

Terms of Reference

Procurement of training services targeting professionals from health, education, and child protection within “Romania for every child” project

Purpose	Implementation of the following activities to be carried out under UNICEF modelling initiative “Romania for Every Child” 1.2.2. Capacity building for integrated community teams 1.2.3. Capacity building for supervisors on supportive supervision (as continuous education) <i>*Interested candidates may apply for one or multiple services advertised in this call</i>
Location	To be decided based on consultations with the audience
Duration	8 months
Start date	April 2023
Reporting to	Programme Specialist and Child Protection Officer
PCR/IR	Social Inclusion
Source of funding	SC 210323

1) Context

“Romania for every child. Making social inclusion real – breaking the cycle of exclusion for the most vulnerable children in Romania” is a SEE-Norway Grants 2014-2021 funded project, awarded to UNICEF as Promoter, in partnership with county and local authorities from Brasov and Bacau. The project aims to advance the social inclusion and equitable distribution of opportunities for the most vulnerable children in Romania, in particular: children living in poverty in urban and rural areas, Roma children and children with disabilities (CWD). The model builds on prior experience gathered through the implementation of the Minimum Package of Services (MPS) and Quality Inclusive Education models between 2014 -2019 in Bacau. The project suggests further development of the initial models and it aims to improve the availability of a continuum of services, facilitating access to integrated basic and specialized services.

As of today, the integrated services are provided in 5 Integrated Community Centres (ICCs): one in Brasov and the other four in Bacau County. More of 6,000 children and their parents already benefitted of services provided under the umbrella of the ICCs as of December 2022.

As human resources are a key element for the provision of quality services, UNICEF aims to strengthen the knowledge and expertise of the team of professionals currently working in the centres. At the same time, to facilitate a unitary approach, UNICEF aims to invest in the capacity of the ICC supervisors to provide supportive supervision for the staff currently employed in the Integrated Community Center.

2) Consultancy – objectives and expected results

In line with the current framework of the project “Romania for every child”, for the implementation of *Activities 1.2.2 Capacity building for integrated community teams* and *1.2.3 Capacity building for supervisors on supportive supervision* (as continuous education), UNICEF is currently looking for a company/team of consultants (both individuals, companies or civil society organizations may be proposed) to organize and implement an extensive capacity building programme, considering the main subject matters proposed by the team members and summarized in the table below.

Based on the subject matter proposed in the table below, companies should propose a capacity building plan, including **at least 3 of the subject matters** from the ones listed in the table below.

The proposed trainings/ workshops should be focused on an interactive and practical approach.

The entire training program should be organized in Romanian language.

If possible, face to face training or a blended learning approach should be considered.

A.1.2.2 Capacity building for integrated community teams A 1.2.3 Supportive supervision			Key audience from Bacau and Brasov counties
Main Theme	Expected results in terms of new knowledge and practices	Timeline	
1. Psych sexology – assessment and therapeutic intervention	<ul style="list-style-type: none"> - share updated specialized knowledge on children sexuality. - assessment of sexual behaviour and psychotherapy of sexuality. 	April 2023 – December 2023	Bacau County 5 psychologists, 1 speech therapist
2. Assessment and clinical intervention for children at risk of: abuse, separation, divorce, migration; building children’s resilience (*separate interventions to be considered in the submission of the proposal, based on type of vulnerability)	<ul style="list-style-type: none"> - familiarizing participants with different crisis that may occur during childhood; - present and learn how the family relationships might influence children’s behavior and development. - highlight the influences of separation, divorce or migration of parents on children; - illustration of the spectrum of the child’s symptoms and behavioral manifestations (practical discussions on concrete case studies); - addressing child maltreatment, including specific risks; - effects and consequences of child abuse and neglect; highlighting the effects of the case of the child witnessing family violence; - familiarizing participants with the stages of the assessment and clinical intervention process in situations of separation, divorce, migration, maltreatment. 	April 2023 – December 2023	Bacau County 4 psychologists, 1 speech therapist, 5 DGASPC coordinators, 4 educators, 6 coordinators, 1 assistant coordinator ICC Brasov County 1 educational staff, 2 psychologists, 1 ICC assistant

3. Supervision in social work	Key knowledge management objectives in line with the occupational standard	April 2023 – December 2023	5 County Coordinators from DGASPC Bacau
4. Manager in social services	Key knowledge management objectives in line with the occupational standard	April 2023 – December 2023	8 County Coordinators from Bacau county institutions
5. Practitioners in the field of social work	<p>Potential subject matters to be addressed:</p> <ul style="list-style-type: none"> - Diagnosis in social work; - Methods of analysis and structuring relationships; - Planning social work; - Understanding values in the process of establishing customer relationships in social work; - Case assessment, professional case analysis and case processing; - Experiencing and reflecting dynamic processes at group level; - Analysis of own system of origin and reflecting home system values; - Planning measures and interventions, contextual relevance in the choice of methods and interventions. 	April 2023 – December 2023	<p>Bacau County : 10 specialists from ICCs, 5 DGASPC coordinators</p> <p>Brasov County 12 social workers, 1 ICC coordinator, 1 educator, 1 inspector</p>
6. Social work: counselling vulnerable children	- counselling vulnerable children and adults: tools, techniques, ethnics consideration.	April 2023 – December 2023	25 social workers and members of the ICCs from Bacau and Brasov County
7. Fighting discrimination	<ul style="list-style-type: none"> - unconscious bias - practical tools to identify and address discrimination through practical examples and case scenarios 	April 2023 – December 2023	At least 50 members of the ICC
8. Potential additional subject matters	<ul style="list-style-type: none"> - the emotional development of children - parenthood for children with disabilities - teenagerhood: specific challenges. 	April 2023 – December 2023	At least 50 members of the ICC

Important notes:

- For the current consultancy, both applications from a team of individuals, companies, or civil society organizations may be proposed.
- Considering the main interest themes shared above, consultants should propose a comprehensive training plan, focusing on one or multiple of the issues listed above; the average max. no of training

hour/participant should not exceed 20 hours (* with exception of the training on supervision of social work)

- iii. While the applicants are expected to provide an initial draft training plan, the final training plan should be operationalized based on consultations with the audience and be carried out during April – December 2023. UNICEF can facilitate dialogue and consultation with the key audience.
- iv. All logistics related to conference rooms, meals and coffee-breaks, training materials, transportation disbursement for participants etc. should be included in the offer and will be disbursed based on actual expenses. The offer should include an estimate of these costs.

Qualifications for the members of the team of consultants

- Solid experience in conducting training programs in the following areas: social work, psychology, social supervision, child rights.
- Similar complex assignments (provide samples in both Romanian and English).
- Ideally, the team of consultants should consist of a mix of backgrounds – social policy, social assistance, medical & public health, nursing, community development

The company/ consultant(s) will be responsible for the following:

- A. Plan and organize all the training /workshop activities
- B. Deliver the proposed training/ workshop sessions in the Romanian language;
- C. Ensure proper logistics for the entire program
- D. Report on the activities and beneficiaries (participants) upon donor`s rules and procedures, reflecting feedback and recommendations from the participants.

3) Submission of the technical and financial offer - the application must include:

a) Technical offer, consisting of:

- A proposed capacity building plan (including training and workshops) with timeline for the activities, number of participants /workshops, no. of days/hours allocated;
- Proposed methodology for the delivery of the training/workshop sessions.
- Portfolio of previous training work.

b) Financial offer

The financial offer should include references to: the per diem/trainer, no. of training days, no. of training sessions, travel costs and logistic costs.

The bidder should budget the entire logistical costs for the workshops and the travel costs for both: the experts (transport, meals, accommodation) delivering the training/workshops and the participants. If needed, the bidder will budget and pay directly “per diem” for the experts proposed as trainers.

4) General conditions

Flexibility in implementation is expected, considering the changing conditions and constraints in the project implementation. The workplan for the activities must be open for adjusting based on programme constraints of the audience members.

All training materials should be approved by UNICEF and respect the visual identity of the project.

Any changes should be decided only in close collaboration with UNICEF team.

5) Reporting

Within UNICEF, the contractor will report to the Programme Specialist Local Implementation and Child Protection Officer. The contractor will also collaborate with the relevant public authorities and civil society. UNICEF will facilitate all the initial contacts with county and local authorities.

All products will be shared and consulted upon with UNICEF's extended team of specialists.

The contractor will provide technical reports to UNICEF, following the templates and procedures agreed within the project.

6) Payment calendar

This contract includes no other benefits.

Payments will be made upon approval of UNICEF supervisor and submission of invoice.

The payment calendar is based upon the submission of the following:

- Tranche 1 (30% of the total contract value): Final training plan (follow up of consultations with the audience and finalization of logistic details)
- Tranche 2 (40%): Follow up to the submission of the following documents : training agenda, lists of participants to the training, photos, summary of the feedback received from participants.
- Tranche 3 (30%): final payment upon submission of the final training report, including recommendations

Note: consultant/s will sign health statement prior to taking the assignment and the designation form will be completed. The Consultant will be responsible for paying income taxes and any other due taxes as per applicable national legislation.

Prepared by Cristina Badea
Programme Specialist

Approved by Gabriel Vockel
UNICEF Deputy Representative