

REQUEST FOR PROPOSAL (NATIONAL)

TERMS OF REFERENCE FOR SUPPORT THE CAPACITY OF GOVERNMENT ON NIGERIA IN CRC PERIODIC REPORTING ON ARTICLE 44

PART I		
Assignment	SUPPORT THE CAPACITY OF GOVERNMENT ON NIGERIA IN CRC PERIODIC REPORTING ON ARTICLE 44	
Location of Assignment	Abuja	
Duration of contract	70 days	
Start date	TBD	End date: TBD (3 months duration)
Reporting to:	Child Protection Specialist	
Funding Code:	N/A	

1.Purpose of Assignment:

To provide technical guidance to the Government of Nigeria through the Federal Ministry of Women Affairs and the National Child Rights Implementation Committee on all stages for the submission of a combined fifth, sixth, and seventh final periodic Report for Nigeria to the United Nations Committee on the Rights of the Child based on article 44. It includes a literature review, mapping of a List of Issues Prior to Reporting (LOIPR), Data Collection and Triangulation, Stakeholders consultation, preparation, review, and validation of the final combined reports for Nigeria to the UNCRC Committee.

2.Background:

The Government of Nigeria ratified the United Nations Convention on the Rights of the Child (UNCRC) in April 1991 marking a significant step in the commitment of the Government of Nigeria to promote, protect and fulfill the rights of Children in the country. In furtherance of the global commitment to promoting child rights in Nigeria, the government has also ratified two optional protocols to the UNCRC - the Optional Protocols to the UNCRC on the on the Sale of Children Involvement of Children in Armed Conflict in 2010 and 2012 respectively.

The United Nations General Assembly adopted resolution A/RES/68/268 in 2014 entitled “Strengthening and enhancing the effective functioning of the human rights treaty body system,” which states parties to human rights treaty bodies are encouraged to use a simplified reporting procedure to facilitate the preparation of States parties’ reports and the constructive dialogue on the implementation of their treaty obligations. Specifically, the UNCRC committee sends the State party a request for specific information, ‘ List of Issues Prior to Reporting (LOIPR)’ on measures and developments relating to the implementation of the Convention which assists procedure assists States parties in preparing and submitting more focused reports; content of their periodic report and relevant documents to be enclosed, thus strengthening the capacity to fulfill its reporting obligation in a structured and timely manner.

The Federal Government of Nigeria last report to the UNCRC Committee was in 2010 led by the then Honourable Minister of Women Affairs and Social Development. Given the above, the Federal Government by the leadership of the Honourable Minister for Women Affairs, Dame Pauline Tallen is preparing a combined 5th to 7th report to the committee. Expectedly, the report will reference relevant documents and procedures including general information on reporting to the UN Treaty Bodies; Compilation of guidelines on the form and content of reports to be submitted by states parties to the international human rights treaties (HRI/GEN/2/Rev.6, 3 June 2009).

The Consultancy will support the preparatory steps general guidance for the government to pursue an inclusive and consultative process involving stakeholders and different arms of government including legislative institutions, judiciary, law enforcement agencies, armed forces, civil society organizations, and international human rights organizations. The report preparation will follow established procedures including literature review, mapping of List of Issues Prior to Reporting (LOIPR), data collection and triangulation, Stakeholder consultation including cluster consultation and validation and Report preparation and finalization of the combined periodic reports for Nigeria.

3. Programme ID & Specific Project Involved: Outcome 6

Outcome 5: By 2027, children including adolescents, particularly girls, are better protected from violence, abuse, neglect, exploitation and harmful practices, including in emergencies

Output 1: Government and other service providers in the social welfare and justice sectors at all levels, are better able to deliver quality and gender-sensitive child protection prevention and response services, including in humanitarian situations.

4. Terms of Reference / Detail Requirements of the Job:

The selected consultant will be undertaking this assignment under the overall leadership of the Federal Ministry of Women Affairs in collaboration with the National Child Rights Implementation Committee and the supervision of the UNICEF Child Protection Chief, with assistance from the Child Protection Specialist on Justice for Children.

Key Deliverables and Expected time frame of consultancy:

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Payment Schedule (Naira)
Inception report, Desk review of background documents	<p>(1) Draft an inception report that includes an outlay of the scope of work, proposed methodology, approaches, and work plan with the respective timelines and clear directions to achieve the objectives. The consultant will do a presentation of the inception report, including a detailed work plan to the National Child Rights Implementation Committee with expanded stakeholders participation as necessary.</p> <p>(2) Develop and share a brief on the UNCRC committee List of Issues for Nigeria to guide the submission of Nigeria's combined 5th, 6th, and 7th Reports. It will include a summary of the content of the previous Nigeria reporting, a list of issues/recommendations by the UNCRC Committee/state response, and concluding observations presented analytically.</p>	10 working days	20%
Allocation of accountabilities and Dissemination of Guidance Note on Nigeria's CRC Reporting	<p>Prepare and disseminate user-friendly guidance note on how and what to report based on the list of issues in the outstanding 5th, 6th, and 7th requests to equip the Government, departments, and agencies with the knowledge and information on the following:</p> <ul style="list-style-type: none"> • Overview of critical components of CRC article 44? • What is the list of issues for Nigeria disaggregated by sector? • What are the key required indicators/questions to answer/report? 	5 working days	40%

	<ul style="list-style-type: none"> What are the key data sources to use in the reporting process? What does the reporting process entail, and who are the key officers and stakeholders to involve/consult? <p>List of proposed relevant respondents with their contact information.</p>		
Stakeholders mapping and Consultations and Data Collation.	<ul style="list-style-type: none"> Completion and dissemination of developed guidance, including information collation templates, Conduct of stakeholders' meetings, bilateral consultations, and interviews with children. Writing of the Stakeholder meetings report, ministerial submissions, Draft CRC report based on Concluding Observations and Recommendations. <p>Compilation of available links for relevant laws, policies, and data.</p>	20 working days	
Submission of the first drafting report	First draft of the CRC report addressing the three combined fifth, sixth and seventh report to the CRC Committee submitted	10 working days	40%
Stakeholder Review and bilateral consultations of the First Draft	Submission of second draft of the combined reports to the UNCRC that incorporated relevant feedback coming out of the stakeholders' consultations and Review	5 working days	
National Validation of the updated second draft of the combined reports to the CRC Committee	Technical validation of the CRC combined report and soliciting feedback and suggestions from participants to inform the final review process and finalisation of the report.	5 working Days	
Final Report Submission	Finalize and submit the combined Nigeria fifth, sixth and seventh Periodic CRC reports to the CRC Committee including comprehensive links of relevant laws, policies, and documents, and media links	5 working days	
Estimated Consultancy fee	60 working days		
Travel International (if applicable)			
Travel Local (please include travel plan)			

DSA (if applicable)			
Total estimated consultancy costsⁱ			
6. Duty Station: UNICEF Abuja		7. Supervisor: Child Protection Chief in close collaboration with Child Protection Specialist, Justice for Children	
8. Major Tasks to be accomplished: <i>(estimated time required to complete tasks. Attach additional sheets, if necessary, to describe assignments)</i>			
9. End Product: <i>(e.g. final report, article, document etc.)</i>			
<p>▪ Qualifications or specialized knowledge/experience required:</p> <p>The assessment team will comprise of members with relevant global, regional, and national experience with demonstrated multi-disciplinary but complementary skills that conform to the following requirements:</p> <p>Education: *Master's degree or its equivalent (relevant years of experience may be accepted in-lieu of a postgraduate degree) in criminology, law, human rights, international affairs, public policy, social sciences, or related discipline.</p> <p>Working Experience:</p> <ul style="list-style-type: none"> ▪ At least five years of work experience in human rights, criminal justice, child justice , child rights – related areas, preferably in correctional reforms. ▪ Excellent knowledge of law, social service systems, child protection systems. ▪ At least 5 years of relevant experience in development of guidelines, policies, strategies, reports and assessments. ▪ Proven experience in quantitative and qualitative data analysis, research and report writing. ▪ Knowledge of human rights-based and gender approach to programming ▪ Experience in facilitating consultations with government representatives, NGOs, academia, children, and other stakeholders. ▪ Strong analytical skills – references to previous work or institutions ▪ Previous experience with UNICEF is an advantage. ▪ Fluency in English ▪ Excellent writing skills <p>Languages and Computer Skills</p> <ul style="list-style-type: none"> ▪ Proficiency in written and spoken English, including the ability to write reports at a professional level, is required. 			

- Advanced knowledge of MS Office package (MS Word, MS Excel, MS PowerPoint, and MS Access) is required.
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Application requirements

- The consultancy will take 60 working days over the period of 3 months.
- It will be both home-based and in consultative meetings in Abuja
- Submission to include cover letter, summary capacity statement of submitting institution in similar areas of work, 3 examples of previous work, and CVs of core staff to be dedicated to the project.
- Submissions to include proposed working schedule, budget, breakdown of consulting fees, living and logistics costs and flight tickets (economy) where appropriate.

CALL FOR PROPOSALS

A two-stage procedure shall be utilized in assessing the proposals, with assessment of the technical proposal being completed prior to any price proposal being compared. Applications shall therefore contain the following required documentation:

Technical proposal:

- A technical proposal that includes a brief cover letter and understanding of the assignment is required.
- Based on the proposed timetable laid down in the TOR, a proposal of the detailed methodology, tentative work plan and time schedule is required.
- Updated profiles/ CVs of the team members listing similar experiences/ assignments, highlighting those conducting the study.
- Two examples (studies) of the firm's engagement in similar activities and assignments.

Financial Proposal:

A financial proposal with a breakdown of all costs that are to be charged to UNICEF. This includes estimated number of working days, consultancy fees, all office administrative costs, international and local travel costs, as well as any additional requirements needed to complete project or that might have an impact on cost or delivery of products. Travel expenses should be based on the most direct route and economy fare. Quotations for business class fare will not be considered.

UNICEF RECOURSE IN CASE OF UNSATISFACTORY PERFORMANCE

UNICEF reserves the right to withhold payment on deliverable until the consultancy firm provide satisfactory quality output as reviewed by the contract manager supervisor. In case of unsatisfactory performance, the payment will be withheld until quality deliverables are submitted. If the firm is unable to complete the assignment, the contract will be terminated by notification letter sent 30 days prior to the termination date.

REQUEST FOR PROPOSAL EVALUATION AND WEIGHTING CRITERIA

70 points technical + 30 points financial= 100 points total

Submitted proposals will be assessed using Cumulative Analysis Method. All request for proposals will be weighed according to the technical (70%) and financial considerations (30%). Financial proposals will be opened only for those application that attained 70% or above on the technical part. Below are the criteria and points for technical and financial proposals.

Technical proposal:

- A technical proposal that includes a brief cover letter and understanding of the assignment is required.
- Based on the proposed timetable laid down in the TOR, a proposal of the detailed methodology, tentative work plan and time schedule is required.
- Updated profiles / CVs of the team members listing similar experiences/ assignments, highlighting those focused on conducting study
- Three previous work samples of the firm's engagement in similar activities and assignments

▪ TECHNICAL CRITERIA AND RELATIVE POINTS FOR EVALUATION OF SUBMISSIONS

The table below outlines the technical criteria and relative points for evaluation of submissions

Technical Criteria	Technical Sub-Criteria	Maximum Points
Overall Response	Completeness of response	10
	Overall concord between request for proposal requirements and proposal	10
Maximum Points		20
Company and Key Personnel	Range and depth of experience with similar projects	10
	Number of customers, size of project, number of staff per project	5
	Client references	5
	Key Personnel: relevant experience and qualifications	10
Maximum Points		30
Proposed methodology and Approach	Project management, monitoring, and quality assurance process	10
	Technologies used, and compatibility with UNICEF	10
Maximum Points		20
Total Maximum		70

Financial Proposal: 30 points

A financial proposal with a breakdown of all costs that are to be charged to UNICEF. This includes estimated number of working days, consultancy fees, all office administrative costs, international and local travel costs, as well as any additional requirements needed to complete project or that might have an impact on

cost or delivery of products. Travel expenses should be based on the most direct route and economy fare. Quotations for business class fare will not be considered

12. Other Clauses: PSEA Language

Consistent with the UN Secretary General's Bulletin related to "Special measures for protection from sexual exploitation and sexual abuse" (ST/SGB/2003/13), entities and individuals entering into cooperative agreements with an agency of the United Nations are obligated to "take preventative measures against sexual exploitation or abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or sexual abuse has occurred." Failure to do so "shall constitute grounds for termination of any cooperative arrangement with the United Nations." The Contractor is expected to have in place explicit policies related to the prevention of sexual exploitation and abuse of beneficiaries, including commitment to the IASC 6 Core Standards (IASC/2002), and the investigation of such cases. Where the contractor does not have enough capacity for the investigation of such cases, it should request the support of UNICEF. Reasonable suspicion of sexual exploitation or abuse of beneficiaries may be reported by any individual to UNICEF if the complainant so prefers.

13. CONDITIONS

- The contractor will work on its own computer(s) and use its own office resources and materials in the execution of this assignment. **The contractor's fee shall be inclusive of all office administrative costs**
- The contractor's fee should be **inclusive of all travel cost**
- Local travel and airport transfers (where applicable) will be covered in accordance with UNICEF's rules and tariffs. (Flight costs will be covered at economy class rate as per UNICEF policies).
- Please also see UNICEF's Standard Terms and Conditions attached.

Enquiries:

Please direct any enquiries to: ngrsupply@unicef.org

Project Management

- The contracting process will be managed by UNICEF Supply and Logistics section.
- The consultant(s) will be supervised by CPSS Manager (P4) based in Abuja, Nigeria and will collaborate with Child Protection Section Specialist (Justice for Children)

Any other Information

Signatures

Prepared and finalized

CP Specialist

Date

Reviewed

	_____ Chief, Child Protection	_____ Date
Reviewed	_____ Chief of Supply and Logistics Section	_____ Date
Authorized	_____ Head of Office (RD or Rep)/Dep Rep	_____ Date

Instructions to bidders:

1. Proposals should be made separately: Technical and Financial. Technical should not have financial information as such technical proposal will be disqualified.
2. All completed proposals should be submitted to this email address: ngrsupply@unicef.org with the RFP reference number: 9182946. Your proposals will not be considered nor opened on failure to quote the RFP number on your forwarding email.
3. Deadline for submission is 15th June 2023
4. Financial proposal that includes a brief cover letter with summary of cost on letter-headed paper with contact details of the company and duly signed with a detailed breakdown of cost as an **attachment is mandatory**.
5. Financial and Technical proposal should have contact details of the company representative for this project clearly written on the first pages of both documents.