

**TERMS OF REFERENCE**

**Consultancy to conduct an assessment on existing child protection system in Kassala State, Sudan.**

1. **Introduction to Plan International Sudan**

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. In Sudan, Plan International has been working for more than 40 years, building partnerships with and for children in over 300 communities in White Nile, Kassala, North Kordofan and North Darfur.

Plan International Sudan is implementing its new Country Strategy which covers the five-year period that runs each year from July to end of June each year. The Plan’s strategy is in line with the government of Sudan’s development, the Sustainable Development Goals, and the child rights agenda with specific focus on the rights of girls and excluded groups. Our overarching ***goal*** is to ensure that “Vulnerable children and youth are able to realize their full potential within protective and resilient communities which respect and promote girls’ equality”. This will be achieved through five strategic

1. Vulnerable Children 6-14 years particularly girls and young women complete quality gender responsive and inclusive formal and non-formal basic education to succeed in life.
2. Vulnerable Young people particularly young women (15-35 years old) are able to decide on their lives and lead in economic, social and civic life of their communities.
3. Vulnerable children particularly girls and young women live in communities free from all forms of violence, traditional harmful practices and gender discrimination and are able to take decisions on their lives.
4. Vulnerable children particularly girls 0-5 years grow up equally valued and cared for to thrive in communities and societies that respect child rights and equality.
5. Vulnerable children, especially girls, live in resilient communities and have free and safe access to life-saving services during and after natural disasters and conflicts.

The objectives are to utilize the communities and individuals’ level to promote the attitudinal and behavioural changes which are required to support transformational change for the improvement in the child rights and gender equality situation in Sudan.

We aim to strengthen the capacity of communities, children and youth to lead their own development, and to this end we will support civil society and local organizations to monitor and support the implementation of policies and laws that create a conducive environment for the attainment of child rights, particularly those that pertain to girls and young women.

1. **Background:**

In December 2019, SIDA and Plan International entered into partnership to implement a project titled **“Obligation to Empower and Protect Girls in Sudan (OPEG)”.** The four-year project, divided in two phases, is in line with Plan International Sudan strategy 2018–2022, with an overall goal to ensure *“Vulnerable children and youth – in particularly girls and young women – live in communities free from all forms of violence, traditional harmful practices and gender discrimination, and are able to take decisions on their own lives”.*

The purpose of the OPEG project is to ensure *“Communities, civil society and government structures adopt positive social norms and laws to protect children's rights with a particular focus on tackling FGM and child marriage in Kassala, White Nile and North Darfur”*

The OPEG project aims at mobilizing the commitment of political leaders, technocrats, religious and community leaders; women, men, youth and girls themselves to contribute to achieving gender equality and elimination of FGM/CEFM in Sudan, which is in line with global commitment of ending all forms of violence against women and girls, by targeting violation that undermine women and girls’ rights and contribute to gender inequality across Sudan. The OPEG project supported by SIDA, will deploy targeted, well focused interventions in Kassala, North Darfur and White Nile, aimed at achieving significant improvements in the lives of vulnerable girls.

1. **The OPEG Project and its Scope**

The OPEG Project Sudan, is anchored on four outcomes, interlinked to community-centred approach in the implementation of its interventions; in addition to in-depth learning outcomes through studies. These includes:

**Outcome 1:** Communities women and men are empowered to bring about positive change in attitudes and behaviours on gender equality.

**Outcome 2:** CSOs and CBOs, particularly women and youth CBOs, male and female adolescents, young boys and girls have strengthened capacity to promote gender equality, social accountability mechanism and advocacy to combat FGM and child marriage

**Outcome 3:** Strengthened government systems and capacities to protect and prevent child marriage and FGM and influence policies, strategies and legal frameworks on FGM and child marriage*.*

**Outcome** **4**: Strategic interventions to social norms transformation are identified

The project has a national scope and targets three states of: Kassala, White Nile and Darfur; in addition to national interventions.

The proposed consultancy is in line with OPEG project **Outcome 3** above – with the **Activity 3.1.1: Assess the current child protection response system in Kassala,** meant to understand the existing child protection structures, capacities and functions in place that prevents and responds to violence and abuse against children, including FGM and early marriage. These include the existing case management, CPMIS infrastructures and other information management systems, if available.

1. **Rationale**

The assessment will enable a clear understanding of a process of identifying the main child protection risks, and reviewing the scope and capacity of the existing child protection system, including its accountability mechanisms and resources. It will also establish, in a clear manner, the boundaries of the system and its capacity to respond. The consultancy will lead to a broader identification of priority actions that will improve the child protection system and ultimately lead to better results for children in particular areas such as having child protection prevention and response services for children, and also tackle social norms issues such as FGM and early marriages that affect girls and young women in particular. Potentially, the priorities identified as a result of the assessment will inform the planning of required resources by actors involved in child protection work in areas of focus by the project such as budget planning, human resources and equipment needed, including strengthening the case management processes and CPMIS.

It is within this context that Plan International Sudan under the OPEG Project, has embarked on hiring the services of a consultant to conduct an assessment in Kassala, as a pilot area, in order to determine and provide an understanding on the requirements of a Child Protection System, as a first and pivotal step towards building a better child protection System which will be led by the Kassala state council for child welfare and the department of women under Ministry of Gender, in light of their leading role in both protecting and promoting the welfare of children and women. More so, this exercise is necessary in light of the Plan International Sudan and its partners, including national and state authorities to undertake a system strengthening approach to ensure a better protection environment for children and in particular girls and young women, while at the same time improving gender equality within communities.

Additionally, the currently existing CPMIS/alternatively case management systems was installed by UNICEF as part of child protection strengthening. However, further discussion with the Director of Kasala state Director for child welfare indicate the CPMIS system established at the department by UNICEF has never been put into use and therefore dysfunctional. The inability to functionalize the system are due to lack of technical skills and disconnect within the community child protection networks who do not have the basic tools to capture and report of the cases as required. Therefore, the assessment will provide a clear picture on the gaps and actions to functionalize and improve the system and also ensure its connected to the national system coordinated by National Council for Child Welfare at the federal level.

1. **Purpose of the Assessment**

The purpose is to map and assess the existing child protection system for prevention and response to rights violations including FGM and early marriage in Kassala State, Sudan, including information management systems.

1. **Specific Objectives**

**The consultant will be required to:**

1. To map and assess the child protection system that prevents and responds to child protection concerns in Kassala in order to identify gaps and strengths and come up with recommendations to strengthen the system.
2. To assess the current case management capacities and capacity gaps among CP actors (including actors working on FGM/C and CEFM) and come up with recommendations on a capacity strengthening approach that would support the introduction and/or functioning of a sustainable CPMIS that run and own by the Kassala State
3. **Methodology and Approaches**
4. The consultant is expected to conduct a desk reviews on available CP infrastructure in Kassala State, develop a workplan, set key informant interviews and pay visits to assess government department in charge of children, girls and women and NGOs/CBO/CSO engaged in child protection/FGM/CEFM. Particularly NCCW and Ministry of Social Welfare
5. The consultant will also collect and assess the available tools and information management systems currently being used by actors in Kassala, including at community level, if any
6. The consultant is expected to document and provide practical recommendations on how to strengthen the CP system including information management systems in Kasala and how that can be replicated in other states, in addition to connecting it with the national child protection systems and accountability mechanisms.
7. **Expected Key Deliverables from the CPS Assessment**

The consultant will be required to submit:

The inception report after desk review presenting the methodology of her/his work and the research tools for conducting child protection system assessment in Kassala.

1. Conduction of a field work including (meeting, interview and focus group discussion) with stakeholders, NGOs, government institutions, community groups, girls and boys to understand CPS gaps and needs in Kassala and complete data protection impact assessment

Assess data protection capacities, gaps and needs using the template *(Data Protection Impact Assessment of Inter Agency Child Protection Information Management System)* which will by Plan and to be annexed to the assessment report.

Provide draft analytical report highlighting the strengths and gaps of the current CPS infrastructure both (formal and informal) in Kassala including information management systems capacities.

Submission of a summary report of not more than 3 pages and PowerPoint presentation to Plan International and NCCW at national level for half day workshop.

Participate in a half day workshop for presentation of finding and discussion on the draft report finding and recommendations to set a way forward.

Final report incorporating feedback and recommendations on ways to strengthen the CP system that prevent and respond child protection risks including case-management and information management systems.

1. **Duration: 30 Days**

The Consultancy is expected to be concluded within 30 days, starting from the agreement contract sign-off date and ending when the final report has been formally approved by Plan in accordance with the time frame listed below

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| **#** | **Timelines** | **Approximate Due Date** |
| **1** | Development and delivering of inception report with methodology and approach for the mapping and assessment designed, with clear tools | 7 days |
| 2 | Field work including (meeting, interview and FGD) including completion of data protection impact assessment | 10 days |
| 3 | Submission of first draft analytical report to Plan International | 5 days |
| 4 | Submission of a summary report of not more than 3 pages with PowerPoint presentation on findings to Plan International | 2 day |
| 5 | Be part of the workshop and present findings for discussions on first draft report and recommendations. | 1 day |
| 6 | Final report incorporating feedback and recommendations from actors and a summary report of not more than 3 pages | 5 days |
|  | **Total** | **30 days** |

1. **Location of activities and expected travels:**

The consultancy is a pilot phase. It will require collecting data in Kassala State, Sudan, one of the areas where OPEG project are being implemented. To guarantee the quality of the products, the consultant is expected to travel to the location of the assessment. Face to face activities, if allowed by national authorities is encouraged but taking precautions on established COVID 19 SOP to ensure DO NO HARM principle when conducting the agreed activities. This principle applies to the planned dissemination workshops with key actors.

1. **Inputs/services to be provided by Plan International:**

* The consultant will be provided working station at Plan Offices at state level or placed with our consortium partners
* The consultant will not be provided with equipment. The consultant will have to use his/her own resources to conduct the assessment.
* Plan International will support with the organization of virtual meetings when required and workshops
* Allocate a dedicated staff to oversee and supervise the implementation of the assessment
* Facilitate the approval of the assessment with local authorities in Kassala states.
* Conduct start-up meeting with the consultant before the mission to the fields.
* Provide financial support to the consultant on time based on signed contract agreement.
* Ensure the consultant understand the safeguarding policy and code of conduct.
* Ensure quality control during the whole process of the assessment.

1. Qualifications, Experience and Expertise Required for this Individual Consultancy

* Familiarity with Plan International Global Child Protection approaches and safeguarding policies and understanding of other organizations working on child protection, including Government of Sudan Child Protection Policies and frameworks
* Proven experience in child protection systems analysis and application of system analysis tools
* Experience in conducting research and analysis on issues relating to child protection
* Demonstrated ability to deliver high-quality written work in the English language,
* Demonstrated ability to engage effectively with stakeholders at local and national levels with senior government officials and the development community
* Familiarity with a range of development challenges and approaches in Sudan and experience working in the region an asset
* Proficiency in Arabic language, a must.

1. **Languages**

* Fluency in English and Arabic required.

1. **Management and Implementation Arrangements**

**Management and Oversight:** The team will be supervised by Child Protection Technical Lead at Plan International Sudan. In Kassala, the consultant will work closely with the Project Coordinator. Plan International Sudan will put in place a quality assurance system, provide some administrative support and initial introductions to the country offices and the scope of the assignment to be undertaken in Kassala.

**Quality Assurance:** The Child Protection lead together with other related team members from the Country office will form committee to review and provide comments on report.

1. **Application Process & Requirements**

Interested Consultant/consultancy firm or team of consultants must submit the following documents:

1. **Cover Letter,**
2. Provide a CV proving experience in similar assessments; Child Protection Systems Strengthening; and in the field of child protection, social service or gender transformation; and service provision to marginalized populations.
3. Present a methodological and technical proposal with the budget. **Tentative financial proposal (budget) containing:**

* consultancy fees/costs,
* Travel, communication (internet, mobile credit)

**Applications**

If you have experience of working in a similar capacity, meet the above profile and want to make an active and lasting contribution to civil society strengthening in Sudan, please submit your proposal including your financial proposal and documents in a sealed envelope on or **before 4:30 pm of Tuesday 20th, January 2021** to operations Department at: Plan International Sudan, The Nile Tower, Fourth Floor/ Block 10, Building #20, Street 63/, Alimtedad, East Khartoum/ The envelop must be marked with the title of the assignment. So, you can submit your detailed proposal to Ahmed Mohamed Ibrahim – Procurement Specialist via his email [Ahmed.Ibrahim@plan-international.org](mailto:Ahmed.Ibrahim@plan-international.org)​ with copy to Paul Collins Okello, Project Manager in his email: [paul.okello@plan-international.org](mailto:paul.okello@plan-international.org)

Kindly note that the closing date of submission above and please.

1. **Ethical Considerations**

* The study objectives should be clearly explained to all the respondents of the study before gathering data from them.
* No one will be forced to provide information for the study.
* The Study team will be abstained from collecting data from those who will deny or show any kind of disinterest in providing information.
* As a minimum, the interviewer should sign that consent has been provided before collecting data and oral/verbal consent of the respondents would be considered.
* The study team will be highly committed to the respondents to keep the privacy of their information and source of data and put heartiest endeavour to be unbiased in collecting data.
* The study report will not reveal the identity of the respondents.
* The collection and analysis should be in line with the Framework for ethical Monitoring, Evaluation, Research and learning (MERL) guidelines.

1. **Safeguarding Children and Young People Policy (SCYPP)**

The firm/individual shall sign and comply with Plan’s Safeguarding children and Young People Policy of and any violation /deviation in complying with Plan’s SCYPP will not only result-in termination of the agreement but also Plan will initiate appropriate action in order to make good the damages/losses caused due to non-compliance to the policy.

1. **Bindings**

All documents, papers and data produced during the assessment are to be treated as Plan’s property and restricted for public use. The contracted agency/consultant will submit all original documents, materials and data to Plan International Sudan in the Country office.

1. **Disclaimer**

Plan International Sudan reserves the right to accept or reject any or all proposals without assigning any reason what so ever.

**Annex to be provided to selected candidate:**

1. Safeguarding children and Young People Policy
2. Plan’s Monitoring, Evaluations, Research and learning (MERL)
3. Data Protection Impact Assessment Template of (IASC)



**General Note:** Considering the COVID-19 context and the prevention measures (curfew, social distancing, among others); face to face activities will have to take place in respect of the national prevention measures (use of protective masks, hand sanitizer, gatherings reduced to the number stipulated by the government guidelines, among others) and only previous agreement with key stakeholder and assessment of the situation to ensure the do no harm principle. This must be adhered to at all times.