



United Nations Children's Fund  
Fonds des Nations Unies pour l'Enfance

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## LETTER OF AGREEMENT

### Between UNICEF East Timor and IRC

#### *Assessment of East Timorese Separated Children and Orphans*

Date : September 8, 2000  
Ref: Dil/CRP/LoA/IX-01

#### **1. Activity Title**

**Assessment of East Timorese separated children and orphans.**

#### **2. Objectives**

##### **Overall Objective:**

To conduct an assessment of the situation of East Timorese separated children and orphans and of the orphanage system in East Timor, past and present. To analyze the results, recommend a policy and legislation to protect East Timorese separated children and orphans, and strategize for the long-term development of community based support for these children in East Timor.

##### **Immediate objectives:**

- (1) To conduct a thorough assessment of the situation of East Timorese separated children and orphans and of the orphanage system in East Timor, past and present.**

## **Questionnaire**

- Analyze the completed questionnaire (prepared by the Task Force on Separated Children and Orphans) returned to UNICEF and information from other sources

## **Children staying at child centres / ‘orphanages’**

- Conduct interviews of separated children and orphans staying at children’s centres / orphanages, as well as staff
- Determine the number of children’s centres or orphanages throughout East Timor (including those historically and newly established)
- Determine the number of children placed in the childrens centres or ‘orphanages’
- Determine the status of each child (including date of entry into the child centre / ‘orphanage’, reasons for the entry and possibilities of family visit as well as family reunification)
- Determine the number of children with emotional, psychological and physical disabilities
- Determine levels of contact with family members
- Determine the number of caretakers who have received training and the level of training needs required
- Determine levels of care and protection, social and educational integration
- Assess the level of physical and practical resources of each centre / ‘orphanage’ (ie: adequate shelter, access to service, financial support, etc.)

## **Children staying with families / the community**

- Collaborate with local NGOs and INGOs involved in children’s programs, together with key community leaders to identify the number of separated children and orphans within study districts.
- Conduct interviews of separated children and orphans staying with single headed families, family members or other relatives, as well as these family members/relatives
- Determine levels of care and protection, social and educational integration
- Determine the number of children with emotional, psychological and physical disabilities

**(2) To encourage home visits and/or reunification of families**

**(3) To compile, analyze and share the data/results with UNICEF and UNTAET Social Services Department.**

**(4) To recommend a policy and legislation to protect East Timorese separated children and orphans**

**(5) To strategize for the long-term development of community based support for separated children and orphans in East Timor**

**SEE also attached the Concept Paper prepared by IRC.**

### **3. Expected Input**

- Expertise, technical skills and experience required to implement the project
- Training skills (for Training of East Timorese Assistants)

### **4. Expected Process**

- Hire experienced IRC staff
- Hire, train and prepare the East Timorese Assistants/Team
- Assess the situation through analysis of the questionnaires, other information and field visits
- While interviewing children and staff working at children's centres/orphanages, encourage home visits and/or family reunification, and facilitate them if possible
- Obtain data from secondary sources on children in West Timor, Java and other locations (published reports, interviews of UN agencies in West Timor, etc.)
- Compile, analyze and share initial results with UNICEF and UNTAET
- Prepare a Report on the results of the assessment
- Prepare a Paper to recommend a policy and legislation to protect East Timorese separated children and orphans
- Write a Note suggesting a strategy for the long-term development of community based support

### **5. Expected Output**

- Local staff hired, trained and able to carry on work in this field
- Report on East Timorese separated children and orphans (including information/data, assessment tools/materials, and analysis of the results)
- Home visits and/or reunification of families facilitated or encouraged
- Paper with recommendations on policy and legislation
- Note on a proposed strategy for the long-term development of community based support
- Assessment Report distributed to key groups and available for general use

### **6. Location**

All 13 Districts of East Timor.

### **7. Time Schedule**

From September 25 till December 24, 2000 (3 months)

## 8. Proposed Budget

- **US \$ 22.308** (See attached)
  - **UNICEF will loan the following equipment for the duration of the project:**
    - Vehicle
    - computer and printer
    - VHF handset
- They must be returned to UNICEF at the end of the project. Replacement for loss or damage will be the IRC responsibility.**

## 9. Documents to be submitted to UNICEF

- Report, Paper and Note as mentioned in “expected outputs”
- Assessment tools/materials
- Financial report in USD and all supporting documents including receipts and invoices, for liquidating the advance.

**IRC agrees to implement this project as per the above and to adhere to UNICEF financial and administrative arrangements in the Basic Guidelines on Handling and Managing UNICEF Assistance Documents.**

**Signature:**

**Signature:**

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**Name: Rodney Hatfield**

**Name: Brian Walker**

**Title: Special Representative  
UNICEF East Timor**

**Title: Country Director  
IRC East Timor**

**Date: September 20, 2000**

**Date: September 20, 2000**