**Terms of Reference**

**Capacity building of CSO’s/NGO’s in Agjabedi, Shirvan and Ganja districts on social services for children in conflict and contact with law**

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| **Title of Assignment** | **Capacity building of CSO’s/NGO’s in Agjabedi, Shirvan and Ganja districts on social services for children in conflict and contact with law** | |
| **Purpose** | Strengthening NGO capacity to conduct quality social services for for children in conflict and contact with law and their families | |
| **Section** | CP | |
| **Post title** | National institutional contract | |
| **Location** | Ganja, Shirvan and Agjabedi districts, Azerbaijan | |
| **Duration** | *53 days* | |
| From: 20 May 2019 | To: 30 November 2019 |

1. **Background**

Azerbaijan has achieved noticeable progress in economic and social development since its independence. The progress of poverty reduction as well as in other social development areas has benefited from the rapid economic growth and the country’s rich oil income that allowed the government to expand its budget expenditure in social sectors. ILO World Social Protection Report (2017) states that the Government’s investment to social protection shares approximately 8% of total GDP.

Social reforms have been accompanied with legal and judicial transformations in Azerbaijan of which Juvenile Justice was one of the priority areas of reforms. As part of UNICEF’s regional agenda, Juvenile Justice reforms have been supported in Azerbaijan since 2007 which resulted in significant improvements for the protection of the rights of juveniles in conflict with the law. Diversion services for children in conflict with the law, psycho-social rehabilitation services for children victims and witnesses of crime and violence are core components of the social dimension of the Juvenile justice concept. These services are also part of the Minimum Package of Social Services which focus on the most vulnerable children and their families.

Social rehabilitation measures including prevention of delinquency are emphasized in relevant international standards. As stated in Article 40 of the Convention on the Rights of the Child, “every child in conflict with the law has the right to be treated in a manner that takes into account “the desirability of promoting [his/her] reintegration and [his/her] assuming a constructive role in society.” In addition, UN Standard Minimum Rules on Administration of Juvenile Justice (“Beijing Rules”, 1985) notes the importance of national mechanisms to refer such children to diversions services.UN Guidelines for the Prevention of Juvenile Delinquency (The Riyadh Guidelines,1990) states that preventive measures must be integrated with families, communities, and education system meanwhile supported by the social protection interventions for children and young persons and their families.

Undoubtedly, quality social work with children and families which addresses the needs and best interests of adolescents is an essential tool to achieve the targets stated in international standards. In responding to these challenges, the UNICEF-Government of Azerbaijan Country Programme Document for 2016-2020 has defined the priority target to develop a child-centered and equity focused social protection system with strong synergy among various service providers, a national mechanism to identify the most deprived children, and efficient and effective national and local referral system to the relevant services to provide deprived children with access to inclusive social protection.

In this context, one of the priorities of the Rolling Work Plan on Social Protection and Child Protection between UNICEF, the Ministry of Labour and Social Protection of Population (MoLSPP) and the Ministry of Education (MoE) for 2019-2020, is the modelling of Minimum Package of Social Services (MPSS) for vulnerable children and families. Community-based social services for children in conflict and contact with the law is one of the core components of the MPSS. UNICEF and MoLSPP started piloting community- based social services in Agjabedi and Shirvan districts involving local NGOs in 2018. Following the valuable experience and results for children, UNICEF and MoLSPP decided to expand the services in Ganja district.

1. **Purpose**

The objective of this project is developing adequate NGO capacity for provision of social services for children in conflict and contact with law and their families.

Specific objectives include:

* A training package (methodology, presentations and handouts) is developed under the framework of Integrated Social Services Project focusing on children in contact and conflict with the law. The development of the training package needs to be guided by the internationally recognized principles and practices outlined in the UN CRC and other UN standards. Existing guidelines in training materials of the related topics should be taken into the consideration, including: “Minimum Standards on social services for children in conflict and contact with the law”, Guidelines on Social Work with Children and Families in Child Protection System, Guidelines on Social Work with Children and Families in Justice System;
* About 15 practitioners of local authorities, NGOs and other relevant partners in Ganja district are able to provide basic and quality social services for children in conflict and contact with the law in three districts.
* Strengthen the capacity of NGO teams in Shirvan and Agjabedi districts through supervision;
* Establish institutional capacity for training resources to ensure sustainable human resource development system.

The recruited institute will support local NGOs by providing training on “Basic principles and methods of social services for children in conflict and contact with the law” to the NGO working in Ganja and additional supervision to the NGO’s working in Shirvan and Agjabedi districts.

1. **Description of tasks**

Within this assignment, the following tasks should be fulfilled:

Stage 1. Develop a training package (methodology, presentations and handouts) on “Basic principles and methods of social services for children in conflict and contact with the law” in Azerbaijani language which will include minimum:

* + Basic principles and methods of rehabilitaton and reintegration services for children in conflict and contact with the law;
  + Basic standards and tools of service provision (case management; confidentiality; ethical principles; quality assurance).

Stage 2. Conducting 10 days training program for the staff of NGO providing community-based social services for children in conflict and contact with the law and other relevant stakeholders in Ganja district, including pre- and post-test evaluation of trainees and provide recommendations on improvement of the quality of the services based on the outcomes.

Stage 3. Conduct 10 days supervision program for each team of NGO’s in Agjabedi, Shirvan and Ganja districts throughout the year of 2019;

All logistical arrangements (coffee breaks, printing handouts, training tools, etc.) for training sessions should be provided by the organization.

1. **Deliverables and time-frame**

In the period May 20 to November 30, 2019 the following deliverables are expected:

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|  | **Expected deliverable** | **Suggested delivery duration** |
|  | ***Description of deliverables using result language*** | ***Number of working days*** |
| 1. | Draft training package (methodology, presentations and handouts) on “Basic principles and methods of social services for children” | 10 days |
| 2. | Final draft version of the Training package incorporating feedbacks from UNICEF | 3 days |
| 3. | Capacity building on “Basic principles and methods of social services for children with disabilities” in Ganja district | 10 days |
| 4. | Supervision to the staff through consultancy and counselling (Shirvan, Agjabedi and Ganja districts) | 30 days |
|  | **Total days:** | **53 days** |

1. **Qualification requirements**

* National academic institutions or Civil Society Organization (CSO)/Non-Governmental Organization (NGO);
* In-depth knowledge of social reintegration services (diversion) in juvenile justice systems, social work and psycho-social services with children and families in child protection system;
* Having team members with:
  + advanced university degree in Social Work, Psychology, Law, Social Policy or related field;
  + Minimum 5 years of work experience (with a minimum 3 years’ experience as a trainer) in the area of social services for children or juvenile justices in supporting children in conflict and contact with the law;
  + strong presentation skills;
  + strong understanding of UNICEF’s mission and mandate;
  + proven ability to demonstrate initiative, flexibility and drive for results;
  + native Azerbaijani, knowledge of English is advantage;

1. **Supervision**

The services will be directly supervised by the Child Protection Specialist of UNICEF Azerbaijan with overall supervision of the Deputy Representative.

1. **Application**

Interested organizations must submit the following documents/information to [baku\_tenders@unicef.org](mailto:baku_tenders@unicef.org) for application:

a) CSO Identification Profile (template attached);

b) A full project proposal including budget;

c) CV-s of key staff to be involved in the project

Incomplete application missing any of the key components above will not be considered.

**Payment schedule**

Budget is to be proposed by potential applicants and agreed with UNICEF in line with UN rules and regulations and based on optimal cost of services. UNICEF does not provide or arrange health insurance coverage. Payments will be processed based on satisfactory completion of the tasks and submission of narrative and financial reports.

**Deadline: 13 May 2019, 6 pm**