UNICEF BiH
Individual Consultancy

TERMS OF REFERENCE

Social Work in the Education System
Support to Develop Standards for and Capacities of Social Workers in Primary Schools in the Republika Srpska

Timeframe for the consultancy: 16 January to 15 May 2013

I. PART ONE – External

1. Background

Bosnia and Herzegovina (BiH) is implementing a comprehensive programme Enhancing social protection and inclusion systems for children (SPIS) in BiH. This programme so far has been supported by the EU Delegation in BiH, DFID, the Government of Norway and UNICEF. The current, third phase of SPIS is funded through IPA 2010 and UNICEF, and its implementation started in December 2011. The main target groups are policy makers and experts responsible for the reform of the social protection systems, as well as for vulnerable groups of children and their families.

The Programme is based on the concepts of social inclusion, poverty reduction and social development. It reflects the needs-based and human rights-based approaches to programming, with a particular emphasis on non-discrimination and participation principles.

The overall objective of the Programme is to improve the social protection systems serving children and their families in BiH. The SPIS Programme third phase’s specific objective is to increase the capacities of service providers and officials at all levels in policy and programme planning to develop social protection and inclusion models, for enhancing the social protection and inclusion of vulnerable children and their families through the development and provision of quality and accessible services at all levels.

Within the SPIS Program objective related to strengthening and improving policy frameworks in social protection and inclusion, Republika Srpska has expressed the need to develop standards for social work in primary schools. The current Law on preschool, primary and secondary education in RS presupposes the possibility of hiring social workers in schools with the aim of early detection, prevention and appropriate response to protect vulnerable categories of children. As a response to an increasing number of children in conflict with the Law, increase of peer violence and socially unacceptable behavior of children of school age, Republika Srpska has employed a number of social workers in schools. However, there are no standards for social work in schools, which meet the specific needs of groups of socially excluded and vulnerable children in the educational system. Therefore there is an urgent need to develop and institutionalize standard procedures and codes of conduct with an aim at harmonizing approaches in all schools and ensuring adequate monitoring mechanisms.
2. **Purpose of the Assignment**

The purpose of the assignment is to support the development of standards for social workers in schools in order to ensure timely assistance and referral to children who are socially excluded and vulnerable categories of children (children victims of violence, children at risk, children with disabilities, etc.). Standards will be developed through consultative workshops with the academic community, pedagogical institutions, the Ministry of Health and Social Welfare of RS and the Ministry of Education and Culture of RS. Standards will also be shared with the District Brcko and the Federation of Bosnia and Herzegovina, in order to promote a harmonized approach in ensuring a protective environment for children in Bosnia and Herzegovina.

The work of the consultant will feed directly into the development of standards which will officially be developed and adopted by the RS Government institutions.

3. **Major tasks to be completed:**

Under the supervision of the UNICEF Social Policy Specialist and in coordination with the RS Assistant Minister in Ministry of Health and Social Welfare, the consultant will:

- Conduct a situation analysis to assess the needs and possibilities for the institutionalization of social work in primary schools. The situation analysis will examine the scope and types of issues affecting primary school children and their parents. It will also assess the understanding and expectations of school staff, including currently engaged social workers, on social workers’ expected roles and responsibilities within the referral system. The primary target groups of the research are school children and their parents, school staff and social workers currently employed in certain number of schools in RS.

  The situation analysis will include:
  1. desk review: collect and analyze all available data/documentation related to social work in schools in the RS (such as existing ToRs, school rules and regulations, reports etc);
  2. quantitative and qualitative research: define the survey sample; develop a research instruments; conduct research; analyze the data and develop final situation analysis.

- Conduct trainings for social workers and other staff (pedagogues, school managers, teachers) in schools, as follows: (1) develop training curriculum; (2) prepare a proposal for the organization of the trainings (3) develop the instruments (questionnaires) to evaluate trainings and follow up to the evaluation findings (4) conduct two 2-day regional trainings for social workers and other school staff for minimum 30 participants each (5) write a report on the trainings completed, including the evaluation of trainings;

- Develop guidelines for social work in school: (1) develop draft Guidelines for social work in schools (2) develop final Guidelines (3) editing and preparation of zero version for printing.
4. Deliverables and deadline(s) for submission:

The following deliverables are expected during the consultancy period:

1) Situation analysis methodology submitted to RS MoHSW and UNICEF by 31 January 2013;
2) Situation Analysis submitted to RS MoHSW and UNICEF by 15 March 2013;
3) Training curriculum developed and submitted by 25 March 2013;
4) Two 2-day regional trainings for social workers and other school staff for minimum 30 participants each conducted by 25 April 2013;
5) Draft Guidelines for social workers in schools submitted to RS MoHSW and UNICEF by 30 April 2013;
6) Report on trainings completed and submitted by 5 May 2013;

6. Estimated time of the contract and conditional Dates

16 January to 15 May 2013

7. Duty Station: BiH - with work from home and field visits

8. Official Travel Involved

Official in-country travel will be required.
Note: Travel costs (including DSA and transportation cost) will be paid through the RS Ministry of Health and Social Welfare.

9. Qualification or Specialized Knowledge/Experience Required:

The Individual Consultant should have the following knowledge and experience:

- Advanced degree in area of social sciences (preferably social work);
- Minimum 15 years of work experience;
- Experience in conducting qualitative and quantitative analysis in the area of social protection and inclusion or social work;
- Experience in facilitating training workshops on social work and child protection, for social workers and other professionals;
- Knowledge of political systems in Bosnia and Herzegovina;
- Excellent analytical and writing skills;
- Strong communicational, interpersonal and facilitating skills;
- Good organizational skills;
- Knowledge of the Bosnia and Herzegovina national languages is advantage;
- Work experience in the Western Balkan is advantage;
- Previous work experience with the UN agency is advantage