TERMS OF REFERENCE

Conduct Needs Assessment for a model of integrated child protection services for children in contact with the law in three selected municipalities

Duty Station: Prishtinë/ Priština, Kosovo with frequent field visits to three selected municipalities in Kosovo. Analysis and written work can be conducted off-site.

Duration of Assignment: Estimated 3 months (August 2014 – October 2014)

1. Background

The assignment will contribute to the overall purpose of ensuring a greater number of children have access to quality justice for children services in three municipalities through the demonstration of a model of integrated services for children, including access to legal representation. Specifically, this assignment is to conduct an assessment of existing capacities of local institutions and other service providers in three selected municipalities, Gjilan, Gjakova and Zvecan. The activity is part of the joint EU and UNICEF programme, Support to Justice for Children in Kosovo- third phase, whose programme goal is to strengthen the overall rule of law in Kosovo through a better functioning and reformed justice system for children in Kosovo. The programme is a partnership between the European Union Office in Kosovo, UNICEF, Kosovo Institutions, civil society and academia. The project timeline extends from June 2013 – June 2016.

The expected results of the joint EU and UNICEF programme are as follows:

1. Kosovo institutions at central and municipal levels, in particular the Council for Child Protection and Justice for Children in the Prime Minister’s Office, have increased ownership of monitoring, reporting, coordination and service provision within the child protection system, with specific focus on justice for children

2. Kosovo’s criminal justice legislation is strengthened to ensure laws address all categories of children in contact / conflict with the law in line with international and EU standards

3. Key Kosovo institutions and professional bodies have increased capacity to provide services for children in conflict/contact with the law

4. Operationalization of the New Open Correctional-Educational facility in Lipjan/ Ljipljane in line with the Juvenile Justice Code and other Kosovo, and European-international standards.

Specifically, the joint programme will help to ensure that children in contact with the criminal justice system, including victims and witnesses, are treated by the justice system in line with European and international standards, including the UN Convention on the Rights of the Child, while also focusing on preventing children from coming into conflict with the law and providing relevant support services to children, and their families, who are victims or witnesses of crime. This will include strengthening

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1 Gjilan, Gjakova and Zvecan
2 The three municipalities were selected based on a comprehensive assessment
of capacities and delivery of existing services at the municipal level related to prevention programmes and support the development of new services. The programme will also support the supply and demand aspects of access to justice, including the strengthening of capacities of the Free Legal Aid Agency and Witness Protection Unit within the State Prosecutor Office’s and increasing the capacity of children and families to seek access to justice, including re-dress for violation of rights, as part of a communication for development campaign.

The assessment activity, Conduct assessment of the level of availability and quality of relevant services provided by municipal authorities and other relevant service providers in the field of justice for children, and related CP components, will contribute to the first expected result of the joint programme and will also contribute to UNICEF’s overall Rolling Work Plan 2014-2016 as follows:

**Outcome:** 2. By end 2015, more children and youth, and especially the most vulnerable, benefit from equitable improvements in the key sectors defined by the Kosovo Midterm Expenditure Framework.

**Output 8 (SP 2014-2017 Child Protection):** By end 2015, key institutions and civil society organizations have strengthened central and municipal systems to respond to violence, abuse, exploitation and neglect of children, youth and women, and respond to children coming into contact with the law.

In addition to strengthening the institutional capacities to deliver services under Result 1, the programme will develop and pilot a model of integrated services for children in contact with the law, including prevention, protection and reintegration components, which will empower municipalities to provide services with available resources.

**Purpose and objectives of assignment**

**Initial phase**

In order to identify the project municipalities that meet specific criteria for modelling of integrated services, meetings and field visits were organised with representatives of different institutions, civil society, community and children in 6 municipalities. The field visits were carried out in Prizren, Gjilan, Gjakova, Peja, Ferizaj and Zvecan (North Kosovo). The field visits were conducted by UNICEF staff and a comprehensive methodology and criteria for selecting the municipalities were used. These criteria included various factors, such as: number of population in the municipality; percentage of children in the municipality; percentage of Roma, Ashkali and Egyptian population; level of unemployment (percentage); number of families/individuals that are in social assistance scheme, existing capacities/structures needed for effective implementation, i.e. CSWs, relevant municipal bodies, NGOs etc.

Based on findings from the initial assessment process in the above mentioned municipalities, three municipalities that mostly fulfilled the established criteria were selected as locations to establish the model: Gjilani, Gjakova and Zvecan. Based on the outcomes of the initial assessment, the pre-assessment report and its findings were presented to the members of the Project Steering Committee for the joint programme who unanimously agreed and approved the location for modeling of services. Furthermore, Gjakova municipality will also be part of UNICEF’s overall approach for modelling a ‘child-friendly’ city with inputs from its health, education, child protection and social protection programmes.
As a follow up to the initial assessment process and selection of three piloting municipalities, and given the lack of local expertise in child protection systems and services, the joint EU and UNICEF programme plans to engage an International Consultant to conduct a detailed assessment in selected municipalities on the situation of children with regards to justice for children, identifying the risk and protective factors that may determine the likelihood of children coming into contact or conflict with the law.

The assessment should identify possibilities for linking service provision with cash assistance schemes given that poverty and exclusion is a risk factor for coming into the conflict and contact with the law, whether as a juvenile in conflict with the law, or as a child victim or witness. The assessment should also define the best approach for strengthening and offering integrated preventive, protective and reintegration services and improving access to child-friendly justice services at the local level. It should also identify the municipal system, institutions and actors which have a direct and indirect influence on the final outcomes for children in the area of justice and for which UNICEF will leverage in order to enact a process of change.

The findings and recommendations of the assessment will aim to influence the development of a pilot project for increasing access to integrated response services to protect children at risk and prevent them from coming into contact with the law. This pilot project will be implemented by the local NGO who will be selected based on the specific TOR’s and this phase will proceed after the assessment process is concluded. The purpose of the pilot project is to demonstrate the impact of integrated services related to justice for children, which can include prevention, protection and reintegration components.

**Furthermore the International Consultant should also:**

- Assess the current professional and technical capacities of justice for children institutions and civil society, of three selected municipalities, in regards to performing its mandate in protection and promotion of children’s rights in the area of justice for children.
- Assess the availability of data of children in contact with the law at three intervention municipalities.
- Coordinate the process of mapping and costing of existing community services through liaison with the relevant local justice for children service providers in project sites.
- To assess the impact of the decentralization process within the municipality, in regards to the progresses, challenges and obstacles that could have influenced to the capacities of the local institutions to provide qualitative services and allocation of appropriate budget resources to support the services for children in contact with the law.
- Identify what is the level of coordination between the central and local level mechanisms, such as CMRs, Child Protection and Justice for Children Council related to Justice for Children and how can these be strengthened?
- To assess to what extent the families and children are aware of services and protection measures provided at the community level and to what extent do they access them.
- Assess the overall child participation aspect into the design and planning of local strategies and programmes.
- Identify a relevant municipal structures that will be in charge of coordinating different aspects of planning, budgeting and assessing the services, between different municipal departments and structures.
Based on the findings and recommendations of the assessment, the International Consultant should coordinate the drafting and finalization of the Action Plan for each municipality with overall aim to improve the situation of children in conflict and contact with the law, in three municipalities by demonstrating a model of sustainable integrated preventive and response services for children. In order to ensure participation in the development of the Action plan this activity will require additional meetings, coordination and consulting with service providers, available municipal and community related mechanisms, e.g. Case Management Roundtable (CMRs), beneficiaries including children and their families and civil society in each municipality.

The Action Plan should identify the rights and basic child protection needs of children and youth and the services they require in order to demonstrate a beginning or positive trend in preventing them from coming into contact or conflict with law, for their, re-socialization and reintegration into society. It will also identify the primary and secondary sectors, actors (justice institutions, education, protection and health) and mechanisms that can be activated at an earlier stage to support children (and their families) who are at risk of coming into contact with the law and that can respond in a way to ensure an integrated, coordinated, collaborative, and holistic approach to delivering services. The Action Plan should also include mechanisms and approaches required for implementing the services, such as assessment, programme development/strengthening, capacity building for municipal institutions, advocacy and budgeting. The Action Plan should take into consideration the specificities of three municipalities recognizing the variety of different needs that children have depending on their age, gender, risk profile and geographic location (e.g. rural vs. urban). Consequently there will be three specific Action Plans designed for each of three municipalities.

Respondents to the assessment will be the current structure of the Child Protection and Justice for Children Council, Association of Kosovo Municipalities, Municipal Directorates of Social Welfare, Health and Education; Centre for Social Work, Probation Service of Kosovo, Police, civil society, community, parents, children and other relevant agencies.

The recommended models of services proposed by the Action Plan will be piloted as part of a model at the selected municipalities. This will be conducted by the engagement or in partnership with local or national NGO’s with expertise in the relevant areas of justice for children services through different means of action including provision of services, advocacy initiative, capacity building for municipal authorities or civil society etc. In line with the overall Action Plan content, it will be important for each municipality to identify the key problems to be addressed in the area of justice for children and which at least two services can be strengthened and developed using available resources.

Furthermore as Gjakova municipality is part of this assessment and later on part of piloting phase, this activity will contribute and will bring added values to the successful implementation and complement the joint efforts of the UNICEF pilot initiative “Gjakova fit for Children”.

**Methodology and approach to be used:**
The methodology will be participatory and child protection based, looking at issues both from a gender and equity perspective. The assessment can be undertaken by conducting desk review and analysis,
round tables, workshops, field visits, focus groups and key informant interviews, including with children. It will focus on the quality of existing prevention, protection and reintegration services provided for children in contact with the law by the relevant institutions such as: CSW, Police, municipal directorates (health, social welfare and education), Probation Service of Kosovo, schools, victim shelters, and legal aid offices.

**Main duties and responsibilities**

The assessment will be conducted under the overall supervision and close cooperation with the UNICEF’s Child Protection Section. The International Consultancy Company will take the overall responsibility for the quality of the assessment and report and should include the following tasks:

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<th>Task</th>
<th>Deliverables and time frame</th>
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<tr>
<td>Desk review and analysis including review of the relevant child protection policies, regulations, admin instructions, municipal strategies, action plans and other related available documents.</td>
<td>Report from the desk review analysis. 1st week of August 2014</td>
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<td>Conduct field visits, including focus group discussions and individual interviews with relevant stakeholders, including with CPJCC at central level and municipal authorities, civil society, children, families and communities at three selected municipalities.</td>
<td>Methodology and questionnaires for individual and institutional interviews. Meetings and interviews are conducted. From 2nd week to the end of August 2014</td>
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<td>Share the draft of the Action Plan, for each municipality, for review and comments by UNICEF, partners and other relevant stakeholders from respective municipalities and from central level (Project Steering Committee and local municipal authorities, including local NGOs). Organise # of workshops with relevant actors for finalising the Action Plan.</td>
<td>Action Plan drafted on second week of September 2014 Feedback provided and discussed on end of September 2014.</td>
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<td>Finalization of the Action Plans including the inputs/comments of the UNICEF and municipal authorities and other stakeholder, partners etc.</td>
<td>Action Plan incorporating the inputs from the review process. Action Plan revised, finalised and submitted for endorsement by municipal authorities on mid of October 2014.</td>
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<td>Final Assessment Report with main findings of the assessment and a concise Action Plan for each municipality, with clear timelines of its implementation, clear actions and models of services for strengthening the child protection system at local level and development of integrated preventive and response services.</td>
<td>Final Assessment report provided by the end of October 2014.</td>
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Main tasks of the International Consultant related to the assignment:

- Communicate regularly with the UNICEF Child Protection Section related to justice for children issues in a timely manner.

- Review documents provided by and other relevant stakeholders and follow suggestions and comments made by UNICEF and other relevant stakeholders and based on those modify and update content of the documents.

- Deliver documents and other deliverables on a timely manner as stated above in the action plan.

- Maintain a neutral and professional approach during the review process and during the overall course of the assessment.

- Ensure that lessons learned, problems and good practices are documented throughout the assessment and development of the action plan process and rapidly shared with the UNICEF Child Protection Section.

- Based on the comprehensive assessment findings, provide a comprehensive report with clear recommendations and detailed lines of the actions to address the needed strengthening of the municipal capacities within the wider justice for children system dealing with other categories of children in contact with the law.

UNICEF’s role will be to:

- Share relevant documentation
- Organize meetings
- Review all submitted documents in a timely manner

Estimated duration of the contract

The contract of the assignment should be for minimum of 3 months, preferable 1st August to 31st October 2014.

Reporting Line

The International Consultant will report directly to the Child Protection Sector and Deputy Head of Office within UNICEF Kosovo Office.

Qualifications and Competencies

Education

Relevant Master’s degree in Social Work, Psychology or Social Policy, Public Administration, law or other related technical field.

Skills and Experience:

- At least 5-8 years international experience in conducting assessments in the area of child protection system approach.
- Demonstrate expertise and experience on conducting similar assessments.
• Excellent analytical, oral and written communication skills in English.
• Experience in monitoring, evaluation and reporting.
• Proven experience in conducting assignments in complex institutional environments.
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
• Demonstrated experience in report writing.
• Knowledge of Kosovo or the region and practical work experience in the country is a strong asset.

Payment
Payment will be paid made based on a lump sum at a P4/P5 level paid against deliverables.
Financial proposals will be assessed on a fee per service basis based on UNICEF rules and regulations.