

UNICEF-Turkey
TERMS of REFERENCE (ToR)
SHORT TERM NATIONAL INDIVIDUAL CONSULTANCY

‘Adaptation of Psychosocial Support Modules for Children Residing in Women’s Shelters’	REF: PRO/TURA/2020-A
<p><u>Links with the Country Programme Priorities:</u></p> <p>UNDCS- Pillar 3: Gender Equality and Empowerment of Women and Girls</p> <p>Country Programme Outcome 3: Gender equality among children enhanced and sustained into adolescence</p> <p>By 2020, the education and CP systems, NGOs and communities increasingly provide vulnerable girls and boys with gender-sensitive opportunities to realize their rights</p> <p>Output 3.B. GBV and Child Marriage. By 2020, the child protection system, NGOs and families have increased capacity to detect, refer, assess, prevent and manage cases of children victims of gender-based violence and child marriage</p> <p>ACTIVITY: ‘Combatting Child Marriage’</p>	

I. BACKGROUND

Witnessing domestic violence is a significant cause of harm, including trauma, for children. It is acknowledged that where children are concerned, they do not need to be directly affected by violence to be considered victims but that witnessing domestic violence is sufficient to victimise them¹. Research on domestic violence in Turkey demonstrates that domestic violence is also linked with child marriage. Women whose age at first marriage is below 18 are more likely to be exposed to domestic violence, including physical and sexual violence².

The Council of Europe Convention on preventing and combating violence against women and domestic violence, also known as the Istanbul Convention, urges state parties to provide specialized services for child victims of violence and to apply standards in women’s shelters including safety and security of children. Women’s shelters for survivors of gender-based violence in Turkey are regulated by the Directorate General for Women’s Status (WSDG) of the Ministry of Family, Labour and Social Services (MoFLSS). The Regulation on the Establishment and Management of Women’s Shelters was published and entered into force on 5 January 2013. The MoFLSS, local administrations and women’s associations operate women’s shelters in Turkey accordingly. The services offered at these shelters include: psychosocial support, support for employment, legal support, support for pre-school education, daily allowance, guidance and counselling, medical support, temporary financial assistance, vocational courses, group work, scholarships for children of survivors and social, artistic and sportive activities.

Within the scope of the Rolling Work Plan between UNICEF and the MoFLSS for 2020, UNICEF is supporting the strengthening of the service model of the aforementioned women’s shelters. A needs assessment workshop was conducted in October 2019 and revealed the need to strengthen services available to children residing in women’s shelters and that a model for the provision of psycho-social support (PSS) to these children should be identified, including tools for initial psycho-social evaluation

¹ Explanatory Report to the Istanbul Convention, Council of Europe Treaty Series no 210.

² Domestic Violence in Turkey, Hacettepe University Institute of Population & Ministry of Family and Social Policies, Women’s Status DG, 2014.

of the child, trauma management, PSS modules and activities for increasing children’s resilience.

The WSDG has been working on standardizing and enhancing their services and has started to develop a guideline regulating physical spaces, administrative processes and quality of specialized services provided at the women’s shelters. The mentioned guideline will include, among other themes, a module on psycho-social support interventions to be provided to children. While operational and administrative aspects will be covered by the WSDG, UNICEF will provide support to the writing of the PSS model to be employed in women’s shelters.

The MoFLSS and UNICEF have long been in partnership for developing PSS modules for children. Within the Alternative Care agenda, UNICEF has worked with the ministry to elaborate the PSS components of the “Child Support Programme” and of the “ANKA” programme. UNICEF has also supported the ministry to standardize and enhance the provision of PSS to promote the psycho-social well-being of children in protracted crises and emergencies, having elaborated, together with the ministry, Basic and Specialized training programmes. Within the Rolling Work Plan 2020, it has been agreed that, for the above-mentioned guideline, UNICEF will provide support in the adaptation of the already existing modules to the specific needs of children residing with their mothers in women’s shelters.

II. PURPOSE

The purpose of this assignment is to support the Ministry of Family, Labour and Social Services to strengthen the PSS intervention modality in women’s shelters to further accelerate the rights of children residing in women’s shelters with their mothers. The below tasks are required for (1) adaptation of already existing PSS modules for the use of children residing with their mothers in women’s shelters and (2) for increasing the capacity of relevant staff for providing these services.

- **Task-1: Adaptation of PSS modules to guide the personnel in women’s shelters in providing psychosocial care services to children residing there;**
- **Task-2: Provide training and supervision for the pilot implementation of the psychosocial support module and reporting the results;**
- **Task-3: Finalize the psychosocial support module based on the inputs received through pilot implementation**

III. LOCATION

Home based, with frequent visits to Ankara and the provinces where the implementation to be conducted

IV. SUPERVISOR

Child Protection Officer, UNICEF Turkey Country Office

V. PAYMENT SCHEDULE, DURATION AND RESERVATIONS

- **Duration:** Assignment will cover 45 person/days (**from mid-March 2020 to end-August 2020**) and payments will be affected upon the delivery of outputs. In case of any unexpected delay in the

estimated time frame (approval process, force majeure etc.) the duration of the assignment might be extended subject to the same conditions and mutual will of the parties.

- **Estimated Cost of Consultancy:** Applicant shall present a detailed financial proposal that elaborates on daily costs on the basis of the below-mentioned programme and deliverables, including a total sum demanded. Travel and accommodation costs arising from planned visits will be covered by consultant (s). Other costs related to administrative tools, communications, etc. shall be covered by the consultant.
- **Payment schedule:** The Contract will be issued in Turkish Lira (TRY).

Candidates are required to specify their daily rates, the number of anticipated working days for each deliverable in the financial proposal, and provide the breakdown of the lump sum amount for each deliverable as well as incidentals of each deliverable in TRY.

- **Reservations:** UNICEF reserves the right to terminate the contract and/or withhold all or a portion of payment if the rules and the regulations regarding confidentiality, ethics and procedures of UNICEF and the partners are not followed, the performance is unsatisfactory, or work/deliverables are incomplete, not delivered or fail to meet the deadlines.

In addition, UNICEF reserves the right to work with multiple consultants for the same assignment, if necessary. Where this is the case, all consultants are expected to work in cooperation and coordination as required by the defined objective.

Technical and financial proposals should be submitted in separate folders. After the technical evaluation, the financial proposals of qualified bidders will be evaluated. The technical evaluation will be completed based on the attached evaluation criteria form.

VI. DESCRIPTION of the ASSIGNMENT

The consultant(s) is expected to complete the following tasks and submit the relevant deliverables in line with the agreed upon work calendar:

- **Task-1: Adaptation of existing PSS modules to guide the personnel in women's shelters in providing psychosocial care services to children residing there:**

The psychosocial support module should include, but is not limited to, the following topics:

1. Introduction (including principles of PSS and working with children)
2. Interviewing and pre-assessment of children in initial admission phase
3. Risk-assessment of children, including criteria and tools to be used
4. Safety plan development with mothers, including child safeguarding principles
5. Pool of activities aimed at increasing psychosocial wellbeing and resilience of children
 - 5.1. Activities to be conducted with individual children
 - 5.2. Activities to be conducted jointly by mothers with their children
 - 5.3. Group activities for children
6. Advanced psychosocial interventions by problem area
7. Referral to third level PSS services, based on need identified during advanced interventions

Task 1 includes the below assignments:

- 1.1. Desk review of existing modules and draft revised version adapted to the needs of children residing in women’s shelters. Existing PSS modules and the report of the “needs assessment” workshop conducted in October 2019 by UNICEF and MoFLSS will be provided to the consultant(s). The consultant(s) will revise and compile existing modules accordingly.
- 1.2. Compile the reviews of the MoFLSS and UNICEF experts on the first draft
- 1.3. Conduct workshop to present the module to the MoFLSS personnel in field and experts
- 1.4. Finalize the second draft of the module

➤ **Task-2: Provide training and supervision for the pilot implementation of the psychosocial support module and report the results**

UNICEF and MoFLSS have been jointly working to strengthen and model service standards for the psychosocial support intervention modality targeting children residing in the women’s shelters with their mothers. Within this consultancy it is also expected that the implementation of the Programme is supervised through a pilot implementation in the designated centres with the aim of identifying potential bottlenecks and propose solutions to ensure the smooth implementation of the programme.

Task 2 includes the following assignments:

- 2.1. Provide training to the personnel who will be implementing the module in women’s shelters. Logistics and organization of the training will be carried out by MoFLSS and UNICEF. Consultant(s) is expected to prepare training materials and provide training sessions.
- 2.2. Supervise the implementation of the programme in selected provinces (at least 5 provinces with higher number of children residing in women’s shelters). The task includes development of a checklist for supervision, field visits to selected women’s shelters as advised by MoFLSS and reporting field visits.
- 2.3. Prepare a final report on pilot implementation, detailing description of the methodology adopted to carry out the assignment; overall information on the assignment; summary of the workshops and key findings; key findings from the field visits; final recommendations.

➤ **Task-3: Finalize of the psychosocial support module based on the inputs received through pilot implementation**

- 3.1. Finalize the psychosocial support module based on the feedback received from the MoFLSS’ and UNICEF’s experts and personnel as well as the inputs acquired through the pilot implementation.

TABLE 1. TENTATIVE WORKLOAD FOR DELIVERABLES

#	TASKS	DELIVERABLES	WORKLOAD (person/day)
Task-1: Adaptation of PSS modules to guide the personnel in women’s shelters in providing psychosocial care services to children residing there			
1	1.1. Desk review of existing modules and draft revised version 1.2. Compile the reviews of the MoFLSS and UNICEF experts on the first draft module 1.3. Conduct workshops to present the module to the MoFLSS personnel in field and experts 1.4. Finalize the second draft of the module	Revised PSS Module Workshop Report	10 days

Task-2: Supervise the pilot implementation of the psychosocial support module and reporting the results			
2	2.1. Provide training to the personnel who will be implementing the module in women’s shelters. 2.2. Supervise implementation of the programme in selected provinces. (field visits to at least 5 provinces with highest number of children in women’s shelters) 2.3. Prepare a final report on pilot implementation.	Supervision plan and tools Field reports Final Report on the Pilot Implementation	25 days
Task-3: Finalize of the psychosocial support module based on the inputs received through pilot implementation			
3	3.1. Finalize the psychosocial support module based on the feedback received from the MoFLSS’ and UNICEF’s experts and personnel as well as the inputs acquired through the pilot implementation.	Final Module	10 days
TOTAL WORKLOAD			45 days

**Please note that the workload in the above template is approximate. It is expected that the detailed time planning will be included in the technical proposal.*

TABLE 2. EXPECTED EXPERT/TRAINER WORKLOAD DISTRIBUTION

Task	1	2	3	TOTAL Days
Expert 1	X	X	X	15
Expert 2	X	X	X	10
Expert 3	X	X	X	10
Expert 4	X	X	X	10
TOTAL				45

** Please see the titles and required qualifications for the experts below.*

- Expert 1: Team Leader/Coordinator
- Expert 2: Child Psychiatry Expert
- Expert 3: Child Development Expert
- Expert 4: Psychosocial Support Expert

TABLE 3. TENTATIVE WORK CALENDAR

Tasks	April 2020	May 2020	June 2020	July 2020	August 2020
1					
2					
3					

** Please note that this is a tentative work calendar, based on planning with governmental and non-governmental counterparts. The time frame may vary accordingly.*

VII. QUALIFICATIONS or SPECIALIZED KNOWLEDGE / EXPERIENCE REQUIRED FOR THE ASSIGNMENT

The consultancy team should be formed by the related specialists complementing each other to achieve the targets of these terms of reference. While assigning the specialists, it should be kept in mind that the assignments as mentioned above require multidisciplinary approaches. Although the final decision will be up to the bidders offering suggestions, the minimum criteria for assignment shall be as follows:

The consultancy team must prove that they hold the following qualifications;

- 1) Specialized knowledge of psychosocial support, including multidisciplinary approach to the issues,
- 2) Ability to develop psychosocial support modules, including guidelines and activities,
- 3) Knowledge and experience in training service providers in the area of child and/or women's services,
- 4) Graduate degree on Social Sciences, in Medical Sciences or Relevant Field. In these fields, the holding post – graduate degree is of preference,
- 5) Ability to ensure high standards of project outputs in both Turkish and English.

Specific Qualifications:

- At least 5 years of relevant professional experience in relevant field (child and/or women's services) at Universities, international organizations or NGOs,
- Graduation from psychiatry / psychology / social work / child development, social sciences, etc. with at least 5 years of professional experience in the research and development of psycho-therapeutic programmes for children and adolescents at-risk including anger management; depression; anxiety; substance abuse; individual and family counselling, etc.
- Expertise in designing psycho-social support programmes, for children and for adults.
- Excellent knowledge of care system and prevention of violence against women in Turkey
- Professional or academic experience in prevention of gender-based violence and/or child protection.

General qualifications:

- Awareness about human rights and rights of the child, different cultures, local traditions, religious beliefs and practices, personal interaction, genders, disability, age and ethnic origins,
- High skills of analysing, organization and human relations,
- Ability to work close with the national and international actors within the framework of deadline, and ability to facilitate the coordination of a process,
- Computer literacy.

** A workload distribution schedule that outlines the roles and responsibilities of each team member as related to the tasks and outputs should be submitted with the technical proposal.*

*** Person/day cost distribution table for each member, in line with the proposed work load distribution, should be submitted with the financial proposal.*

VIII. APPLICATIONS

Applicants are expected to submit to UNICEF their proposals and the CVs in compliance with the instructions in this ToR, with the announcement and where available with the attached templates.

Applications should be submitted in English and should include:

- a. Financial proposal using the Financial Proposal Template
- b. P11 Form, where previous experience is provided in detail.

For the details of **financial proposal**, please refer to the attached template.

As part of the submission package, please complete and submit the technical and financial proposals as they are described in the advertisement. Technical proposals should be written in English and submitted in the following format in a submission portfolio:

1. Cover Page
2. Table of Contents

3. List of Tables and Figures
4. Abbreviations Used
5. Introduction
6. Background
7. Work Plan
 - Proposed Approach and Methodology for Each Task Outlined in the ToR
 - Tentative Work Schedule
 - Success Indicators
 - Associated Risks & Back-up Plan
8. Qualifications of the Experts
 - CVs of the proposed experts
 - Relevant education and professional experience of the proposed experts
9. Bibliography
10. Appendices
 - Short descriptions of the relevant work (ongoing and/or completed)
 - Professional references of the experts/researchers
11. Financial Proposals (along with fee per expert/researcher and workload distribution for each expert/researcher)
 - *must be submitted in a separate folder*
 - **please use the standard format provided*

IX. CRITERIA FOR JUDGING THE PROPOSALS

Proposals submitted in response to this call will be evaluated in terms of technical quality and financial offer. Technical quality will be evaluated using the criteria outlined below:

	<i>NON-COMPLIANT</i>	<i>POOR</i>	<i>FAIR</i>	<i>GOOD</i>	<i>VERY GOOD</i>	<i>EXCELLENT</i>
	<i>The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.</i>	<i>The proposal inadequately addresses the criterion or there are serious inherent weaknesses.</i>	<i>The proposal broadly addresses the criterion but there are significant weaknesses.</i>	<i>The proposal addresses the criterion well but with a few shortcomings.</i>	<i>The proposal addresses the criterion very well but with a small number of shortcomings.</i>	<i>The proposal successfully addresses all relevant aspects of the criterion; very few minor shortcomings</i>
<i>Proposal Description</i>	0	1-9	10-15	16-21	22-27	28-30
<i>Work Plan</i>	0	1-3	4-5	6-7	8-9	10
<i>Professional Qualifications</i>	0	1-9	10-15	16-21	22-27	28-30

The financial proposals will be opened only for the technical proposals that reach or exceed fifty (50) points out of maximum seventy (70) points. Thirty (30) points will be awarded to the candidate that presented the lowest fee for the services requested. The remaining financial offers will receive proportional points ([lowest bid/bid] x 30 points). The purpose of the evaluation of Consultants’ Financial Proposals is to verify that the costs itemized in the financial proposals adequately cover the services offered in the Technical Proposals.

Annex(es):

- Financial Proposal Template
- UNICEF P11 Form
- Technical Evaluation Matrix

	PREPARED	REVIEWED	APPROVED
BY	Pınar Öktem <i>Child Protection Officer</i>	James Gray <i>Chief of Child Protection</i>	Nona Zicherman <i>Deputy Representative</i>
ON			
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