
United Nations Children's Fund (UNICEF)

Phnom Penh, Cambodia

Individual Consultant

Technical Adviser to support the implementation of "Cambodia PROTECT: A Communication Strategy to End Violence against Children and Unnecessary Family Separation in Cambodia 2017-2022"

Terms of Reference

1. Background

In January 2016, the UNICEF and the Government of Cambodia Country Program Action Plan (2016-2018) commenced. A key outcome for child protection is that by 2018, girls and boys vulnerable to and exposed to violence and those separated from their family, or at risk of separation, are increasingly protected by the institutional and legislative frameworks, quality services, and a supportive community environment. The targets are an ambitious 30 per cent reduction in violence and a 30 per cent reduction in the number of children in residential care.

The 'Cambodia PROTECT: A Communication Strategy to End Violence against Children and Unnecessary Family Separation in Cambodia, 2017-2022' is comprised of six parts. The package includes: 1) Desk Review; 2) Conceptual Framework; 3) Draft Strategy; 4) Costed Implementation Plan; 5) M&E Framework; and 6) Summary of the Strategy.

The Communication Strategy is national in scope, with focused implementation in five focal provinces: Phnom Penh, Kandal, Preah Sihanouk, Battambang and Siem Reap and the UNICEF Integrated Early Childhood Provinces in the North East. The first phase begins in late 2017 and runs through to June 2019. A second phase, lasting through to 2022, will be planned, based on results from the first 20 months. This consultancy is for the first five months only, commencing in November.

The overall goal is to enable children, their parents and caregivers and communities to prevent and respond to violence and family separation by raising awareness on the unacceptability of all forms of violence and unnecessary family separation, transforming prevalent norms and attitudes that condone violence and promote unnecessary family separation, as well as building skills and self-efficacy to practice protective behaviours. More specifically, the strategy seeks to have 25 per cent of commune councils in the five focal provinces implementing the strategy by December 2018.

2. Purpose and Objective

The purpose of this consultancy is to provide technical support for the implementation the 'Cambodia PROTECT: A Communication Strategy to End Violence against Children and Unnecessary Family Separation in Cambodia, 2017-2022' with the initial focus on having 25 per cent of commune councils in the five focal provinces implementing the strategy by December 2018.

The main objectives of this consultancy are to:

- Provide technical support to government and civil society partners to implement the Cambodia PROTECT implementation plan
- Monitor and report on the implementation of the M&E Framework, including key contracts and consultancies
- Provide secretariat support to the Cambodia PROTECT partnership comprised of seven international NGOs including Plan International, World Vision, Save the Children, Friends International and key child protection networks such as Family Care First (FCF) and the Protection of Children (3PC)
- Capacity building of key partners and actors in C4D for violence against children and alternative care

3. Programme Area, Outputs and Specific Key Results Areas in the Rolling Work Plan 2016-2018 involved

Section Request: Child Protection

Programme Area: Child Protection

Output 3: By 2018, Commune Councils and religious leaders have strengthened capacity to protect girls and boys vulnerable to and exposed to violence and those separated from their family, or at risk of separation.

Key Result 3.3.1.: A behavioural change campaign to prevent and to respond to violence against children and unnecessary family separation designed and implemented in the five target provinces and IECD focal districts.

Milestone: Percentage of commune councils implementing the behaviour change campaign strategy on violence against children and unnecessary family separation.

Included in approved AWP: Yes No

4. Work Assignments

The primary responsibility of the Consultant is to provide support to Child Protection Specialist for the implementation of the Cambodia PROTECT Strategy. The work assignment includes, but is not limited to, the following tasks:

1. Provide technical support to government and civil society partners to implement the Cambodia PROTECT implementation plan
 - Ongoing monitoring and review of the Cambodia PROTECT Strategy, including the implementation plan and M&E Framework to ensure timely implementation of activities and the development, launch and distribution of communication materials.
 - Provide technical support to the government partners, particularly the Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY) to develop messages and IEC materials and to monitor implementation of the implementation plan and M&E Framework.
 - In consultation with partners, assess, select and/or recommend appropriate information and materials for C4D initiatives, verifying accuracy and quality for dissemination.

2. Monitor and report on the implementation of the M&E Framework, including key contracts and consultancies
 - Collaborate with internal and external partners to provide operational and technical support to conduct pre-test and the use of the materials through the organisation of events and activities to ensure community engagement and participation, with maximum outreach and impacts on behavioural change towards violence against children and unnecessary family separation.
 - Provide technical, administrative and logistical support and background materials to carry out and implement Cambodia PROTECT Strategy and activities and recommend operational approaches, plans, methods and procedures to ensure community engagement and participation and optimum outreach and impact.
 - Assess and recommend potential contacts, networks, resources and multi-media/social media and tools to support maximum impact and outreach of Cambodia PROTECT Strategy initiatives.

3. Provide secretariat support to the Cambodia PROTECT partnership comprised of seven international NGOs including Plan International, World Vision, Save the Children, Friends International and key child protection networks such as Family Care First (FCF) and the Protection of Children (3PC)
 - Build and maintain partnerships through networking and proactive collaboration with the national partners and international NGOs, CSOs, community groups, community leaders, religious leaders to enforce cooperation through engagement and empowerment
 - Collaborate with internal and external communication partners to harmonize, link and coordinate messaging to enhance the outreach and contribute to programmatic outcomes.
 - Provide technical and logistical support to the Cambodia PROTECT Partnership.
 - Provide core secretariat support to the Cambodia PROTECT partnership such as setting meeting schedules, taking and distribution of minutes and maintaining files.

4. Capacity building of key partners and actors in C4D for violence against children and alternative care
 - Institutionalise and share best practices, knowledge and lesson learnt in C4D with partners, actors and stakeholders to build capacity.
 - Develop and implement training programmes and activities based on the needs of partners.
 - Support the organization of related forums to implement capacity building initiatives including partnership with training and academic institutions to enhance the competencies of stakeholders and partners.
 - Develop training materials, revise and update as necessary for training activities.
 - Provide support to the evaluation of Cambodia PROTECT Strategy.

5. Qualifications of Successful Candidate

Education

Master level academic qualification related to the task (e.g. communication, behavioural sciences, anthropology, child protection or related social sciences)

* Demonstrated professional experience will be accepted in lieu of an academic qualification at the Masters level

Years of relevant experience

At least 5 years of professional experience in implementing communication strategies, and messaging.

Competencies of Successful Candidate

- **Communication**
- **Working with people**
- **Drive for results**
- **Relating and networking**
- **Applying technical expertise**
- **Formulating strategy and concepts**

Knowledge and Skills

- Demonstrated knowledge of child protection, especially of violence prevention and family preservation, and of social and cultural norms, beliefs and practices that lead to violence against children and unnecessary family
- Proven knowledge and understanding of the Cambodian context, in particular socio-cultural and policy context and child protection issues
- Knowledge of UNICEF programming is an added advantage
- Excellent management, interpersonal, planning and coordination skills
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships

Languages

Spoken and written fluency in Khmer and English

6. Location & Duration

The Consultant is expected to work for 105 days from November 2017 until March 2018. The contract may be extended for a period up to 13 months, subject to receipt of additional funding and need. The indicative schedule of the assignment with specific timelines and milestones for individual activities is mentioned in “7. Deliverables.” The timeframes are negotiable. The Consultant is also expected to work in-country and be based in the UNICEF Office. Travel to Child Protection focused provinces and IECD provinces for 100 days are anticipated during the contract duration.

7. Deliverables

<i>Deliverables</i>	<i>Payment (including business travel fee) be directly linked with satisfactory deliverables</i>	<i>Reporting Requirements for each deliverable</i>	<i>Time frame</i>

Deliverable 1: The delivery of the finalized inception report, based on the Cambodia PROTECT Package, including a simplified implementation plan covering the five month duration of the contract, of 7 - 10 pages in English and in Khmer	10 per cent payment	An inception report and simplified implementation plan	Within two weeks of signing contract
Deliverable 2: Capacity building and training plan for partners based on a simple capacity and training assessment of key partners, in both English and Khmer, of 5 – 10 pages	10 Per cent payment	A capacity building and training plan for partners	By 31 December 2017
Deliverable 3: The delivery of a total of 3 monthly progress reports of key activities, challenges and lessons learned in both English and Khmer	60 per cent payment (20 per cent payment upon the delivery of each monthly progress report)	Monthly progress reports	Submitted for months 2, 3 and 4, at the end of each respective month
Deliverable 4: The delivery of a total of 3 finalized human interest stories, identified by the Child Protection Specialist and following the UNICEF style manual, of 3 to 4 pages in English only	These stories will be submitted one at a time and be attached to the three monthly reports	Human interest stories	Submitted by 30 Mach 2018
Deliverable 5: The delivery of 1 final report, summarising key achievements against each deliverable, lessons learned, challenges and future opportunities, in both English and Khmer, of between 8 – 10 pages	20 per cent payment	Final report	Submitted 10 days before the end date of contract

8. Reporting Requirements

All working documents and the final products shall be submitted electronically in English and Khmer, (except where a specific deliverable requires only an English version), produced to a high quality, delivered in an engaging and accessible format, and guided by the guidelines set forth in the UNICEF Style Book. The Child Protection Specialist should receive all the reports.

9. Payment Schedule linked to Satisfactory Deliverables (SMART)

The payment schedule is based on the deliverables matrix above. The Consultant is required to submit the required deliverable along with an invoice. The payment is paid upon the submission and approval of the deliverables.

10. Administrative Issues

Confidentiality: The documents produced during the period of this consultancy will be treated strictly confidential and the rights of distribution and/or publication solely reside with UNICEF.

11. Contract supervisor and other stakeholders

The Consultant will work under the supervision of the Child Protection Specialist with regular technical input from the Chief of Child Protection Section. Compliance with the ToR and timely delivery of the expected outputs/results will be closely monitored. Upon completion of contract assignments, the supervisor will evaluate the Consultant's work, certify relevant documents and process/follow-up on the payments.

12. Penalties for Underperformance

Payment of fees to the Contractor under this contract, including each instalment or periodic payment (if any), is subject to the Contractor's full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF's satisfaction, and UNICEF's certification to that effect.

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

13. Termination of Contract

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and fourteen (14) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice.

14. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to: <http://www.unicef.org/about/employ/507424>

1. Letter of Interest (cover letter) with indication of applicant's ability and availability
2. CV or Resume
3. Example of applicant's Performance evaluation reports or references of similar consultancy assignments or other references of similar consultancy assignments (if available)
4. Your fee proposal or price proposal by indicating daily/monthly rate (in US\$) to undertake the terms of reference above (including travel and daily subsistence allowance, if applicable). Applications submitted without a daily/monthly rate will not be considered.

The deadline for applications is 10/10/2017

15. Assessment Criteria

A two stage procedure shall be utilized in evaluating technical assessment being completed prior to any price proposal being compared.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

A two stage procedure shall be utilized in evaluating technical assessment being completed prior to any price proposal being compared. The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, and may subject to the satisfactory result of the verification interview.

Applications shall therefore contain the following required documentation:

1. **Technical Proposal:** Containing a cover letter with indication of applicant's ability and availability, updated CV, and the example of applicant's written report on end project assessment or other references of similar consultancy assignments (if available).

Please Hiring Manager change; below is just the example:

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

Technical Qualification (max. 100 points) weight 70%

Degree Education in (30 points)

Years of relevant experience (20 points)

Knowledge, Skills, Competencies..... (30 points)

Quality of past work (e.g. understanding, methodology) (20 points)

2. **Financial Proposal:** Lump-sum offer with the cost breakdown: consultancy fee, travel costs (economy class), per-diem to cover lodging, meals, and any other cost related to the Consultant's stay in Phnom Penh, travel and DSA related to data collection and data entry by the local team as well as translation and printing of the questionnaires and materials for data collection as per work assignment. The travel (if involved) shall be based on the most direct and economy fare.

Technical Qualification (max. 100 points) weight 30%

The maximum number of points shall be allotted to the lowest Financial Proposal compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.