United Nations Children’s Fund (UNICEF)  
Phnom Penh, Cambodia  
Vacancy Nº CP/15/002  

Terms of Reference  

Development of a Child-Focused Sections of the Handbook on the Management of Violence against Women and Children in the Health System  

Closing date: Friday 06 March 2015  

I. Purpose of the consultancy  
The purpose of this consultancy is to develop child-focused sections to be integrated in the Handbook on the Management of Violence against Women and Children in the Health System, following the National Guidelines for Management of Violence Against Women and Children in the Health Sector developed by the Ministry of Health targeting health professionals at national and provincial referral hospitals (CPA3).  

II. Background and context  
Violence against women and children (VAW/C) is a serious public health concern and a human rights violation with consequences that impact peoples’ lives particularly those of women and children. VAW/C hinders the fight against HIV/AIDS and improvements in sexual reproductive and child health.  

Healthcare facilities and providers may be the first or only point of contact outside the home for women and children that have experienced abuse or violence. Health providers are strategically placed to provide information and assistance, raise society’s awareness of violence against women and children as a public health problem, and counsel and refer survivors’ and their families. Health providers who are uninformed or unprepared may put survivors at further risk of violence or offer inappropriate care. Not addressing violence against women and children can mean missing significant sexual and reproductive health issues.  

Guided by the Ministry of Health Strategic Plan, 2008-2015, the National Strategy for Reproductive and Sexual Health 2013-2015, the Ministry of Health Fast Track Initiative for Reducing Maternal and Newborn Mortality 2010-2015, and the National Action Plan to Prevent Violence Against Women 2014-2018, the Ministry of Health developed National Guidelines for Management of Violence Against Women and Children in the Health Sector, which are expected to be adopted early 2015. The guidelines are designed to support health managers and health care providers in health centers and referral hospitals in their efforts to prevent and respond to VAW/C. The guidelines are also based on international best practices including the World Health Organization Clinical and Policy Guidelines for Responding to intimate partner violence and sexual violence against women and the USAID’s Clinical Management of Children and Adolescents who have experienced sexual violence.  

The guidelines provide standards for the provision of high-quality and comprehensive medical services and procedures to VAW/C survivors, and encourage providers in a variety of settings including reproductive and child health to identify and quickly mobilize resources for VAW/C survivors at health facilities. The guidelines encompass medical management, first line support and referral to key social and legal protection services.
To support the implementation of the national guidelines there is a need to develop additional materials and training aids to further elaborate on knowledge and skills required to implement the guidelines. In response, WHO in collaboration with UN Women and UNFPA (global level) developed a Clinical handbook on the care of women subjected to intimate partner violence and sexual violence, which is to be used alongside the national guidelines and will be tested and adapted to the local context in the near future. UNICEF Cambodia will lead the development of child-focused sections of the Handbook on the Management of Violence against Women and Children in the Health System.

III. Programme Area and Specific Project Involved

Programme area: Child protection

Output 6.2: Improved access to preventive and responsive social welfare and justice services by children and families who are most at risk in at least 5 provinces

Milestone: By 2015, at least 8000 vulnerable children and families benefited from preventive, harm reduction and responsive child protection and social welfare services

Activity 6.2.4: Promote the role of health system to identify, prevent and respond to violence against children (activity number may change based on the finalization of the annual work plan 2015)

IV. Work Assignment/Major Tasks to be accomplished:

Under the supervision of the Chief of Child Protection and with support from the Health Section, the consultant will work closely with external experts from the Social Work Department of the Angkor Hospital for Children and the Department of Psychology of the Royal University of Phnom Penh (RUPP), and in collaboration with key counterparts from WHO and UNFPA as well as other stakeholders to:

1. Review and base the work on relevant policies, documentation and existing guidelines including, but not limited to:
   o The National Guidelines for Managing Violence Against Women and Children in the Health System
   o The World Health Organization Clinical and Policy Guidelines for Responding to intimate partner violence and sexual violence against women
   o USAID’s Clinical Management of Children and Adolescents who have experienced sexual violence.
   o The WHO, UNFPA and UN Women Clinical handbook on the Care of women subjected to intimate partner violence and sexual abuse
   o First Step Cambodia’s Information pack on the sexual abuse of boys

2. Conduct a briefing and planning meeting with UNICEF and external partners:
   o one-day working meeting to review the plan, tentative structure of the handbook and existing materials;
   o two-day working meeting with the Social Work Department of the Angkor Hospital for Children to learn from their experience and expertise working on the ground.

External experts from the Social Work Department of the Angkor Hospital for Children, the Department of Psychology of the RUPP, WHO and UNFPA will also be invited to bring additional views and expertise on the context of Cambodia from their relevant perspectives. The selected
experts will act as an external reference group and are expected to review and provide feedback on the materials developed.

3. Design the child-focused sections of the Handbook on the Management of Violence against Women and Children in the Health System targeting health professionals at national and provincial referral hospitals (CPA3) which can be adapted for use by health care providers working in a variety of settings and levels including emergency departments, antenatal, neonatal and postnatal care services, emergency obstetric and newborn care services, and child immunization services. Detailed inputs and feedback are to be provided in regard to any supporting materials to be developed (e.g. flipcharts, posters).

4. The child-focused sections for the handbook are to be accompanied by:
   - A ToT training manual and materials
   - A “pre” and “post” self-assessment tool for health care providers
   - A framework for field testing

5. Conduct technical meetings with the external reference group and UNICEF: conduct two additional technical resource meetings between the consultant, the external reference group and UNICEF to discuss and review the draft materials and at the end to review and agree on the final version of the child-focused sections of the handbook and accompanying materials and look into next steps.

6. Prepare all final materials in English. UNICEF Cambodia will take responsibility for the translation of the final products.

V. Deliverables

<table>
<thead>
<tr>
<th>Deliverables/tasks in Cambodia</th>
<th>Timeline/estimated number of working days</th>
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<tbody>
<tr>
<td><strong>Action:</strong> Review relevant policies and documentation and existing guidelines as identified above.</td>
<td>4 days</td>
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<tr>
<td><strong>Action:</strong> Developing an inception report relaying the detailed work plan and proposed design of the child-focused sections of the handbook and accompanying materials.</td>
<td></td>
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<tr>
<td><strong>Deliverable:</strong> An inception report relaying the detailed work plan and proposed design of the child-focused sections of the handbook and accompanying materials, taking into consideration relevant policies and documentation and existing guidelines.</td>
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</tr>
<tr>
<td><strong>Action:</strong> Briefing meeting to review the inception report with the consultant, UNICEF and external partners</td>
<td>1 day</td>
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<tr>
<td><strong>Deliverable:</strong> Summary of discussion from the briefing meeting and list of key recommendations for the finalization of the work plan and suggested design of materials to be developed.</td>
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<tr>
<td><strong>Action:</strong> Working meeting with the Social Work Department of the Angkor Hospital for Children to learn from their experience and expertise working on the ground.</td>
<td>2 days</td>
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</table>
**Deliverable:** Summary of discussion and list of key recommendations for the finalization of the suggested design of materials to be developed.

**Action:** Finalizing the inception report and work plan.

**Deliverable:** Finalized inception report and work plan.

**Action:** Design of the child-focused sections of the handbook with detailed feedback on illustrations and other visuals to be incorporated.

**Action:** Design of the A ToT training manual and materials, the “pre” and “post” self-assessment and the framework for field testing

**Deliverables:** Draft child-focused sections and accompanying materials.

**Action:** Technical meeting to discuss and review the draft materials with the consultant, the external reference group and UNICEF.

**Deliverable:** Summary of discussion from the technical meeting on the draft materials and key recommendations.

**Action:** Finalization of the child-focused sections of the handbook including all components as identified in step three above and with detailed feedback on illustrations and other visuals to be incorporated.

**Deliverable:** Final child-focused sections of the handbook including all components as identified in step three above and with detailed feedback on illustrations and other visuals to be incorporated.

**Action:** Technical meeting to review and agree on the final version of the child-focused sections of the handbook and accompanying materials and to look into next steps

**Deliverable:** Summary of discussion and recommendations for follow-up action.

**Total**

| 28 days |

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**VI. Estimated duration of the consultancy (dates and period):**

The consultant is expected to work 28 days in-country between March 2015 and April 2015.

**VII. Official travel (where relevant)**

Travel to Siem Reap is envisioned for the technical meeting with the Social Work Department of the Angkor Hospital for Children. Travel arrangements will be made by the consultant and shall be included in the financial proposal.

**VIII. Payment and payment schedule**

- 20% upon finalization of the inception report
- 20% payment upon delivery of the draft child-focused sections and accompanying materials
60% payment upon delivery of the final child-focused sections of the handbook including all accompanying materials

IX. Qualifications

Qualification
- Master level academic qualification related to the task (e.g. public health, social work or child therapy).
- At least 10 years of professional experience in public health, social work, child therapy or professional field closely related to the assignment*;
- Demonstrated experience in and knowledge of public policy development and a systems approach to child protection and/or health;
- Proven ability to conceptualize, innovate, plan and execute ideas.

* Demonstrated professional experience will be accepted in lieu of an academic qualification at the Masters level

Languages
- Fluent in written and spoken English.

Competencies
- Excellent management, interpersonal, planning and coordination skills;
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships;
- Work experience in Cambodia is an advantage.

X. Confidentiality

The documents produced during the period of this consultancy will be treated strictly confidential and the rights of distribution and/or publication solely reside with UNICEF.

XI. Supervision

The consultant will work under the general guidance of the Chief of UNICEF Child Protection Section. The main focal point at UNICEF will be a Child Protection Officer. The consultant will seek regular contact with UNICEF focal points, and others as necessary. Compliance with the ToR and timely delivery of the expected outputs/results will be closely monitored. Upon completion of contract assignments, the supervisor will certify relevant documents; evaluate the consultant’s work and process/follow-up on the payments.

XII. Consultant’s work place/Any facilities to be provided by the office

The consultant is expected to work 28 days and does not require a working space within the UNICEF Office.

XIII. Remuneration recommended based strictly on complexity of the tasks listed in TOR

The consultant fee is currently estimated at L4 level of the UN reference scale. Consultants are encouraged to provide competitive fees in their financial proposals.
XIV. Proposal Submission

Applications shall be submitted to cbdhrvacancies@unicef.org before the deadline containing the following required documentation:

1. Technical Proposal: Consultants shall prepare a proposal in response to the ToR, ensuring that the purpose, objectives, scope, criteria and deliverables of the assessment are addressed. Updated CV and Personal History Form (P11), and copies of relevant performance evaluations / assessments of work performed earlier, and/or any relevant work samples supportive of the application.

2. Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fees, international (economy class) and internal travel costs, Daily Subsistence Allowance (DSA) and other costs. The Financial Proposal shall be submitted in a separate file, clearly named Financial Proposal. No financial information should be contained in the Technical Proposal.

If relevant, travel expenses shall be based on the most direct route and economy fare. Quotations for business class fare, full economy fare or any other preferential fare shall not be considered.

The maximum allowed Daily Subsistence Allowance for Phnom Penh is USD 132/day (only applicable for consultants residing outside of Cambodia) and USD45/day for provinces to cover lodging, meals, and any other costs. Consultants can offer a more competitive DSA rate. DSA shall be adjusted to actual days upon signature of Contract. Consultants shall provide Financial Proposals using the format provided below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit of Measure</th>
<th>Unit Cost (USD)</th>
<th>Quantity</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>1</td>
<td>Fee</td>
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<td></td>
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<tr>
<td></td>
<td>Fee for consultant to complete deliverables as per ToR</td>
<td>Days</td>
<td>USD</td>
<td>28</td>
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<tr>
<td>2</td>
<td>Daily Subsistence Allowance (if non-resident in Phnom Penh)</td>
<td></td>
<td>USD</td>
<td></td>
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<tr>
<td></td>
<td>Phnom Penh</td>
<td>Days</td>
<td>USD</td>
<td>16</td>
<td></td>
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<tr>
<td></td>
<td>Provinces</td>
<td>Days</td>
<td>USD</td>
<td>4</td>
<td></td>
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<tr>
<td>3</td>
<td>Travel Expenses (if applicable)</td>
<td></td>
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<tr>
<td></td>
<td>Economy flight ticket (detail itinerary) and visa</td>
<td>Return</td>
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<tr>
<td>4</td>
<td>Other Costs</td>
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<td></td>
<td>Internal travel</td>
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<td></td>
<td>Total in USD</td>
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XV. Evaluation Criteria

A two stage procedure shall be utilized in evaluating proposals in accordance to the below criteria, with evaluation of the technical proposal being completed prior to any price proposal being compared. Submitted proposals will be assessed using Cumulative Analysis Method. Technical proposals should attain a minimum of 50 points to qualify and to be considered:

a) Technical proposals (Maximum technical score: 70 points)

1. **Overall Response:** Maximum 15 points
   - Understanding of scope, objectives, completeness and coherence of response
   - Presentation of relevant performance evaluations
   - Presentation of relevant work samples supportive of the application or similar types of works

2. **Proposed Approach:** Maximum 15 points
   - Quality of proposed approach to the development, organization and outline of the child-focused sections to be integrated into the overall handbook on the management of violence against women and children in the health sector

3. **Technical Capacity:** Maximum 40 points
   - Master level academic qualification related to the task (e.g. public health, social work or child therapy).
   - At least 10 years of professional experience in public health, social work, child therapy or professional field closely related to the assignment
   - Demonstrated experience in and knowledge of public policy development and a systems approach to child protection and/or health
   - Proven ability to conceptualize, innovate, plan and execute ideas
   - Fluent in spoken and written English
   - Excellent management, interpersonal, planning and coordination skills
   - Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships
   - Work experience in Cambodia is an advantage

b) Financial Proposal (Maximum Financial Score: 30 points)

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened/evaluated and compared among those technical qualified candidates who have attained a minimum 50 points in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

XVI. Contract Award

The Contract shall be awarded to the consultant obtaining the highest combined technical and financial scores. UNICEF shall sign a lump sum Contract including all costs specified in the Financial Proposal.