|  |  |  |
| --- | --- | --- |
| Work Assignments Overview | Deliverables/Outputs | Timeline |
| 1. Based on desk review and consultations with UNICEF and national counterparts preparing written summary of the existing national definitions of alternative care, adoption and Kafalah in the country and mapping of the existing administrative data system on alternative care in the country
2. Identification of national definitions for alternative care, adoption, and Kafalah
3. Mapping of existing alternative care system and related information management system and sources regarding alternative care
4. Listing of relevant stakeholders for sectoral questionnaires and workshops.
5. Based on the mapping and analysis, compilation of a report on the existing alternative care system and related administrative data and information management systems and sources on alternative care in Kazakhstan of at least 20 pages.
 | Summary report on existing alternative care system and related administrative data and information management systems including written summary of the existing national definitions of alternative care, adoption and Kafalah in the country, approved by UNICEF (at least 20 pages)  | 5 days |
| 1. Customization of sectoral and national questionnaires to the country context as needed
2. Adaptation of sectoral and national questionnaires to the country context in Russian and Kazakh languages.
3. Replacing of general terms with country-specific terminology.
4. Adapting to local authorities’ practices and processes.
 | At least 1 sectoral and 1 national questionnaires adapted to national context (in English, Russian and Kazakh languages), finalized and approved by UNICEF  | 1 day |
| 1. Coordination and Facilitation of completion of **sectoral questionnaires** with national stakeholders and validation with UNICEF Regional Office.
 | Completed questionnaires by each engaged sector (at least health, education, social protection)  | 15 days |
| 1. Planning, organizing and preparing for the **national self-assessment** workshop
	1. Drawing up of a list of participants

 1.2 Coming to a mutual agreement on the date, time, and location  1.3 Adapting the agenda, PowerPoint template and materials to the country context 1.4 Preparation of the handout materials for participants | Supporting Documents for the National self-assessment workshop available and approved by UNICEF  | 7 days |
| 1. Facilitation and conducting of the **national self-assessment** workshop
2. Conducting self-assessment workshops: Guiding participants through the completion of the national questionnaire
3. Facilitation of discussions and building consensus on self-assessment
4. Recording responses in an Excel questionnaire
5. Documenting the participants' comments and feedback
6. Preparation and finalization of two meeting reports following the completion of the self-assessment workshop
 | National self assessment workshop conducted, with self-assessment questionnaire finalized Two meeting reports, summarising the outcomes and recommendations of the self-evaluation workshop within 5 working days of the workshop (at least 4 pages long each), available and approved by UNICEF | 10 days  |
| 1. Organisation of a follow-up stakeholder meeting to discuss and validate the results of the self-assessment.
2. Facilitation of discussions on next steps and the development of a data action plan
 | Follow-up meeting organized with next steps identified and agreed with stakeholders for data action plan development | 10 days [includes days allocated for the actual meeting] |
| 1. In close collaboration with national stakeholders and UNICEF team, creating a Data Action Plan by utilizing the provided template and structuring and presenting the plan based on a self-assessment. This includes both drafting and finalizing the plan.
 | National data action plan available approved by UNICEF | 20 days |