

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Documenting of UNICEF Moldova best practices of adolescent and youth engagement in education and school life through Pupils councils		<input checked="" type="checkbox"/> National Individual Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Moldova CO
<p>Purpose of Activity/Assignment:</p> <p>To document the country practices of children and adolescents' meaningful participation through pupils' councils, including showcasing the best practices and examples to advance child/adolescent participation in countries of the ECA region, as well as to provide technical support to the Ministry of Education and Research to further strengthen national and local pupils' councils in Moldova.</p>			
<p>Scope of Work:</p> <p>Background & Rationale</p> <p>Fifty-eight million young people (10-24) live in UNICEF ECA programme countries. Of these, 37 million are adolescents (10-19). Many of them have limited opportunities to participate in decisions affecting their lives. There is no strong history of civil society or democratic engagement in many countries, and traditional and patriarchal social and gender norms predominate, making it difficult for adolescents (especially girls) to be heard and taken seriously. The SDGs, UN Youth Strategy, and the EU Youth Strategy include a strong focus on participation. Engagement and participation of adolescents as problem-solvers represent one of the seven priorities of UNICEF's Generation Unlimited, a global partnership on adolescents and youth.</p> <p>The goal of the Regional Flagship Results on Connecting is to ensure that all adolescents and young people (including the most vulnerable) have a chance to be connected, activated/ engaged and empowered. UNICEF – working together with children and young people and with a broad range of government and civil society partners, including the private sector, can help multiply opportunities for engagement with young people.</p> <p>In accordance with the Child Friendly Schools standards, in July 2018, the Ministry of Education and Research (MER) approved the curriculum for the compulsory school subject Education for Society (EpS) from the 5th to the 12th grade, which aims to develop competencies for democratic and active citizenship. One important aspect of this curriculum is making pupils' voices heard, including through Pupils' Council and School Management Committees. The core element of the curriculum is project-based learning in which all pupils practice and further develop competences for participation and contribution to decision making including through pupils' participatory mechanisms such as councils and committees. A smooth implementation of the EpS, and by extension, of the Education Code and "Education 2020" Strategy, will allow nurturing talents, energy and creativity of pupils and promoting meaningful child/adolescent participation in school management committees and decision making.</p> <p>In 2020 UNICEF carried an independent assessment of capacities of the existing pupils' participatory mechanisms (Annex 1) that informed the Ministry of Education and Research and also UNICEF team on further capacity building needs of pupils' councils and schools for enhancing democratic participation and engagement of children and adolescents in decision making processes in education and school life. However, unless proper participatory policies, strategies and administrative tools and practices are developed, along with detailed implementation guidance for teachers and school management, and institutionalization of pupils' councils, children's and adolescents' participation in education and school life would never be complete nor sustainable.</p> <p>Purpose of this consultancy</p> <p>This consultancy aims to document the best country practices of adolescents' meaningful participation through pupils' councils. The document will help the Ministry of Education and Research and UNICEF to gain a better understanding of the normative frameworks, technical capacities and practices of professionals and pupils, identify strengths and obstacles, and support further strengthening of the participation mechanisms in Moldova, including through policy solutions.</p>			

The documenting report should include a set of transferrable tools and instruments that can be adapted and scaled up for use in other countries within the ECA region. It will also have concrete recommendations and suggestions for how Country Offices (COs) can localise the tools for use in their specific contexts. The recommendations should be in line with the available UNICEF global and regional guidelines on child participation.

Alongside the report, the outcome of this consultancy will inform a regional paper that will be developed in 2022. It will give specific attention to the situation both in Romania and Moldova, focusing on a comparative review, and will create a space for knowledge and practice sharing and learning from each-other, both as UNICEF teams and pupils' councils.

Scope of work and specific tasks

Under the supervision of Youth and Adolescent Development Officer, the selected consultant will undertake the following tasks:

1. Map national policy(ies), legal and regulatory framework(s) related to children/adolescents' participation in decision making processes relating to education:
 - Conduct desk review of the available documents, reports and other available documents and materials.
 - Develop a methodology and conceptual framework for the assignment.
 - Conduct meetings, interviews, field visits (situation permitting), etc.
 - Develop a mapping report.
2. Elaborate a detailed plan of actions for addressing legislative/normative gaps and shortfalls to support safe and meaningful participation of children and adolescents in school/education governance making sure:
 - It is guided by nine basic requirements developed by the Committee on the Rights of the Child (2009)¹ to ensure ethical and effective participation of children and adolescents.
 - It considers inclusive, transparent and equitable selection processes that enable voluntary participation of children/adolescents (supporting representation and participation of different genders, ages, abilities and backgrounds).
 - It considers adequate budgets for children and adolescent participation and empowerment.
3. Develop a Theory of Change on child/adolescent participation in school life and education:
 - Establish immediate, intermediate, and long-term outcomes resulting from child/adolescent participation in decision making processes
 - Identify viable strategies and approaches to achieving greater child/adolescent participation in education and school life
 - Provide inputs to increasing the administrative effectiveness of the bodies responsible for promoting pupils' participation
4. Document success/change stories and practices of children and adolescents' participation in education and school life in Moldova through the pupils' councils:
 - Highlight cases of effective collaboration with school management committees.
 - Highlight cases of effective collaboration with local and national authorities, local and national civil society and UN partners, if any.
 - Produce human-interest story(ies) highlighting changes in children/adolescents' lives as a result of their participation in the pupils' councils.
5. Develop clear recommendations for use by other countries in the ECA region, including:
 - Elaborate and provide arguments, from a legal, institutional and child rights perspective for establishing and strengthening of existing participatory mechanisms and include existing best practices suited for scale up within ECA region.
 - Suggestions for policy advocacy based on the above plan of actions for addressing legislative/normative gaps in Moldova.

¹ i) transparent and informative, ii) voluntary, iii) respectful, iv) relevant, v) adolescent friendly, vi) inclusive, vii) supported by training, viii) safe and sensitive to risk, and iv) accountable.

- Suggestions for use/adaptation of tools and instruments developed and piloted in the Republic of Moldova.
 - Suggestions on how young people themselves can be engaged in the design or strengthening of the pupils' councils as partners from the start.
6. Provide technical support to the Ministry of Education and Research of Moldova and Local Public Authorities to strengthen National Pupils' Council (NPC) achieving minimum quality standards of the Organising Bureau of European School Student Union (OBESSU)
- Assess NPC capacities against OBESSU evaluation criteria
 - Develop a roadmap for NPC and Ministry of Education and Research (MER) to attain OBESSU membership
 - Provide technical support and capacity building to NPC and MER to align with and meet OBESSU minimum quality standards
7. Final report, including:
- A summary of the process;
 - Set of adaptable tools and instruments;
 - Lessons learned;
 - Recommendations for scaling up by other countries, including considerations for localisation; and
 - Annexes, including the assessment tool and other documents associated with the documentation process.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

	Requesting Section/Issuing Office: Moldova CO	Reasons why consultancy cannot be done by staff: The complexity of the tasks, including substantial time allocation require an external dedicated expertise. The consultant will perform its duty in close coordination with the assigned UNICEF officer and in constant communication with UNICEF RO Adviser on Youth and Adolescents Participation.	
		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
	Start Date: <i>21 December 2021</i>	End Date: <i>31 October 2022</i>	Number of Days (working) <i>160</i>

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Working days
Consultancy plan	Develop a detailed consultancy work plan including a detailed summary of proposed deliverables and schedule for tasks	December 2021– January 2022	5
Mapping	Conduct a desk review, develop a methodology and conceptual framework for the assignment. Conduct meetings, interviews, field visits (situation permitting), etc. Develop a mapping report.	February – May 2022	30
Plan of actions for addressing legislative/normative and institutional gaps	<p>Develop the plan that would be guided by the CRC requirements for ethical and effective participation of children/adolescents, consider inclusive, transparent and equitable selection processes that enable voluntary participation of children and adolescents, and adequate budgets for child/ adolescent participation and representation.</p> <p>The consultant will organize 10 interviews with members of the national pupils’ council and the Ministry of Education and Research in the process of attaining this deliverable.</p>	May – July 2022	30
Theory of Change and the Results Framework	<p>Develop ToC including results at Outcome and Output levels, change strategies, enablers, key approaches, as well as risks and assumptions for pupils’ councils in Moldova.</p> <p>The consultant will organize 10 interviews with members of the local pupils’ council and the school management committees in order to fuel the ToC with qualitative data.</p>	July – August 2022	20
Technical support to NPC and MER to attain OBESSU minimum quality standards	Develop a capacity gap report with a clear roadmap indicating steps and areas to be strengthened in order to attain OBESSU minimum quality standards for the NPC of Moldova. The consultant is expected to implement the respective Roadmap by providing technical support to the NPC and MER through at least five training interventions.	March – October 2022	35
Success/change stories and practices of meaningful participation of pupils’ in decision making at school level	Document at least 10 cases of effective collaboration between pupils’ and the local and national authorities, local and national civil society, and UN partners). Produce at least 10 human-interest stories highlighting change in	April – June 2022	30

	<p>adolescents' life as a result of their participation in the pupil councils.</p> <p>Attend and present most effective cases of child/adolescent participation in school life and education through pupils' councils and other human-interest stories relevant to the assignment.</p>		
Final report	Summary of the process, summary of the findings, lessons learned, considerations for localisation, way forward with recommendations, annexes of the tool and associated documents	October 2022	10

Requirements and Application process

Qualifications and experience

- Postgraduate diploma or degree in education, law, sociology, social policy or other relevant field;
- Minimum of 3 years of relevant professional experience in the area of child participation, non-formal education and youth policy development and evaluation. Previous engagement in capacity gap assessment;
- Proven knowledge of international human and child rights standards (United Nations and European Union standards)
- Experience in working with the Government of Moldova, schools and local public authorities
- Experience working with UNICEF or other UN Agencies
- Proven experience in writing qualitative research reports and capacity gap assessments
- Fluency in Romanian language, possession of Russian language
- Professional level of English, with good abilities in reading and writing

Structure of the Technical Proposal

The Technical Proposal should include but not limited to the following:

- Relevant experience with similar type of assignments (max 300 words)
- Proposed approach and methodology (max 1000 words), including:
 - Timeline and milestones
 - Risk and mitigation measures
 - Methodology to run field research
 - Ethical considerations and how the consultant will address them
- Annex:
 - *Curriculum Vitae*.
 - Short Sample or links to related work previously conducted by the consultant.

Content of financial proposal

The applicant should fill in the Financial Offer Template and specify the consultancy fee, per day of work, requested for the tasks described in the Terms of Reference in MDL.

Other expenses directly related to the ToR assignments and deliverables such as: (translation/interpretation costs, local transportation etc.) may be included in the financial offer unless specified that UNICEF will cover them separately.

The final selection will be based on the principle of "best value for money" i.e. achieving desired outcome at lowest possible fee.

If not provided by the ToRs, UNICEF will not reimburse costs not directly related to the assignment. This contract does not allow payment of off-hours, medical insurance, taxes, and sick leave.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered or for failure to meet deadlines.

Payment schedule

The payment will be linked to the following deliverables, upon satisfactory completion and acceptance by UNICEF:

Deliverable (delivered according to the timeline agreed upon with UNICEF)	Proportion of payment
Consultancy plan	15%
Submission of the mapping and ToC	30%
Submission of the report on human-interest stories	40%
Submission of the final report with recommendations, annexes of the tool and associated documents	15%

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs are incomplete, not delivered for failure to meet deadlines.

- Home Based Office Based:
 If office based, seating arrangement identified:
 IT and Communication equipment required:
 Internet access required: