

Terms of Reference
Institutional Consultant/Contractor

PART I		
Assignment	To develop and roll-out an Institutionalised training package for Judicial functionaries involved in the administration of justice for children in Family Courts	
Location of Assignment	The Institutional Consultant will work remotely and provide support virtually with two (2) Field visits to Abuja, Nigeria	
Duration of contract	90 days spread over six months	
Start date	TBD	End date: TBD
Reporting to:	Child Protection Specialist	
Funding Code:	N/A	

1.Purpose of Assignment:

To provide technical guidance to the National Judicial Institute (NJI) by developing an institutionalised training package on child rights, child friendly procedures in Family Court and facilitate a training of trainers programme for the NJI course Instructors.

2.Background:

The Federal and state governments of Nigeria have progressive laws promoting child rights and protecting children from violence, abuse, neglect, and exploitation. The Child Rights Act (CRA) and Violent Against Persons Prohibition (VAPP) Act provide the necessary legal framework in line with international standards in the UNCRC for the protection of children from violence. The CRA has express requirements for specialised training for judicial to enable them to provide age-appropriate services for children in contact with the law.

However, the implementation and enforcement of the relevant laws promoting child rights, safety, and protection of children in contact with the law as child victims/survivors, witnesses, and children in conflict with the law remains a challenge due to insufficient capacities in the child justice administration in the family court which often adversely impacts on children in contact with the law.

As a result, The National Judicial Institute (NJI), which was established as the Institution for continuing education for all categories of judicial officers in collaboration with UNICEF, seeks a consulting firm to undertake the development of a training package for institutionalized training for Judicial functionaries on Child Rights, Child Protection and Child Justice Administration within the Family Court System in lined with this term of reference.

3.Overview of Assignment:

I. Conduct Desk Research on institutional structures, assessment of training needs for judicial officers , existing Laws on children and Rules of the Family Courts in Nigeria.

II. Develop Training Content.

- Analysis of the situation bringing children into contact with the law.
- Examination of Child Rights and Child Protection Legal Framework Promoting the understanding of the Family Court Rules for the Administration of Justice for Children in contact with the law promoting the understanding of child-friendly procedures, enforcement of various protection orders in the laws.
- Promote understanding of the Legal Aid and Adjudication Guidelines for Children in Contact with the law.
- Promote competencies to strengthen the role of Judicial Officers in the Adjudication of cases child victims of violence using case studies on
- Child Marriage, Female Genital Mutilation, Sexual and Gender-Based Violence, and children in conflict with the law.
- Develop a tool for monitoring training Impact on children in contact with the law.

III. Develop Training Curriculum , Facilitators Guide and Participants Handbook to cover each identified training area.

IV. Develop monitoring Mechanism to assess impact of training and implementation of standards across the judiciary in the state.

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

The selected consultant firm will be undertaking this assignment under the overall leadership and coordination of the National Judicial Institute and the supervision of the UNICEF Child Protection Chief, with assistance from the Child Protection Specialist on Justice for Children.

1. Major tasks and deliverables / End product

The tasks included in the consultancy must be carried out in close consultation and under the guidance of the National Judicial Institute. . The major tasks for the proposed consultancy include:

1. A comprehensive assessment of training needs and review of existing trainings packages
2. Produce curriculum for the training , training manual, Participants handbook - (i)-training module as identified during the rapid training needs assessment and, (ii) a ToT/facilitation guide/component – covering the content areas identified.
3. Produce a monitoring mechanism to assess the impact of the training on family courts and the children in contact with the judicial system.
4. Conduct a Training of trainers (the trainers will be from the first batch in consultation with the National Judicial Institute.

5. Supervise/coach the certified instructors as they facilitate training for the first cohort of judicial officers.
6. Draft a final project report outlining a way forward including the long-term training required for effective and efficient implementation of the Child Rights Act and States' equivalents.

Work Assignment Overview and Consultancy Timeframe			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Payment Schedule (Naira)
Undertake a desk review to fully understand the legal frameworks, and institutions in the context of Nigeria, undertake a training needs assessment and review existing trainings materials on the subject and relevant laws, rules approved for the adjudication of cases involving children.	Inception Report which includes situation report, Training needs assessment, stakeholders analysis and relevant legal frameworks and rules for the enforcement of the rights of children in contact with the law in Nigeria and gap analysis.	20 days (after signing the contract)	20%
Based on the assessed and validated training needs develop a training curriculum, complete training manual including detailed session plans, handouts, reading materials and facilitation guides for the judicial functionaries Includes Judges, Magistrates, Court Assessors and Probation officers; develop monitoring mechanism to assess the impact of the training. Share the draft modules with key experts for their review and validation.	Curriculum , Modules, handouts, and facilitation guides are available for training Judicial Officers, Assessors, Probation officers and Sharia Kadis respectively.	40 days.	40%
Organize and facilitate a training of trainers (TOT) for the Instructors of the NJI and other identified resource persons using the developed manual.	Training for Instructors/other resource persons completed, and reports submitted, including trainees capacity evaluation, post-training evaluation and impact assessment.	10 days	40%
Co-facilitation and coaching of the trained instructors to deliver pieces of trainings and certification of the Judicial Functionaries based on evaluation of their performance	Report of the Training	10 days	
A final report on the whole consultancy.	Final Report	10 days	

Estimated Consultancy fee	90 working days		USD1.00
Travel International (if applicable) At least two (2) field missions for validation of the training Modules and facilitation of training of Instructors and Co-facilitation of training of judicial officers.	The cost for such field visits should be included in the consultancy fees.		
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			

6. **Duty Station:** UNICEF Abuja

7. **Supervisor:** Chief of Child Protection in close collaboration with Child Protection Specialist, Justice for Children

8. Major Tasks to be accomplished: *(estimated time required to complete tasks.*

The tasks included in the consultancy must be carried out in close consultation and under the guidance of the National Judicial Institute . The major tasks for the proposed consultancy include:

- 1) Rapid assessment of training needs and review of existing training modules, experiences
- 2) Development of Training Curriculum, training manuals and Facilitation Guide that reflects identified needs, for the different packages- Judges, Magistrates, Assessors and Probation Officers.
- 3) Training of Instructors/Master Trainers
- 4) Coaching and Mentoring for the roll-out of the trainings for the different cohorts either physically or virtually
- 5) Drafting of a final report with recommendations to improve the outcome for children within the judiciary in line with international and national legal frameworks and best practices.

9. Qualifications or specialized knowledge/experience required:

The Consultant firm will comprise members with relevant global, regional, and national experience with demonstrated multi-disciplinary but complementary skills that conform to the following requirements:

Academic qualifications:

- Advanced university degree in law, human rights, criminology, sociology, psychology or a relevant field.

Knowledge, skills, and experience:

- A minimum of 8 years working experience in the child justice sector.
- Prior knowledge in drafting, developing and delivering training programmes for judges/judiciary
- Previous experience serving as a Judge, Prosecutor, or defense lawyer is preferred.

Personal competencies:

- Ability to keep to tight timelines.
- Strong drive for results.
- Highly developed communication, networking, and interpersonal skills.
- Working with teams of diverse capacities.

Language competencies:

- Proficiency in written and spoken English.

Application requirements

- The consultancy will take 60 working days over three months.
- It will be both home-based and with at least two field missions to validate training modules and deliver the TOT for the Instructors in Abuja
- Submission to include a cover letter, summary capacity statement of submitting institution profiles in similar areas of work, three examples of previous work (and reports where applicable), 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 used in reviewing the proposals, with first assessing the technical proposal being completed and then a comparative analysis of the financial proposal. Applications shall therefore contain the following required documentation:

Technical proposal:

- A technical proposal with a brief cover letter and an understanding of the assignment is required.
- Based on the proposed timetable 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 the estimated number of working days, consultancy fees, all office administrative costs, international and local travel costs, and any additional requirements needed to complete project or that might 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 provides a satisfactory quality output as reviewed by the contract manager supervisor. Payment will be withheld by UNICEF if performance is unsatisfactory 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 the 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 applications 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 an understanding of the assignment is required.
- Based on the proposed timetable 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 the estimated number of working days, consultancy fees, all office administrative costs, international and local travel costs, and 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 firm 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 an economy class rate s 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 firm will be supervised by Chief Child Protection based in Abuja, Nigeria and will collaborate with Child Protection Section Specialist (Justice for Children)

Any other Information

Signatures

Prepared and finalized

24th August 2023

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: **9185107**. Your proposals will not be considered nor opened on failure to quote the RFP number on your forwarding email.
3. Deadline for submission is **19th September, 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**. Financial proposal should be along these lines: personnel, travels/logistics and others, clearly broken down
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