

**UNICEF in Turkey**  
**Requirements for Financial Submission**

**Programme:** Child Protection

**Assignment Title:**

**SHORT TERM NATIONAL INDIVIDUAL CONSULTANCY on ‘Develop and Strengthen the Decision Making and Support Mechanism in Child Protection System’**

**Purpose of the Assignment:** The purpose of the assignments to develop and strengthen the decision making and support mechanism in child protection system through the tasks; (i) Analysis and Development of Information Gathering Tool to Support the Preparation of the Social Inquiry Report Analysis and the Evaluation Scales/Criteria of the Child at Risk and/or in Need of Protection, (ii) Develop an assessment framework handbook to guide social workers in the social inquiry application process, (iii) Support the testing period of the assessment framework in three selected provinces.

**Supervisor:** Child Protection Officer of UNICEF Turkey Office

TASKS	DELIVERABLES	NAME AND ESTIMATED PERSON/ DAY	NAME AND DAILY FEES OF CONSULTANTS	TOTAL COST (TRY)																		
<b>Task-1: Analysis and development of information gathering tool to support the preparation of the social inquiry report analysis and the evaluation scales/criteria of the child at risk and/or in need of protection</b>																						
1.1. Conduct a literature review to analyse the tools used for the assessment of the children in Turkey and in other 3 countries selected in line with the country context. 1.2. Review the Ministry’s existing reports to better understand the challenges and bottlenecks in at least 10 center’s reports and conduct 10 KIIs; and prepare an analysis on the challenges; prepare a recommendation list; develop a road map to strengthen the mechanism	Inception report, Literature review and analysis tools  Review report, Focus group and KII assessment tools and reports, detailed road map	Total person/day: 10  <table border="1"> <tr><td>Expert 1</td><td></td></tr> <tr><td>Expert 2</td><td></td></tr> <tr><td>Expert 3</td><td></td></tr> </table>	Expert 1		Expert 2		Expert 3		<table border="1"> <tr><td>Expert 1</td><td></td></tr> <tr><td>Expert 2</td><td></td></tr> <tr><td>Expert 3</td><td></td></tr> </table>	Expert 1		Expert 2		Expert 3		<table border="1"> <tr><td>Expert 1</td><td></td></tr> <tr><td>Expert 2</td><td></td></tr> <tr><td>Expert 3</td><td></td></tr> </table>	Expert 1		Expert 2		Expert 3	
Expert 1																						
Expert 2																						
Expert 3																						
Expert 1																						
Expert 2																						
Expert 3																						
Expert 1																						
Expert 2																						
Expert 3																						
			<b>TOTAL for Del.1:</b>																			
INCIDENTAL COSTS (if applicable)	ESTIMATED NUMBER OF TRAVEL /ACCOM.	NAMES OF CONSULTANTS	UNIT COST FOR A PERSON	TOTAL COST (TRY)																		
<i>For travel</i>																						
<i>For accommodation</i>																						
<i>For other costs</i>	N/A	N/A	N/A	N/A																		
<b>TOTAL for other cost for Del.1:</b>																						

**Task-2: Develop an assessment framework handbook to guide social workers in the social inquiry application process**

<p>2.1. Prepare the handbook for the social workers 2.2. Develop a chapter in the assessment framework handbook to identify COKIMs' assessment procedures to standardize the process.</p>	<p>Assessment Framework-Handbook  ÇOKIMs' working principals documents</p>	<p>Total person/day: 25</p> <table border="1" data-bbox="667 324 914 421"> <tr><td>Expert 1</td><td></td></tr> <tr><td>Expert 2</td><td></td></tr> <tr><td>Expert 3</td><td></td></tr> </table>	Expert 1		Expert 2		Expert 3		<table border="1" data-bbox="978 302 1225 398"> <tr><td>Expert 1</td><td></td></tr> <tr><td>Expert 2</td><td></td></tr> <tr><td>Expert 3</td><td></td></tr> </table>	Expert 1		Expert 2		Expert 3		<table border="1" data-bbox="1297 324 1544 421"> <tr><td>Expert 1</td><td></td></tr> <tr><td>Expert 2</td><td></td></tr> <tr><td>Expert 3</td><td></td></tr> </table>	Expert 1		Expert 2		Expert 3	
Expert 1																						
Expert 2																						
Expert 3																						
Expert 1																						
Expert 2																						
Expert 3																						
Expert 1																						
Expert 2																						
Expert 3																						

**TOTAL for Del.2**

INCIDENTAL COSTS (if applicable)	ESTIMATED NUMBER OF TRAVEL /ACCOM.	NAMES OF CONSULTANTS	UNIT COST FOR A PERSON	TOTAL COST (TRY)
<i>For travel</i>				
<i>For accommodation</i>				
<i>For other costs</i>	N/A	N/A	N/A	N/A

**TOTAL for other cost for Del.2:**

**Task-3: Support the testing period of the assessment framework in three selected provinces**

<p>3.1. Prepare a series of presentation on conducting assessment, using social inquiry form and preparing report 3.2. Organize a workshop to inform staff on the tool in these three selected provinces 3.3. Provide supervision support to the staff in 3 provinces for three months period 3.4. Prepare an impact report on the piloting of the guideline and assessment process in three selected provinces</p>	<p>Presentations Workshop agenda, report Supervision programme Supervision report and assessment tools for the supervision period</p>	<p>Total person/day: 24</p> <table border="1" data-bbox="667 1102 906 1198"> <tr><td>Expert 1</td><td></td></tr> <tr><td>Expert 2</td><td></td></tr> <tr><td>Expert 3</td><td></td></tr> </table>	Expert 1		Expert 2		Expert 3		<table border="1" data-bbox="978 1350 1217 1447"> <tr><td>Expert 1</td><td></td></tr> <tr><td>Expert 2</td><td></td></tr> <tr><td>Expert 3</td><td></td></tr> </table>	Expert 1		Expert 2		Expert 3		<table border="1" data-bbox="1297 1102 1520 1288"> <tr><td>Expert 1</td><td></td></tr> <tr><td>Expert 2</td><td></td></tr> <tr><td>Expert 3</td><td></td></tr> </table>	Expert 1		Expert 2		Expert 3	
Expert 1																						
Expert 2																						
Expert 3																						
Expert 1																						
Expert 2																						
Expert 3																						
Expert 1																						
Expert 2																						
Expert 3																						

**TOTAL for Del.3 :**

INCIDENTAL COSTS (if applicable)	ESTIMATED NUMBER OF TRAVEL /ACCOM.	NAMES OF CONSULTANTS	UNIT COST FOR A PERSON	TOTAL COST (TRY)
<i>For travel to Ankara</i>				
<i>For accommodation</i>				

<i>For other costs</i>					
					<b>TOTAL for other cost for Del.3:</b>
<b>Task-4: Final report</b>					
<b>Final Report</b>	<b>Report</b>	Total person/day: 1			
		Expert 1		Expert 1	
		Expert 2		Expert 2	
		Expert 3		Expert 3	
			<b>TOTAL for Del.3 :</b>		
<b>INCIDENTAL COSTS</b> (if applicable)	<b>ESTIMATED NUMBER OF TRAVEL /ACCOM.</b>	<b>NAMES OF CONSULTANTS</b>	<b>UNIT COST FOR A PERSON</b>	<b>TOTAL COST (TRY)</b>	
<i>For travel to Ankara</i>	N/A	N/A	N/A	N/A	
<i>For accommodation</i>	N/A	N/A	N/A	N/A	
<b>TOTAL COST FOR DELIVERABLES (TRY):</b>					
<i>Total Cost for Travel (TRY) (if applicable):</i>					
<i>Total cost for Accommodation (TRY) (if applicable):</i>					
<i>Total cost for other incidentals (TRY) (if applicable):</i>					
<b>TOTAL COST FOR INCIDENTALS (TRY) (if applicable):</b>					
<b>GRAND TOTAL (TRY):</b>					

<b>NOTES</b>
<b>All fee rates must cover:</b>
- <i>the remuneration actually paid to the experts concerned per person/ day</i>
- <i>administrative costs of employing the relevant experts, such as relocation and repatriation expenses</i>
- <i>expatriation allowances, leave, medical insurance and other employment benefits accorded to the experts by the Consultancy Company/Consultant</i>
- <i>the margin, covering the Consultant's overheads, profit and backstopping facilities</i>
- <i>Note that the input of experts must be given in full working days</i>

**\*Provision for incidental expenses:**

- *All incidental expenditures incurred in the course of the contract as required by the Terms of Reference is to be invoiced on the basis of actual cost together with the supporting documents.*
- *Any cost related to the payment of an incidental expenditure is included, such as bank charges.*
- *All incidental expenditure details should be provided separately,*
- *Travel, accommodation, other expenses will be reimbursed to the company on the basis of the actual costs and upon receipt of the original invoice and relevant supporting documents. Please note that UNICEF will only reimburse the travel expenses of economy class tickets and accommodation expenses as long as they do not surpass the UN Daily Subsistence Allowance rate effective for that specific month.*

**Please do not forget to indicate the nature of the other costs (photocopy etc.) while submit your financial offer.**