

## Terms of Reference and Request for Proposal

Short term consultant: ***Standard Programme for community centres of family- and child protection in Duhok – final version and quality assurance.***

### Background

Local Government Development in Iraq (LOGDEVI) project is a partnership between the Governorate of Duhok, the Swedish Association of Local Authorities and Regions (SALAR) and Iraqi Research Foundation for Analysis and Development (IRFAD).

One of the goals of LOGDEVI is to institutionalise child protection mechanisms at the Department of Labor and Social Affairs (DOLSA) in Duhok. A key component of this is to establish ***a standard programme of community centers of family and child protection.*** By producing this strategic programme document, it will provide a tool for the community centers to raise the quality, visibility and profile of community services for family- and child protection. The Standard Programme will ensure that social services are delivered more effectively across DOLSA, including staff working in community centers, donors and ultimately the stakeholders at the community centers.

### Objectives of the assignment

LOGDEVI is looking to appoint a short-term consultant to produce a final version of a Standard Programme for Community Centers of family- and child protection in Duhok.

A draft Standard Programme has during 2019 been developed by DOLSA, MOLSA and other relevant stakeholders – through a highly consultative process. The assessment is that most components are in place and that all parties involved have contributed with their input.

For the Standard Programme to reach an approved and international standard, LOGDEVI wants to engage an external expert to quality assure the work so far, and to assist in bridging any gaps. The consultant is expected to review the current Standard Programme document and - *in dialogue with the local team* - propose adjustments. The final product will be a final standard programme which is quality assured and in line with current international standards.

Key tasks of the consultant will include:

- Review of the current version of the Standard Programme and assess its strengths and weaknesses.
- Propose adjustments, to be discussed and agreed with the local team.
- Take the lead in production of the adjustments.
- Limited consultations with stakeholders outside the local team.

### Deliverables

At the end of the process the consultant will deliver a quality assured standard programme document, based on the available draft. The document should include annexes such as samples of forms for plans, checklists and reports. In addition s/he will produce a PowerPoint presentation summarizing key findings.

## Location

The consultant will work remotely, as well as on site in Duhok in order to finalize the standard programme. Two short consultation visits to Duhok are foreseen.

The consultancy will be for maximum 15 days, starting as soon as possible (ToR/RfP Issued February 11, 2020).

A tentative distribution of the days would be:

- 3 days Analysis of the current Standard Programme
- 4 days consultation in Duhok (incl travel)
- 4 days Improvements and production of final Standard Programme
- 4 days consultation and presentation in Duhok (incl. travel)

## Reporting & consultation

The selected consultant will work under the direct supervision of the Process Manager in Duhok and will report formally according to her/his contract.

## Profile

- Advanced university degree in Social Science (Sociology, Anthropology, law etc.), International development
- At least 6 years of professional work on social development or Child Rights issues
- Proven experience in designing methodologies for research, writing short analytical papers on social issues, doing situation analysis or other types of research
- Good knowledge on legal instruments regarding Child Rights, child protection and other SC's thematic issues
- Good Experience and fluency in Arabic as well as fluency in written English
- Proven experience of similar work, ideally in an international environment

## Proposal

The proposal should include the following:

- CV
- Cover letter providing a brief background of the consultant, elaborating relevant experience and approach to the subject area
- Specification of daily fee rate in USD.

Over and above the daily fee, LOGDEVI will reimburse costs for travel, and other related expenses as agreed.

The scope of the draft Standard Programme is approximately 50 pages, and interested candidates may request access to the draft by approaching Anna Backmann at [anna.backmann@skr.se](mailto:anna.backmann@skr.se).

Questions can also be directed to the same email.

Proposals to be submitted via e-mail to [anna.backmann@skr.se](mailto:anna.backmann@skr.se).

This ToR/RfP is issued February 11, 2020.