

As a first step towards a more effective child protection system, the government created the Integral Kinderbeschermingsnetwerk (Integrated Child Protection Network)<sup>2</sup> which consists of representatives of the government which through their work directly and indirectly effect the well-being of children and NGO's working for and/ or with children.

In order for IKBeN to fulfil its role as an integrated child protection network, a technical committee consisting of selected representatives of IKBeN-members<sup>3</sup>, has the task to oversee the realization of those conditions which are pivotal to the function of the child protection system in Suriname.

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<sup>1</sup> Report on the integrated Child protection Network of Suriname" (Gary Gamer, 2018), Study "Samenwerken in het belang van het waarborgen van de bescherming van kinderen: Een handleiding voor de samenwerking tussen instanties en het welzijn van kinderen veilig te stellen en te bevorderen" (Playfair, 2014), "Mapping and assessment of the Child protection system in Suriname" (Julia Terborg, 2014).

<sup>2</sup> Report on the Integrated Child Protection Network of Suriname (IKBeN)

<sup>3</sup> For information on the organizational chart of IKBeN including the roles and responsibilities of the different actors within IKBeN see Operation guidelines of IKBeN.

## 2. Purpose of the Assignment

Transforming the child protection system in Suriname into an effective and responsive system by developing an immediately applicable processes and tools for the following components namely: the referral pathway, a system for case management, in-take and referral forms, the codes of conduct, work protocols and other tools deemed necessities within the Surinamese's context.

## 3. Scope and Methodology

- ✓ The consultant will briefly review existing studies, with an emphasis on the following studies: - "Samenwerken in het belang van het waarborgen van de bescherming van kinderen: Een handleiding voor de samenwerking tussen instanties en het welzijn van kinderen veilig te stellen en te bevorderen" conducted by Carmen Playfair and Julia Terborg (2014); "Mapping and assessment of the Child protection system in Suriname" conducted by Julia Terborg (2014) and interview with key stake holders and professionals.
- ✓ The consultant will review of the legal, regulatory and institutional provisions that would influence the referral pathways and case management system.
- ✓ The consultant will create a clear understanding of all partners within the system, with regards to each partner's role and competencies.
- ✓ The consultant will put forward a recommendation for processes and tools relating to the different components of the child protection systems in close collaboration with professionals and stake holders<sup>4</sup>. Where applicable recommendations put forward by Carmen Playfair and Julia Terborg will be used and further build upon.
- ✓ The consultant will develop ready-to-use tools relating to each field of the framework in close collaboration with key stake holders and professionals, based on the Surinamese legislation and taking the CRC into account.
- ✓ Upon completion of the processes and tools for each component of the child protection system the consultant will facilitated a feedback session(s) with the members of the IKBeN Technical Committee.
- ✓ Upon completion of all processes and tools, with the consent of the IKBeN Technical Committee, deliverables, will be presented to the IKBeN Commission<sup>5</sup> and key stake holders and professionals for feedback / approval.
- ✓ The consultant will develop guidelines for the processes and all the tools which have been developed and approved and provide training to all the key stakeholders involve in the Integrated Child Protection network.

## 4. Major Tasks to be accomplished:

Under the supervision of the UNICEF Child Protection Officer and in close collaboration with the chair of the Integrated Child Protection Network, the consultant will developed immediately applicable processes and tools for the following components; the referral pathway, a system for case management, in-take and referral forms, codes of conduct, work protocols and all other necessary tools in the best interest of the child.

### More specifically, he/she will:

- I. Desk review and interview with all relevant stakeholders and selected professionals.
- II. Development guidelines and tools in close consultation with professionals and stakeholders involved (the referral pathway among different agencies), the system for case

<sup>4</sup> This encompasses but is not limited to the following components: Doorverwijzing, Behandeling, Uithuisplaatsing, Plaatsing in instellingen, Begeleiding, controle, doorstromen en Nazorg.

<sup>5</sup> For information on the organizational chart of IKBeN including the roles and responsibilities of the different actors within IKBeN see Operation guidelines of IKBeN.

management, the intake and referral forms, the codes of conduct, the work protocols and other tools deemed necessities within the Surinamese's context.

- III. Presentation of the guidelines and tools to the IKBeN, key stakeholders and selected number of professionals involved
- IV. Revision of the tools according to feedback.
- V. Presentation of the final report including clear description and Pathways of the various tools-to be tested and revised within a year.

#### 5. Deliverables and deadline(s) for submission:

Deliverables	Estimated Number of working days	% of payment
1. Submission of a detailed workplan with a specific time-table and budget	5 days	10%
2. Draft report with clear guidelines and tools" for the referral pathway of the Integrated Child Protection Network to be tested and revised within 6 months	25 days	30%
3. Draft report including clear description for the case management system for the Integrated Child Protection Network with the various tools-to be tested and revised within 6 months.	25 days	30%
4. Final report with clear guidelines and tools" for the referral pathway of the Integrated Child Protection Network to be tested and revised within 6 months	10 days	15%
5. Final report including clear description for the case management system for the Integrated Child Protection Network with the various tools-to be tested and revised within 6 months	10 days	15%

#### 6. Estimated duration of contract and Tentative Dates:

Duration: 3, 5 months

Tentative dates: September 1, 2018 – December 15, 2018

#### 7. Duty Station: Paramaribo/Suriname

#### 8. Official Travel Involved: N/A

#### 9. Qualification or Specialized Knowledge/Experience Required:

The Consultant should have:

1. Master's Degree in Sociology, Psychology, Social Work, or related fields.
  2. At least 8 years' experiences in Child Protection including experience in developing plan, protocols, pathways, documents and executing programme/projects on child protection issues
  3. Proven insight in the social welfare sector of Suriname, especially regarding children.
  4. Proven facilitating/moderating and analytical skills.
  5. Proven extensive experience with working in child protection sector specifically in violence against children.
  6. Knowledge regarding the Convention on rights of the Children and violence against.
  7. Proven knowledge in the Surinamese law and legislation regarding the child protection issues and the referral system.
  8. Excellent oral and written communication skills Dutch (English is an asset).
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