

## TERMS OF REFERENCE (TOR) FOR INSTITUTIONAL CONTRACTORS

### International institutional consultancy on adapting the PLH for Young Children programme in Montenegro for parents of children with disabilities

#### 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), predominantly 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, the Government of Montenegro (the Ministry of Education, the Ministry of Health, the Ministry of Labour and Social Welfare) with the support of UNICEF and the EU has made considerable progress in implementing PLH for Young Children in Montenegro, under the local brand Caring Families. A total of 116 facilitators and ten supervisors have been trained, 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. There have been thirteen cycles of programme implementation, with more than 1800 parents recruited across sixteen municipalities thus far.

In 2021, a [feasibility study for scaling up PLH for Young Children in Montenegro](#) was published, which among other things recommended tailoring the programme to particular subgroups including Roma and Egyptian families and the parents/ caregivers of children with disabilities.

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

The purpose of the assignment is to enable all families and children in Montenegro, including the parents/caregivers of children with disabilities to benefit from the Caring Families programme.

The objectives of the assignment are:

- To adapt the content of the Caring Families programme for parents of children with disabilities particularly children with difficulties and delays in language development and/or social interaction.

- To capacitate existing Caring Families facilitators to successfully deliver the adapted programme to parents of children with disabilities.
- To draw lessons and provide recommendations for further adaptation of the programme for parents of children with disabilities based on the review quantitative and qualitative data on the implementation of Caring Families with parents of children with disabilities during the pilot cycle.

UNICEF Country Office in Montenegro will provide translation and interpretation services. UNICEF Country Office in Montenegro and its partners will provide logistics for face-to-face events. For meetings held online the agency should use their own online platform subscription.

### 3. Description of the Assignment

The following tasks are expected to be completed:

- To adapt the content of the Caring Families programme for parents of children with disabilities particularly children with difficulties and delays in language development and/or social interaction. Adaptations should be reflected in facilitator manual, parent manual and training programme protocol.
- To train existing Caring Families facilitators, including some of the existing trainers and coaches, to successfully deliver the adapted programme to parents of children with disabilities. Approximately 20 facilitators, with experience in working with children with disabilities, will be trained.
- To provide, during the pilot cycle, “meta-supervision” to selected supervisors (approximately 4, with experience in working with children with disabilities) who will supervise/support Caring Families facilitators delivering the programme to parents of children with disabilities.
- To review quantitative and qualitative data collected during the piloting of the adapted Caring Families programme for parents of children with disabilities in order to draw lessons and provide recommendations for future actions on working with parents of children with disabilities.
- To write a brief final consultancy report, of no more than 5 pages without annexes including on how to sustainably build capacity of national trainers to train new facilitators the future.

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

| Deliverables                                                                                                                                                    | Tentative deadlines | Tentative payment schedule |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------|
| 1. Facilitator manual, parent manual and training programme protocol adapted for parents of children with disabilities                                          | 10 January 2025     | 50%                        |
| 2. Caring Families facilitators trained on the content of the programme adaptation                                                                              | By 15 February 2025 |                            |
| 3. Meta supervision sessions provided to Caring Families facilitators who are delivering the adapted programme to parents of children with disabilities         | By 30 May 2025      | 50%                        |
| 4. Review of quantitative and qualitative data collected during the piloting of the adapted Caring Families programme for parents of children with disabilities | By 30 August 2025   |                            |
| 5. Final consultancy report for UNICEF                                                                                                                          | 10 September 2025   |                            |

## 5. Travel

- During the application process, the Technical and Financial proposals should outline required travel (duration and number of trips).
- Some meetings can be held online using the agency's own online platform subscription.
- The international team should arrange their own travel and accommodation.

## 6. Management and Organisation

- Management: The consultancy will be supervised by Early Childhood Development 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 1 December 2024.

## 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, 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 of children with disabilities;
- 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.