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**UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.**

**Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.**

**And we never give up.**

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## **Terms of Reference**

**Job title:** International Institutional Consultancy for building a pool of national trainers of the Parenting for Lifelong Health Young Children programme in Montenegro

**Duty Station:** home based and in Podgorica, Montenegro

**Type of Position:** International (short-term)

**Type of Assignment:** Institutional Consultancy

**Contract Duration:** 15 August 2021 until 15 October 2022

### **1. Background and Context**

In 2018, almost two thirds (63%) of Montenegro's children aged 1–14 years were subjected to psychological aggression within the family during the month preceding the survey (MONSTAT and UNICEF, MICS 2018) and 31% were subjected to physical punishment. Children aged 3-4 and 5-9 were more exposed to violent discipline than other age cohorts (almost 40% being physically punished). On the other hand, only 10% of respondents believed that children need to be physically punished in order to bring up, raise, or educate them properly. In Roma settlements, 6 in 10 (60%) of children aged 1–14 years were subjected to psychological aggression within the family during the month preceding the survey (MONSTAT and UNICEF, [MICS 2018](#)) and 41% were subjected to physical punishment. On the other hand, 19% of respondents in Roma settlements believed that children need to be physically punished in order to bring up, raise, or educate them properly. It is encouraging that more than three quarters (77%) of Montenegrin inhabitants stated in 2016 that in order to enable parents to raise their children well and without corporal punishment, the state should provide education about positive discipline alternative methods and support parents in implementing them (Ipsos, 2016, [KAP](#)).

Strengthening parents' and caregivers' child-rearing skills is one of key strategies to prevent violence and abuse from the outset by reducing the factors that make families vulnerable to violent behavior and this is less costly than significant consequences of violence against children (UNICEF 2014 "[Six Strategies to Prevent and Respond to Violence against Children](#)", WHO et al 2016 „[INSPIRE](#)“). In Montenegro, the Law on Amendment of the Family Law from 2016 prohibits all form of violence against children including corporal punishment. In 2017, the first ever Strategy on the Prevention and Protection of Children from Violence (2017-2021) was adopted by the Government, with measures aimed at supporting parenting. The [Strategy for the Realization of Children's Rights](#) 2019-2023 as part of its objective to end all forms of violence against children, envisages the implementation of parenting programmes under the responsibility of the Ministry

of Health, the Ministry of Education (presently Ministry of Education, Science, Culture and Sport) and the Ministry of Labour and Social Welfare (presently Ministry of Finance and Social Welfare).

Since 2017, UNICEF Montenegro, in partnership with the Government of Montenegro and with the support of the European Union, has been supporting the implementation of the Parenting for Lifelong Health [for Young Children](#) programme (PLH-YC) in Montenegro, which aims to establish and sustain positive, nurturing relationships between parents or 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. The programme is delivered in a group-based format (10-12 parents), and in Montenegro over 12 weekly sessions. The parenting programme has been delivered since January 2018 by kindergartens, primary health care centres and civil society organizations in five cycles in five Montenegrin municipalities reaching more than 500 parents between January 2018 and May 2021. So far two generations of facilitators have been trained (in total 48 professionals – mostly psychologists, pedagogues, nurses, social workers and preschool teachers). Furthermore, 6 national supervisors were trained and certified 2020. The facilitator training programme was accredited by the Institute for Social and Child Protection and the Bureau for Education in 2018 and 2019 respectively, while the supervisor training programme was accredited by the Institute for Social and Child Protection in 2020.

The evaluation (pre/post) that took place in Montenegro during the first cycle of programme implementation showed that this parenting program has led to a significant reduction in physical and emotional punishment of children, reduction in dysfunctional parenting, as well as to the improvement in the wellbeing of children and parents (the results of the implementation of programs elsewhere can be found on the WHO [website](#)). Based on these results, at its session held on December 3, 2018, the Committee on Human Rights and Freedoms of the Parliament of Montenegro recommended the expansion of the program to all municipalities in Montenegro. A feasibility assessment was conducted in 2021 in order to develop recommendations for the Government of Montenegro on how the programme can be implemented at scale by national service providers.

In order to support further scale up of the programme, additional facilitators and supervisors should be trained while at the same time gradually building the capacity of national trainers, which will facilitate programme sustainability and cost-effectiveness.

This activity is part of the EU-funded Action “EU and UNICEF for Early Childhood Development in Montenegro” (2020-2023).

## **2. Purpose and Objective**

The purpose of technical assistance is to strengthen sustainability and to support scaling up of PLH-YC in Montenegro by continuing to build national professional capacities to deliver the programme and to supervise and train other facilitators.

The objective of this assignment is to train and certify the first pool of national trainers of PLH-YC in Montenegro while supporting the national trainers-to-be to train the third and fourth generations of facilitators and the second generation of supervisors.

## **3. Methodology and Technical Approach**

The methodology will include training preparation and delivery, supervision, certification and writing of a mission report.

The Contracted agency's expert(s) is/are expected to work both in the field (in Montenegro) and from home.

Further details are presented in the section below "Activities and Tasks".

#### **4. Activities and Tasks**

The Contracted agency's expert(s) is/are expected to complete the following tasks:

- 1) To deliver and supervise the national trainers-to-be in delivering the training of the third and fourth generations of facilitators (the first 5-day training in early September 2021, and second training tentatively in September 2022 or sooner – exact dates to be determined) while at the same time building the capacity of national trainers to train facilitators. The training of facilitators should be in line with the licensed PLH-YC facilitator training programme (4<sup>th</sup> edition, European adaptation of the Facilitator Manual, 12-session programme) as well as in line with the nationally accredited training programme (by the Institute for Social and Child Protection in 2018 and the Bureau for Education in 2019).
- 2) To deliver and supervise the national trainers-to-be in delivering training of the second generation of supervisors (in 2022 – exact dates to be determined - for up to 6 supervisors) while at the same time building the capacity of national trainers to train supervisors. The training should be in line with the nationally accredited training programme (by the Institute for Social and Child Protection in 2020).
- 3) To certify the national trainers for training facilitators.
- 4) To certify national trainers for training supervisors.
- 5) To write a mission report about the aforementioned activities including lessons learned and recommendations for further scale up of the PLH programme in Montenegro (home-based).

#### **5. Key Deliverables and Timeframe**

The Contracted agency is expected to produce the following key deliverables within the following tentative deadlines:

- 1) Training of the third generation of facilitators along with training of trainers, by 11 September 2021.
- 2) Training of the fourth generation of facilitators along with training of trainers, by September 2022 (possibly sooner, TBD).
- 3) Certification of national trainers as trainers of facilitators, by September 2022 (possibly sooner, TBD).
- 4) Training of the second generation of supervisors along with training of trainers, by September 2022 (possibly sooner, TBD).
- 5) Certification of national trainers as trainers of supervisors, by September 2022 (possibly sooner, TBD).
- 6) Mission report, by 10 October 2022.

#### **6. Travel:**

The various segments of the training of trainers should preferably be done face to face in Montenegro. However, due to the changing epidemiological situation and travel restrictions, the consultancy or some of its tasks can be conducted online. If this is the case, the Technical Proposal

should clearly reflect this modality so that necessary arrangements can be made to allow for seamless conduct of the training.

## **7. Management and Organisation**

Management: The Contracted agency will be supervised by the UNICEF Early Childhood Development Officer.

Organization: International Consultancy, institutional, meeting the below requirements.

Schedule: The Contracted agency will be engaged over the period from 15 August 2021 to 15 October 2022.

## **8. Minimum requirements**

The Contracted agency's expert(s) should be Master Trainer(s) of PLH for young children.

In addition to the certificate by PLH Master Trainers, 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;
- 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.

## **9. 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 minimum (PLH-related work and training);
  - b) Title/designation of each team member including their CVs;
  - c) Detailed description of the methodology and technical approach, with a tentative work plan, and with the number of working days and a timeframe in line with the above deadlines for deliverables;
  - d) Supplier Profile Form.
- ii. ***Financial Proposal (Budget) including.***

The financial proposal shall indicate daily fee rate for each team member per deliverable as well as the total cost per professionals based on the number of working days included in the Technical Proposal. Travel costs / online platform subscription should be included in the proposal as applicable.

## 10. Proposal Evaluation:

Each proposal will be evaluated against a weight allocation of 70 for the technical proposal and 30 for the financial proposal. The total maximum obtainable points is 100.

The proposal will be evaluated as follows:

### 1) Technical components (total of 70 points)

- Professional profile, quality of personnel and suitability for the assignment - 40
- Proposed Methodology and Approach – 30

Technical Proposal Evaluation Form		Max. Points Obtainable
1	<b>Professional profile, Quality of Personnel and Suitability for the assignment</b>	<b>30</b>
1.1	<i>Profile of the organization</i>	10
1.2	<i>Quality of personnel</i>	10
1.3	<i>Experience in similar capacity building programmes for PLH</i>	20
2	<b>Proposed methodology and Approach</b>	<b>30</b>
2.1	<i>Quality of presented approach, methodology and work plan</i>	30
<b>Total</b>		<b>70 points</b>

### 2) Financial component (total of 30 points)<sup>1</sup>

- 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.

## 11. Remark:

- UNICEF Montenegro Office holds copyrights for all reports. The documents (including raw materials, etc.) may not be reproduced, distributed or published without the written permission from UNICEF.
- All personal data should be accessible to team members, but no one else. The consultants need to set up secure systems (a) to ensure that other staff within their institutions cannot access their data via the shared staff drives, and (b) to ensure secure data transfer between institutions. Cloud based storage with limited sharing rights could be considered in this instance. Different personal data files need to be link-able, they need to be held separately so that they can only be linked purposely, by researchers who are authorised to do so.

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<sup>1</sup> Financial offer will be reviewed only if Technical proposal meets minimum required quality standards.

There is also a need to ensure that data cannot be removed from secure systems in ways that might compromise data security.

- UNICEF Montenegro Office will share with the selected consultants all the relevant materials it has and provide required expertise.
- UNICEF Montenegro Office will review and provide feedback on reports prepared by consultants.
- All information from produced reports cannot be shared with the media without the written approval of UNICEF Montenegro Office.

## **12. Budget and Remuneration**

- **Consultancy fee**

Proposals are invited based on these Terms of Reference.

- **Payment schedule**

The payments will be made upon successful completion of the deliverables and submission of invoices, as follows:

Deliverable 1 – 30%

Deliverables 2-3 – 40%

Deliverable 4-5-6 – 30%

Travel costs at least one week prior to travel.

- **Recourse**

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

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*UNICEF is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities to apply.*

*UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles.*

*All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.*

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**Only shortlisted candidates will be contacted and advance to the next stage of the selection process.**