UNICEF OFFICE FOR THE EASTERN CARIBBEAN AREA

TERMS OF REFERENCE FOR CONSULTANT TO CONDUCT SURVEY AMONG STUDENTS ATTENDING SCHOOL IMPLEMENTING CFS FRAMEWORK

Background:

The UNICEF Office for the Eastern Caribbean Area has been supporting countries to incorporate Child-friendly School framework in their school this region. In the Eastern Caribbean the CFS model focuses on the following characteristics of effective schools:

- Positive behavioural management techniques
- Healthy and Health Promoting Practices –including teaching Health and Family Life Education
- Student centered Education
- School Leadership and Management
- Inclusive Student Seeking Non-Discriminatory Practices
- Safe, Protective and Nurturing Environment
- Staff Professional Development
- Gender-Sensitive and Friendly Environment
- Spiritual Care

To date the Ministries of Education in 9 countries (Anguilla, Barbados, Antigua and Barbuda, St. Lucia, Dominica Grenada, St. Kitts and Nevis, St. Vincent and the Grenadines and Trinidad and Tobago) in the Eastern Caribbean region have introduced some aspects CFS primarily in their schools. As UNICEF continues to support countries to introduce all aspects of the framework it is important to know what exists in schools and what areas need further strengthening.

To this end, UNICEF is seeking to recruit a consultant to primarily gather information on the teaching of HFLE at schools; mechanisms for student participation; the protective environment at schools

Conduct a study on child protection awareness among primary school to help inform the development of interventions to safeguard children. More specifically the study will seek to ascertain if children ages 8-11 know what to do and where to go in the event of any form of bullying and sexual abuse.

Purpose of Consultancy:

The purpose of this Consultancy is therefore to:

a) conduct a survey among a sample of students 8-11 years old at primary school implementing CFS framework in Anguilla, Antigua and Barbuda, St. Lucia, and Dominica to ascertain if they know where to go and what to do in the event of bullying and if they were sexually abused
b) ascertain what mechanisms are in place (at the schools implementing CFS) for the protection of children e.g. is there mechanisms in place to prevent and respond to bullying; and to prevent and respond to child sexual abuse; are there campaigns in schools to educate students

c) ascertain how many of the CFS in Anguilla, Antigua and Barbuda, St. Lucia, and Dominica have functioning students’ councils during the present school year (defined as students meet; they have a workplan and they have worked on at least one student-led project during the school year

d) ascertain how many of the schools implementing CFS in Anguilla, Antigua and Barbuda, St. Lucia, and Dominica are teaching all aspects of life-skills based HFLE

Scope:
Under the guidance of UNICEF

The Consultant will:-

1. Review any relevant documentation on Child-Friendly schools to get an understanding of the programme and what has been done to date in the Eastern Caribbean,
2. Develop a sound methodology for collecting the data
3. Develop the relevant survey instruments
4. Pre-test survey instrument
5. Conduct research among representative sample of students in schools implementing CFS in Dominica, Antigua and Barbuda, St. Lucia, Anguilla
6. Analyze data and present report to UNICEF

Deliverables:

The Consultant will deliver the following outputs:-

- Report on findings in electronic and in hard copy
- PowerPoint on findings

Duration of contract, Outputs and Delivery dates and details:

The contract will run from 19 May – 30th June 2014

Deliverables are as follows:

23rd May – inception document
30th May first draft of survey instrument
15th June first draft report due to UNICEF
30th June final report and PowerPoint due
Qualification or Specialized Knowledge/Experience Required:

The contractor should have

- At least a Masters in the Social Sciences or a related field
- Excellent writing skills in English
- Familiarity with CFS model globally, with CFS practices in the Eastern Caribbean would be an asset
- Evidence of having conducted research

Contract Supervisor:
Lisa McLean-Trotman, the Communication for Development Specialist for UNICEF Office for the Eastern Caribbean Area will supervise this assignment with inputs from Elaine King, Adolescent and HIV Specialist.

Official Travel:
This assignment may require travel outside the duty station (Barbados) but Consultant should try to find the most cost effective way of conducting the study

Payment Schedule:

- 20% of fee upon submission of inception document
- 10% of fee upon submission of the questionnaire
- 20% of fee upon submission of first draft of report
- Balance of fee upon completion of the assignment

Conditions of Service:
Prior to commencing the contract, the Individual Consultant will be required to submit a statement of good health, accompanied by a recent Medical Certificate which indicates that the Consultant is fit for work and travel. In addition, the Consultant is required to certify in the Health Statement that he/she is covered by medical/health insurance. The statement includes confirmation that he/she has been informed of any inoculation required for the country or countries to which travel is authorized. He/she takes full responsibility for the accuracy of the statement.

Institutional contractors or corporate entities will be required to submit certificate of registration or certificate of incorporation. Those companies which have not worked with UNICEF before will be required to submit samples of their work.

Medical certification is not required for corporate entities.

Recourse:
UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines. Performance indicators against which the satisfactory conclusion of this contract will be assessed include: timeliness/quality of submission and responsiveness to UNICEF and counterpart feedback.
How to apply

Prospective contractors should submit a detailed proposal outlining what materials they proposed to developed; key messages and rationale for what they are proposing. The proposal should have a detailed budget and timelines. All proposals should be sent by e-mail to bridgetown@unicef.org with a copy to lmcleantrotman@unicef.org no later than COB (EST) on Thursday 12th May 2014, indicating “Consultant to conduct survey - CFS framework” in the subject line of the email. The proposal package should include the following:

a. A cover letter
b. A detailed curriculum vitae or background of the corporate entity in English
c. A financial and technical proposal.

Proposals should be addressed to:
Representative
UNICEF Office for the Eastern Caribbean Area
UN House
Marine Gardens
Christ Church
BARBADOS

ONLY SUITABLE PROPOSALS WILL BE ACKNOWLEDGED