

TERMS OF REFERENCE INTERNATIONAL INDIVIDUAL OR INSTITUTIONAL CONSULTANCY

Consultancy Title: Community-Based Child Protection Programme Review and Revision - Fiji

Requesting Section: Child Protection

Date: 20 December 2019. Revised 16 January 2020.

Programme Area: Outcome 4/Output 3/Milestone 1: Caregivers and communities have increased knowledge and skills to eliminate harmful practices and better protect children from violence and abuse.

1. Background

The 2018-2022 UNICEF Pacific Multi-Country Child Protection Programme consists of three components: (i) strengthening the legal and policy framework, (ii) building the capacity of prevention and response services across social sectors, including social welfare, justice, police, health and education, and (iii) promoting social and behavioural change.

Comprehensive data is limited, however available information suggests that children in Fiji experience various forms of violence in the home, in schools and in the community. The UNICEF Child Protection Baseline Report for Fiji (2008) shows a high prevalence rate of corporal punishment in the home (72% of parents reported using violent discipline against their children aged 2-14 in the previous 12 months), with a later Family Health and Safety Study reporting 16% of women in Fiji have experienced sexual abuse before the age of 15, among other issues such as neglect, exploitation and child labour. UNICEF's child protection strategy emphasises a need to address community attitudes and behaviours underpinning children's vulnerability in order to create a protective environment. The main intervention under the social and behavioural change component has been the development of a "Community Facilitation Package" and its utilisation at community level.

The first package, consisting of a manual for facilitators to conduct learning sessions in communities and some supporting communication materials (posters, flip-charts, etc.), was developed in Fiji by the Ministry of Women Children and Poverty Alleviation (MWCPA)/Social Welfare Division (SWD)/Children's Services Unit (CSU). UNICEF supported the development of the Community Facilitation Package and the initial Training of Trainers in 2012 and the implementation in communities until 2015. Since 2016, the Government has been continuing to implement the package with its own funds. By the end of 2019, around half of Fiji's 2,000 rural communities and informal urban settlements had been reached.

Furthermore, the package has been contextualised and translated into Fijian language by the Ministry of iTaukei (Indigenous) Affairs (MTA), with the addition of a Participant's Manual. As of end of 2019, MTA had reached close to 100 additional communities.

The implementation strategy has consisted of a five-day training of trainers (TOT), followed by training of a group of leaders from various communities in an area (village chiefs, church leaders, health workers, teachers, women's and youth representatives, etc.) on the Community Facilitation Package during a three-day workshop. These leaders are in turn expected to conduct sessions in their respective communities, establish a child protection community committee and develop and implement a child protection village action plan, which is included in the overall village development plan.

However, in the absence of a monitoring and evaluation framework and mechanism, results of the programme have not been measured. This was highlighted as a weakness in the 2017 DFAT Programme Review, which recommended a review and revision of this intervention.

2. Purpose of the assignment

MWCPA and MTA have requested UNICEF to conduct a review of the implementation (phase 1), including achievements and challenges, before the programme continues to expand. Based on the findings of the review, the implementation strategy and the communication and facilitation materials will be revised, and management/monitoring tools and training modules will be developed (phase 2). Following this will be an initial phase of implementation with the revised framework (phase 3).

The findings and recommendations from the review, as well as the revised strategy and materials will be used by the two implementing Ministries to improve community-based child protection programmes in Fiji, supported by UNICEF and other organisations.

3. Objectives

Overall objective

To review and revise on-going community-based child protection programmes implemented in Fiji by MWCPA and MTA.

Specific objectives

Phase 1:

(i) To collect information on programme delivery and achievements at output, outcome and, to the extent possible, impact level, and analyse strengths and opportunities as well as weaknesses, challenges and lessons learnt

(ii) To formulate recommendations to improve the programme to ensure objectives are reached, and with a view to further expansion/scaling

Phase 2:

(iii) To revise the implementation strategy and communication and facilitation materials, and to develop management tools and training modules, based on the review findings and recommendations

(iv) To develop a comprehensive monitoring and evaluation framework, based on the review findings and recommendations

Phase 3:

(iv) To support the initial phase of implementation of the revised strategy, using revised/new materials

4. Scope and methodology

Review

The review will assess to what extent the following programme objectives (outcome level) have been achieved:

(i) Caregivers, families and communities have acquired (a) knowledge about child development stages and needs from 0 to 18, and child protection issues, laws and services; (b) attitudes that are conducive to child protection; and (c) positive parenting practices; and

(ii) Child protection community committees prevent and respond (referral/reporting) to child protection concerns arising in the community.

The review will also analyse how programme activities were implemented at output level (detailed quantitative data on coverage/activities conducted, locations, mode of engagement, length of engagement, etc.), if implementation was consistent with behaviour change programming, and how this contributed to outcomes, and as much as possible, to impact level results, based on anecdotal evidence/success stories of change in children's lives.

The suggested methodology is: (i) desk review of programme documents; (ii) semi-structured interviews with key informants (KII); (iii) focus group discussions (FGD) in communities; (iv) Knowledge, Attitudes, Practices (KAP) surveys in communities; (v) collection of success/significant change stories.

The review will adhere to human rights principles and a gender-sensitive approach within the framework of UNICEF guidelines.

Revision

Based on the findings and recommendations of the review, the Consultant will formulate a new implementation strategy and plan, revise existing materials and develop new ones, as needed, and facilitate a validation process with implementing partners and key stakeholders. The Consultant will then support the initial phase of implementation.

The following areas need to be considered in all interventions of the Child Protection Programme: gender, disability, age-specificities and country-specific issues. *[UNICEF Pacific will share a Technical Guidance Note on this with all Consultants]*

The international Consultant will work with a national Consultant, recruited by UNICEF, who will provide insights into the socio-cultural context, inputs and feedback on research tools and methodology, draft report, revised strategy and materials, new materials, modules and tools, and assist with organising meetings and fieldwork, data collection and compilation, translation/ interpretation, logistics, etc.

5. Work Assignment/Specific Tasks

5.1 Conduct a review of the on-going programme

5.1.1 Conduct a desk review of relevant documents

- Facilitator's Manuals, Participant's Manual and supporting communication materials
- Reports on TOTs and material revision/validation workshops
- UNICEF monitoring visit reports
- MWCPA and MTA technical reports
- Other documents as identified

5.1.2 Develop methodology and tools

- Develop information collection methodology, including criteria for determining the number and characteristics of communities to be included in KAP survey and FGD
- Guidelines for meetings with various stakeholders
- Guidelines for semi-structured interviews with national and sub-national level programme managers-supervisors-trainers
- Guidelines for semi-structured interviews with community leaders who have been trained on the facilitation package
- Guidelines for focus group discussions with communities: with (i) participants in sessions conducted by community leaders, and (ii) members of child protection committees
- Questionnaire for KAP survey (to be administered in communities with programme and in communities without) and guidelines for training of enumerators

5.1.3 Collect information

- Conduct meetings with various stakeholders, including UNICEF Child Protection staff, MWCPA, MTA, NGO's, and others, as relevant
- Conduct semi-structured interviews with national and sub-national level programme managers-supervisors-trainers
- Conduct semi-structured interviews with community leaders who have been trained on the facilitation package
- Conduct focus group discussions with communities: with (i) participants in sessions conducted by community leaders, and (ii) members of child protection committees
- Conduct testing of KAP survey in a few communities reached by the programme and some not reached

5.1.4 Draft report

The report will include:

- Description of the implementation strategy used, and quantitative information on coverage: numbers of communities reached (by division and district), trainers trained, community leaders trained, caregivers reached in communities, child protection committees formed, child protection village plans produced/implemented, etc. (output level)
- Qualitative/quantitative results in terms of social and behavioural change in caregivers, community leaders and communities (outcome level)
- Qualitative/quantitative results in terms of change in children's lives (impact level) – to the extent possible, based on anecdotal evidence such as success stories
- Success/significant change stories
- Analysis of strengths and opportunities, weaknesses, challenges, bottlenecks and lessons learnt in the programme design/strategy, implementation and monitoring.
- Concrete recommendations to improve the programme to ensure objectives are reached, and with a view to nationwide expansion/scaling
- Annex of scope and methodology used to inform report

5.1.5 Conduct a validation workshop

- Facilitate a two-day workshop to share findings and recommendations from the review and to define revised objectives and implementation strategy
- Conduct discussions with implementing partners to agree on next steps

5.2 Design revised strategy and tools and support initial implementation

5.2.1 Revise/Design programme strategies and tools

- Define objectives and design implementation strategy, and develop five-year plan, including time line, budget, geographical locations, monitoring framework and indicators
- Revise contents of community facilitator’s manuals and supporting communication materials
- Design simple management guidelines and tools for: programme planning/review/reporting; supervision; information collection/processing on cases handled and activities implemented by communities
- Design a KAP survey for pre and post-implementation, based on the revised materials
- Design a module to train community facilitators including knowledge on the contents, facilitation skills and use of management tools
- Design a module to train national/sub-national trainers of community facilitators, including knowledge on the contents, facilitation and training skills and use of management tools
- Design a module to train managers-supervisors, including management and supervision skills and use of management guidelines and tools described above (they will participate in TOT of community facilitators so they are fully knowledgeable about the programme and may also be trainers themselves)
- Design a module to train community “natural helpers” in charge of prevention through awareness raising, detection, response, referral and reporting, linkages with formal system, in collaboration with UNICEF Social Welfare Capacity Building Consultant

5.2.2 Support initial phase of implementation

Visit #1:

- Facilitate a workshop to validate communication and facilitation materials, training modules and management tools, and make adjustments as needed
- Train a team of national and sub-national trainers – TOT
- Train managers-supervisors

Provide technical assistance to:

- Trainers during 1st training of community facilitators

Activities will be carried out in communities for at least a month.

Visit #2:

Provide technical assistance to:

- Managers-supervisors during 1st supervision round
- Managers/supervisors during first review and planning meeting with facilitators after completing one month of sessions in communities
- Trainers for 1st training of community “natural helpers”

6. Work Schedule/Work Plan

The below timeline is tentative. It will be adjusted as needed according to partners’ and consultant’s availability.

Deliverables	Estimated # of working days		Estimated timeline	Payment schedule
	Home-based	In-country		
Phase 1 – Programme review				
Scoping mission, including meetings in Suva with national stakeholders, planning of methodology and scope		5	2-6 Mar	
Desk review of programme documents and development of information collection methodology and tools – Inception report	5		13 Mar	10%
<i>Gap for ministries and national consultant to prepare community visits; KAP study completed</i>			Mar-Apr	
Fieldwork with sub-national stakeholders, community leaders and communities		20	20 Apr - 15 May	
Drafting of report		5	22 May	
Validation of report findings and recommendations and adjustments to report		5	29 May	30%

Phase 2 – Programme revision				
Development of revised strategy and plan. Revision/development of communication/facilitation materials Development of training modules and management tools	20		26 Jun	20%
Phase 3 – Programme implementation				
Validation and finalisation of materials		5	3 Jul	
Training of trainers		5	6-10 Jul	
Training of managers-supervisors		5	14-17 Jul	
Training of community facilitators		15	20 Jul – 7 Aug	20%
<i>Gap for activities to take place in communities</i>			<i>August</i>	
First round of supervision		5	8-11 Sep	
First review meetings with community facilitators		5	14-18 Sep	
First training of community helpers		5	21-25 Sep	
Debriefing and adjustments		5	28 Sep – 2 Oct	20%
Total	25	85		100%

Number of working days: 110 (25 home-based; 85 in Fiji)

Contract duration: 10 months (in case there are delays)

Starting date: as soon as possible

7. Payment Schedule

Deliverables	Estimated timeline	Payment schedule
Research methodology and tools	13 March	10%
Final review report	29 May	30%
Revised strategy and plan, communication/facilitation materials, training modules and management tools	26 June	20%
Report on validation of materials and training of trainers, managers-supervisors and community facilitators	7 August	20%
Report on technical assistance to first round of supervision, review meeting, training of community helpers and debriefing Final materials	2 October	20%

8. Deliverables

Final deliverables:

- Report on the review of the Fiji community child protection programme.
- Revised and new materials for Fiji community child protection programme.

9. Supervision

The Consultant will be under the supervision of the Child Protection Specialist (Behaviour Change). The Consultant will work closely with the Ministry of Women Children and Poverty Alleviation/Social Welfare Division/Children's Services Unit staff and the Ministry of iTaukei Child Protection Focal Point, Research and Development and Monitoring Units.

10. Official travel

The Consultant will purchase 3 round trip air tickets from place of residence to Suva, Fiji, in economy class by the most direct and most economical itinerary, provided it is not longer than the lowest fare by more than 4 hours, subject to prior approval of the quote by UNICEF. The Consultant will also purchase domestic air tickets and hire vehicles to travel within Fiji. UNICEF will reimburse all air tickets, airport transfers and vehicle hire expenses against receipts to be submitted along with the invoice for professional fees covering the reporting period during which travel took place.

Subsistence allowance for official travel will be paid as per UNICEF Pacific policy which is based on location and duration of stay. Payment of the subsistence allowance will be processed against the same

invoice as professional fees and reimbursement of international air tickets, airport transfers and domestic travel. The subsistence allowance is meant to cover accommodation, food, transport for official business in Suva (taxi), communication for official business (local SIM card and mobile internet and local phone calls package) and other personal miscellaneous expenses.

11. Work place and other working conditions

The Consultant will use his/her own computer and mobile phone. If available, the Consultant may have occasional/limited access to open working space, Internet, scanning, printing and photocopying facilities in the UNICEF Suva Office.

12. Qualifications

Education

-Advanced university degree in the social sciences, behavioural sciences, communication for development, anthropology, or related field.

Experience

-At least 8 years of relevant experience, i.e. review and design of community behaviour change programmes, preferably in the field of child protection; strong understanding of measurement tools for social and behavioural change; quantitative and qualitative research; development of community behaviour change materials.

-Solid understanding of child protection issues and child protection prevention and response systems

-Previous experience working in Pacific Island Countries and/or knowledge of Pacific cultures an asset

Skills/Competencies

-Excellent writing and analytical skills

-Demonstrated facilitation skills

-Demonstrated ability to develop training materials and deliver trainings

-Ability to persuade, influence, negotiate, advocate

-Excellent people's skills, relating with people, team work, networking

-Adaptability, flexibility, cultural sensitivity, tact, diplomacy, patience, respectful attitude

-Excellent communication skills, both speaking and writing; in particular, ability to communicate technical concepts, knowledge and skills in a clear, simple and jargon-free language; ability to present information in a well-structured, logical manner

Languages

-Excellent spoken and written English

-Knowledge of national languages an asset

APPLICATIONS

Applicants must submit: (i) a cover letter indicating their suitability for the consultancy, dates of availability and financial offer (professional fees and living allowance); (ii) CV; (iii) examples of previous work relevant to the consultancy.

Send applications to:

Katherine Hodges, Child Protection Specialist, UNICEF Pacific: khodges@unicef.org

Closing date: 15 March 2020