



Terms of Reference:
RECRUITMENT OF AN INTERNATIONAL CONSULTANT TO PREPARE THE
CHILD AND ADOLESCENT PROTECTION POLICY - CABO VERDE

Praia, September 2018

TERMS OF REFERENCE: RECRUITMENT OF AN INTERNATIONAL CONSULTANT TO PREPARE THE CHILD AND ADOLESCENT PROTECTION POLICY - CABO VERDE

Type: International Consultancy

Type of contract: individual

Location: Cabo Verde

Requirements: Fluency in Portuguese and working knowledge of French or English

Deadline of receipt of applications: 9 October 2018

Possible date of recruitment: October 2018

Duration: 60 days working days from October 2018 to January 2019.

1. Background

Since the independence childhood and adolescence are in the centre of Cabo Verde government policies. All policies and programmes implemented since this period aimed to respond the needs of children development provided favourable conditions for children and, create a favourable environment for child well-being as well as their personal and social development. In 1982, child protection gained another position at the political agenda, with the creation of a national institute responsible for children policies formulation and implementation – *Instituto Caboverdiano de Menores (ICM)* – replaced in 2006 by the Cape Verdean Institute for Children and the Adolescent (ICCA). The Institute is implementing a range of preventative measures, promoting the rights and protection of children and adolescent at a national level through decentralized structures, namely Municipal Delegations, representative units and care centres. The Child and Adolescent Law (*Estatuto da Criança e do Adolescente - ECA*) approved in September 2017, attribute the role of coordinating child and adolescent rights and protection policies to the ICCA.

Cabo Verde registered remarkable progress in child development in different areas. On health, substantial gains were observed on the reduction of child morbidity and mortality, immunization, nutrition, etc. Similarly, on the education sector, the country achieved the universal primary education coverage since 2000. The compulsory and universal education was extended up to 8 years and there is a goal to gradually extend it up to 12 years. On the inclusive education, Cabo Verde has made significant progress, especially with the adoption of the Objectives of Education for All and the Millennium Development Goals. Currently, approximately 1 915 children and young people with special education needs are enrolled in the three subsystems of education system (pre-school, primary and secondary).



On the legal framework side, the country has made improvements in the adjustment of the national legislation to the principles and contents of the Convention on the Rights of the Child (CRC). It's to highlight that Cabo Verde ratified most important international regulating principles and laws related to the promotion of children's and adolescent rights. However, the Statute of Child and Adolescent (ECA) approved by the law nº 50/VIII/2013, do B.O. I Série, nº 70, 26 December - is the most important national legislation for the consolidation of the entire Protection System of Child and Adolescent in Cabo Verde.

However, despite the advances in promoting children and adolescent rights, the sector still lacks for an integrated vision and priorities due to different actors acting in this area, with impact on the efficiency and efficacy of implemented programmes. On the institutional domain, for example, the absence of a formal institutional framework for intersectoral coordination shows the current limits for implementing an integral child and adolescent protection policy. There's a need of a definition of an institutional for the multi-sectoral coordination, including both public sector (central and local) and NGOs, that avoid programmes overlap, and allowing, the maximisation of resources and outcomes for children.

A redefinition of the ICCA's role and its capacities in a more integrated and strategic way regarding the implementation of child and adolescent rights is emphasis placed by the Government for child and adolescent protection in the country. However, the translation of this vision in programmes and projects require adjustments. This integrated and multi-sectorial approach is crucial for the integral protection of children and adolescents' rights. For example, in relation with child sexual abuse and exploitation, problems persist on the institutional approach and in inter-institutional coordination. The first problem concerns the distinctive ways different stakeholders consider the same reported case. The second is on the quality of collected and reported data. Effectively, there is no standardisation in the data collection process and in the systematization of statistical information, making the data which from various sources incomparable. In some institutions, data regarding sexual crime is not filed according to age or sex.

Thus, to develop integrated actions on child and adolescent area requires a definition Child and Adolescent Protection Policy, in accordance with the CRC and others international instruments ratified by the country as well as national regulation and principles, namely the ECA. This policy document will and guide the definition of mechanisms and instruments of the Child and



Adolescent Protection System, as defined in the national terminology and in alignment with current needs.

In this context, the Cape Verdean Institute for Children and Adolescent, in partnership with UNICEF, is recruiting an international consultant, that will be assisted by a national consultant, to develop the national Children and Adolescent Protection Policy. Note that the national legislation is aligned with the CRC and 'child and adolescent' includes individuals from 0 to 18 years old. This policy instrument will establish the guiding framework and the coordination mechanism for the government and NGO's. This will also allow ICCA, in accordance with its statutes, to enhance its role as coordinator of children and adolescents' protection and rights policies.

2. Objectives of the Consultancy

The main purpose of the current consultancy is to recruit an international consultant to develop the Children and Adolescents Protection Policy and its plans of action 2019 – 2022, which will work in close collaboration with the National Consultant and the Technical Committee.

The preparation of Child and Adolescent Protection Policy is, on the one hand, an expression of government engagement, and on the other, the response to the need for an integrate implementation mechanism of the commitments assumed with national and international partners. This instrument should represent a change in the approach which children and adolescents are threatened - vulnerable children and adolescent is not considered a problem or targeted population but as a subject of action and fully-fledged citizens. The policy implementation options are geared towards recovery efforts and maintaining links with the family and community, to ensure the most fitting emotional and cultural environment for the development of their autonomy.

The policy document to be prepared should, also, be articulated with others development programmes and strategies from public and civil society sectors, aiming to strengthen the relationships between the community, family and children/adolescent. The set of policies which, to some extent involve children and adolescent directly or indirectly, must be reconceptualised in a global framework which defines priority of actions and long-term orientations, through the definition of integrated measures on child and adolescent protection at national level, based on



a multidisciplinary and cross-sectoral vision. On the other hand, the present consultancy will give inputs to redefine and update the child and adolescent protection system, its mechanisms, stakeholders and roles.

Thus, the specific objectives for this consultancy are:

- a) Undertake a situation analysis of the child and adolescent protection system in Cabo Verde;
- b) Integrate the child and adolescent protection policies with others public policies, namely the Sustainable Development Strategic Plan, Poverty and Social Exclusion Strategy, National Care System Policy, Child Labour Strategy, Child Abuse and Violence strategy, etc; as well as others policies which aim to ensure the enforcement of the constitutionally established human rights and commitments made by the country through International Conventions and Treaties; Define policy measures for prevention, protection, fostering family and community coexistence, communication, informing and raising awareness, participation, service, care and institutional reinforcement to support an integrated approach on child and adolescent protection;
- c) Define intersectoral measures and interventions to prevent and combat problems faced by children and adolescents (ex. sexual abuse, child labour, abandonment, mistreatment, etc.) aligned with;
- d) Define responsibilities and roles of different institution/structures and stakeholders, at a national, regional and local level;
- e) Define the institutional framework and the mechanism for monitoring and evaluation, coordination and partnership for the implementation of the child and adolescent protection system;
- f) Define, through a participatory methodology, the operational plan for the implementation of the Child and Adolescent Protection System in Cabo Verde.



3. Deliverables

- 1. A document of the National Child and Adolescent Protection and its operational implementation plan integrating:**
 - a) Children and Adolescents protection interventions integrated with others development policies namely, Sustainable Development Strategic Plan, Poverty and social exclusion strategy, as well as with other programmes which aim to ensure the enforcement of the constitutionally established human rights, as well as commitments made by the country through International Conventions and Treaties;
 - b) Measures to improve and strengthen the Network and Child and Adolescents Rights and Protection System at national, regional and local level;
 - c) Policy orientations and measures to improve policy articulation, coordination, monitoring and evaluation;
 - d) A clear framework that set responsibilities and governance mechanism, including implementation mechanisms for the establishment coherent and functional system for child and adolescent rights and protection in Cabo Verde;
 - e) An operational plan for the implementation of the National Child and Adolescent Protection System for four years period maximum.

4. Methodology and Technical Approach

The international consult is responsible to coordinate the elaboration of the policy document and the operational plan and ensure the quality of the deliverables. Thus, specific tasks are proposed below and can be complemented on the technical proposal. A national consultant will be recruited in a separated process to support the implementation of this consultancy. The detailed work plan that will be revised at the beginning of this consultancy will align with the national consultant tasks and will be approved by the Supervision Committee.

The methodology of work includes:

- a) Extensive literature review, including international documents, national policy documents, strategies and programmes implemented or ongoing, as well as statistical data and studies



produced. As result a document analysis of Child and Adolescents Protection System¹ should be produced, including:

1. A critical analysis based on evidences about the child and adolescent protection system in Cabo Verde;
 2. Legal and Regulatory framework;
 3. Policy and institutional framework including the analysis of the prioritization of this issue in the public agenda at different levels (governmental, non-governmental and private);
 4. Based on the diagnosis elaborate a problem three of the Child and Adolescent System in Cabo Verde, the strengthen and institutional weakness.
- b)* Interviews, group discussions with the relevant stakeholders, specifically, the Cape Verdean Institute of Children and Adolescent, the Ministry of Education (relevant departments), Ministry for Family and Social Inclusion (relevant departments), the Ministry of Justice and labour (relevant departments), the Ministry of Health and Social Security (relevant departments), the Curatorship of Minors, the Superior Council of Judiciary, Public Attorney, Ombudsperson's Office, Policies, as well as other public institutions and NGOs, UNICEF and other United Nations agencies;
- c)* Drafting the National Policy on Child and Adolescent Protection and the operational plan;
- d)* Organize the content and the methodology and coordinate/deliver workshops presentations and discussion and the final approval of the document;
- e)* Incorporate relevant contributions collected during the workshops;
- f)* Report periodically to ICCA and UNICEF about the progress of the consultancy, including constraints and challenges.

The methodology of work should be adjusted at the technical proposal, considering the objectives and expected deliverables. However, a list of documents to be consulted is provided below:

- a)* The conventions and other regulatory instruments on children and adolescent protection ratified by Cabo Verde;
- b)* Studies and action plans on child and adolescent protection, among other strategic documents, such as Sustainable Development Strategic Plan (PEDS) and the Government Programme;
- c)* The National Plan to Combat Sexual Abuse and Exploitation against Children and

¹ In 2013 the country produced a mapping of the child and adolescent system (ICCA and UNICEF). This is an important basis to elaborate the new analysis.



- Adolescents 2017-2019; Child labour and the National Plan Against Human Trafficking;
- d) The Constitution of the Republic of Cabo Verde;
 - e) The Child and Adolescent Statute;
 - f) Documents on Child Protection Policy, Strategic Plans and other similar documents from other countries;
 - g) Other documents and legislations that are important to this consultancy.

5. Consultant's Profile

Academic level

- University degree in social sciences or related field. Master's or Doctoral level is an asset
- Complementary education on Child and adolescent development or rights is considered a strong asset;

Professional experience

- Minimum of seven years' experience on similar work, coordination of studies, strategic planning, processes of defining/evaluating policy and programmes. The consultant can submit a sample of a document developed
- Familiarity with the child rights situations and frameworks is an asset;

Language requirements

- Written and spoken proficiency in Portuguese. Good working knowledge of English and/or French is an advantage.



6. Expected Deliverables, Timeframe & Payments

Products	Deadline	Payment
1. Detailed methodological proposal and work plan (including the calendar) approved by the Technical Committee. The work plan aligned with the national consultant agreed tasks and responsibilities.	Upon to eight working days after the contract signature.	20%
2. Situation Analysis of the Child and Adolescent Protection System in Cabo Verde, approved by the Technical Committee	Upon 30 days after the contract signature.	30%
Preliminary document on Child and Adolescent Protection Policy, approved by the Technical Committee	Upon 50 days after the contract signature.	30%
3. Final version of the document on Child and Adolescent Protection Policy, approved by the Supervision Committee, including inputs from the workshop and others form the Technical Committee N.E. The final version of the document must be submitted in digital format, Word or PDF, and in Portuguese.	Up to 10 days after the workshop	20%

7. Duration of the Consultancy

The consultancy will take a maximum of 60 working days spread between October 2018 and January 2019. The technical proposal must present a detailed timetable of the field mission. The consultancy will be at Praia (Santiago Island - Cabo Verde) and its remotely. If necessary travel to other islands to conduct interviews, collect data and/or discuss the policy document



included, but it should be approved by the supervision committee of this consultancy (see below).

8. Management and Organization

UNICEF will coordinate this consultancy in coordination with ICCA. A Technical Committee constituted by UNICEF, ICCA, Ministry of Family and Social Inclusion will monitor the consultancy process. Others national institutions and partners can be invited to be part of the technical committee, with the UNICEF and ICCA approval. The approval of all deliverables of this consultancy is under responsibility of this committee.

UNICEF and ICCA will ensure a work space for the consultant, if necessary. The logistics for the workshops is responsibility of ICCA, but concertation with the consultant will be made. UNICEF and ICCA will provide support on the scheduling of meetings with national institutions.

9. Technical and Financial Proposal

The candidates will present a technical and financial proposal. The technical proposal must contain the methodological approach, including the work plan, and the preliminary calendar with missions. The financial proposal must indicate a total amount for this consultancy consisting of fees, communication costs, travel costs, living allowance, etc. as per the annex. The Technical and financial proposal should be send in separated files.

10. Criteria for proposal evaluation

A combined score will be used –technical proposal will be weighed with 70 points and financial proposal to a maximum of 30 points.

TECHNICAL EVALUATION: Only candidates with a maximum of 70% out of 70 points for the technical evaluation will be considered for the financial evaluation.

The applications will be evaluated according to the following point criteria:



Technical proposal – 70 Points

- **Curricular analysis (30 points) divided into:**
 - Academic qualifications (**10 points**);
 - Minimum of seven years' experience on similar work, coordination of studies, strategic planning, processes of defining/evaluating policy and programmes (**20 points**);
- **Quality of the technical proposal (40 points), being:**
 - Adequacy of the technical proposal with the Terms of Reference (10 points);
 - Methodological approach, including the work plan (30 points).

Financial proposal – 30 Points

- Financial proposal – Maximum 30 points.

The maximum number of points will be assigned to the lowest offer. The remainder will receive an inversely proportional point score, according to the following formula:

$$p = y (\mu/z)$$

In which:

p = points of the evaluated financial proposal

y = maximum amount of points assigned to the financial offer

μ = lowest offer price

z = evaluated offer price

Proposals not identified correctly, and/or incomplete files will be not considered. The procurement process will follow the rules of the Joint Office of UNDP, UNFPA and UNICEF in Cabo Verde;

11. Application Procedure

The applications should be submitted online indicating following reference “**Recruitment of an International Consultant to Prepare the Child and Adolescent Protection Policy**” by **9 October 2018 at 23:59 (Cape Verde time)**, to the following email address: procurement.cv@cv.jo.un.org

The application file must include the following:

1. **Curriculum Vitae (CV)**, which includes the qualifications, experience and skills;
2. **P11 form** completed (template attached). The indicated references in the P11 must be available to provide information for the reference check;

3. **Technical/Methodological Proposal** note which clearly, accurately and concisely presents the methodology, management, process/approach, the tools and tasks to be completed;
4. **Financial Proposal** which should include the fees, travel expenses, living allowance, and others for this consultancy. The financial proposal should indicate the total amount of the proposal in an all-inclusive lump sum and is presented in accordance with the attachment 3 – Template of Financial Proposal. The fees should be defined according to the level of experience of the consultant, as per United Nations rules. The technical proposal must be submitted separately from the financial proposal.
5. **Cover letter** confirming interest and availability for the consultancy (Template for Confirmation of Interest).

For more information or clarifications, please contact humanresources.cv@cv.jo.un.org

Attachments

- *Template Letter of Confirmation of Interest and Availability*
- *Template Financial Proposal*
- *P11 Form*

Terms of Reference approved by:

Nelida Rodrigues



Joint office Programme Coordinator
(PNUD, UNFPA and UNICEF)

Praia, 25th September 2018