



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:

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