

## TERMS OF REFERENCE (TOR) FOR INSTITUTIONAL CONTRACTORS

### International institutional consultancy on adapting the PLH for Young Children programme for specific subgroups

#### Background and Context

In response to the high prevalence rates of violence against children, there has been a surge of global interest in evidence-based violence prevention and the promotion of nurturing relationships between parents/caregivers and their children. A growing body of scientific literature has shown that social-learning-theory-based parenting programmes can effectively diminish rates of violence against children and improve a range of related outcomes, such as positive parenting skills, developmentally responsive care and affection, and parental mental health.

One such programme is Parenting for Lifelong Health for Young Children (PLH for Young Children), a group-based parenting programme that aims to establish and sustain nurturing relationships between parents and caregivers and their children ages 2-9 years, and thereby prevent and reduce the risk of violence against children and maltreatment at home and in the community. Grounded in social learning theory and behavioural change techniques, it aims to strengthen parenting skills and behaviours that help parents and caregivers provide adequate support and care to their children. By building positive relations and promoting alternatives to violent discipline, the programme also contributes to the prevention and treatment of disruptive child behaviours, and the reduction of parental stress and depression. PLH for Young Children is part of a suite of open access, non-commercialised parenting programmes to prevent violence in low-resource settings. These programmes have been developed and rigorously tested through a collaboration between WHO, Stellenbosch University and the University of Cape Town in South Africa, the universities of Oxford, Bangor and Reading in the United Kingdom, and UNICEF.

Since late 2017, UNICEF, the Parenting for Lifelong Health initiative and the Government of Montenegro (the Ministry of Education, the Ministry of Health, the Ministry of Labour and Social Welfare) have made considerable progress in implementing PLH for Young Children in Montenegro, under the local brand Caring Families. A total of 97 facilitators and ten supervisors have been trained and supervised, who delivered the programme within the context of their existing work as psychologists, pedagogues, nurses, preschool teachers and social workers at primary healthcare centres, kindergartens, NGOs and other relevant institutions. Twelve cycles of programme delivery have been undertaken between 2018 and late 2023, with more than 1500 parents recruited across thirteen municipalities thus far.

As part of the UNICEF and Government of Montenegro plans to scale up the programme, minor adaptations to the programme need to be made to suit particular subgroups without affecting programme effectiveness.

#### 2. Objectives, Purpose & Expected Results

The purpose of the assignment is to enable all families and children in Montenegro, including socially excluded groups such as Roma to benefit from the Caring Families programme on an equal basis with all parents.

The objectives of the assignment are:

- To provide guidance to Caring Families facilitators on how to successfully deliver the programme to socially excluded groups such as Roma by supporting families to overcome some of their barriers to participation, engagement and retention.
- To support selected Caring Families supervisors to supervise Caring Families facilitators who are working with Roma caregivers/families.

- To review quantitative and qualitative data on the delivery of Caring Families to Roma in order to draw lessons and provide recommendations for future actions on working with Roma parents.

It is envisaged that the Guidance will be developed by working from home and meetings to support Caring Families supervisors (“meta-supervision”) will be held online. For meetings held online the agency should use their own online platform subscription. UNICEF will provide interpretation services.

### 3. Description of the Assignment

The following tasks are expected to be completed:

- To develop a Guidance document intended for Caring Families facilitators on how to successfully deliver the programme to Roma families. The Guidance document should outline strategies that facilitators can apply to support Roma families to overcome some of their barriers to participation, engagement and retention. A zero draft should be developed before the spring 2024 cycle and finalized after the spring 2024 cycle in case any adaptations need to be made based on the application of the strategies. The Contractor will be provided with data collected thus far on piloting the programme with Roma families in 2018-2020.
- To support selected Caring Families supervisors to supervise Caring Families facilitators who are working with Roma families by providing online “meta-supervision” sessions during the spring 2024 cycle.
- To review quantitative and qualitative data/information on the delivery of Caring Families to Roma caregivers in order to draw lessons and provide recommendations for future actions on working with Roma caregivers in the form of a brief final consultancy report, of no more than 5 pages without annexes.

### 4. Deliverables, timelines, and payment schedule

Deliverables	Tentative deadlines	Tentative payment schedule
1. Guidance document intended for Caring Families facilitators on how to successfully deliver the programme to Roma families	<ul style="list-style-type: none"> <li>First draft by 15 February 2024</li> <li>Final document by 20 May 2024</li> </ul>	100%
2. Meta supervision sessions provided to Caring Families facilitators who are working with Roma families	By 20 May 2024	
3. Final consultancy report for UNICEF with recommendations for future actions on working with Roma caregivers provided	By 20 May 2024	

### 5. Travel

- No travel is envisaged unless the consultancy agency suggests otherwise, in that case, during the application process, the Technical and Financial proposals should outline required travel (duration and number of trips). The international team should arrange their own travel and accommodation.
- Agency should be using own online platform subscription for meetings held online.

### 6. Management and Organisation

- **Management:** The consultancy will be supervised by Early Childhood Development Officer in collaboration with Child Protection Officer. The Consultancy Agency (i.e. the designated team lead) should communicate with the Early Childhood Development Officer on a regular basis and share all deliverables as they become available for review and potential feedback.
- **Organization:** International Institutional Consultancy is required, meeting the criteria described below.
- **Schedule:** This assignment will commence on 8 February 2023.

## 7. Qualification Requirements

Contracted agency's expert(s) should be trainers of PLH for young children. At least one should be Master Trainer of PLH for young children.

In addition to the above requirement related to the PLH programme, the Contracted agency's expert(s) are expected to have following qualifications to complete the task:

- Advanced university degree in clinical psychology, child psychology, early childhood development or a similar technical field;
- At least 5 years of working with children and parents from deprived backgrounds-socially excluded;
- Familiarity with the regions of Central, Eastern or South-East Europe;
- Excellent command of English (both spoken and written);
- Excellent facilitation and communication skills;
- Previous work experience with UNICEF or UN is a strong asset.

## 8. Application procedure

The potential contractors are expected to submit a proposal based on these Terms of Reference. The proposal should consist of:

- i. **Technical Proposal including:**
  - a) Portfolio of the organisation/institution/agency with examples of previous work on similar projects and clients in the last 5 years at least;
  - b) Title/designation of each team member including their CVs, clearly outlining how each of the team members fulfils the above requirements and role of each team member for the fulfilment of above tasks. One team member should be assigned as a team lead to facilitate communication with UNICEF;
  - c) Description of the methodology and technical approach with a tentative work plan with the number of working days and timeframe in line with the ToRs;
  - d) LRPS Form signed.
- ii. **Price Proposal (Budget) including**
  - a. Daily fee rate for each team member based on the number of working days included in the Technical Proposal.
  - b. Estimated travel costs both international and in country travel. Daily subsistence allowance (DSA) will, where applicable, be paid up to a maximum of the official UN rate. (Reimbursement of travel costs / accommodation expenses will be based on actual expenses).
  - c. Other costs if applicable.

The price, i.e. financial proposal shall indicate budget estimated in EUR.

## 8. Evaluation

1) Technical components (70 points)

ITEM	TECHNICAL EVALUATION CRITERIA	MAX OBTAINABLE POINTS
<b>1</b>	<b>Overall Response</b> - the understanding of the assignment by the proposer and the alignment of the proposal submitted with the ToR	
1.1	• Completeness of response	3
1.2	• Overall concord between TOR/needs and proposal	3
<b>2</b>	<b>Company and Key Personnel</b>	
2.1	• Range and depth of organizational experience with similar assignment	5
2.2	• Samples of previous work, number of customers, size of projects	4
2.3	• Key personnel: relevant experience and qualifications of the proposed team for the assignment	18
<b>3</b>	<b>Company policies</b>	
3.1.	• Company policy on Child labor, Safeguarding and Prevention of Sexual Exploitation and Abuse (articulate policies for the protection & safeguarding of children and prevention of PSEA)	3
3.2.	• Gender component: At least 1 female in the management structure or ownership of the company	2
3.3.	• Workplace policies on disabilities	2
<b>4.</b>	<b>Proposed Methodology and Approach</b>	
4.1	• Methodology and technical approach outline	25
4.2	• Tentative work plan	5
<b>TOTAL TECHNICAL SCORE</b>		<b>70</b>

**Minimum technical score: 70% of 70 points = 49 points**

2) Financial component (total of 30 points)

- Technical proposal evaluation. Proposals passing the minimum technical pass score (49 points-70% of the maximum points obtainable for technical proposal) will continue into the Financial proposal evaluation.
- Financial proposal evaluation. The lowest price proposal will be awarded the full score assigned to the commercial proposal.
- Recommendation. The recommendation for award of contract will be based on best combination of technical and financial score.
- Final award and contracts. Based on verified nominations and final scores, contract negotiations could be initiated with one or more successful Proposers.
- The UNICEF evaluation team will select the Proposal which is of high quality, clear and meets the stated requirements and offers the best combination of technical and financial score.