

# TERMS OF REFERENCE FOR SERVICE CONTRACTING

<b>Assignment</b>	Institutional Contract to support the development of a framework for the measurement of child protection and wellbeing, as a determinant of child friendliness index in Nigeria
<b>Location</b>	Home-based with travel and Field Visits
<b>Duration</b>	April – December 2024
<b>Estimate number of working days</b>	(9 months)
<b>Start date</b>	April 5, 2024
<b>End date</b>	December 4 2024
<b>Reporting to</b>	Chief, Child Protection and Chief, Social Policy.

## 1. JUSTIFICATION/BACKGROUND

Nigeria has the largest population in Africa, projected to be above 200 million. More than half of this population are children. With the high number of children and young adults, it is important for the government of Nigeria to place special emphasis on determining the protection and wellbeing of children and take concrete steps based on empirical evidence to improve same. Nigeria has taken several steps that evinces a commitment to improve the protection and wellbeing of children. These steps include but are not limited to the ratification and adoption of the Convention on the Rights of the Child and the African Charter on the Rights and Welfare of the Child; the passing of the Child Rights Act 2003 at the federal level and its adaptation in the states; as well as the development and adoption of several policy documents that are aimed at improving the wellbeing of children, like the National Priority Action for Vulnerable Children in Nigeria.

These legal instruments also have corresponding accountability mechanisms at the international, regional, and national levels to measure government's compliance with its obligations under each of the instruments. However, Nigeria has not submitted its 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> periodic reports to the Committee on the Rights of the Child and the African Committee on the Rights and Welfare of the Child. The weak compliance regime at the international level calls for a national framework that relies on empirical data as evidence to inform policy and programming to improve the situation of children in the country.

Despite efforts to improve the wellbeing of children, the situation of children in Nigeria still leaves a lot to be desired. The findings of the National Survey on Violence Against Children in Nigeria, the National Demographic and Health Survey (NDHS), the Multiple Indicator Cluster Survey (MICS) all point to a gloomy situation that needs to be improved upon. For instance, findings from the MICS indicates the infant mortality ratio is 63 deaths for every 100,000 live

births; 30% of children aged 5-17 are engaged in child labour; while 90% of children aged between 1-14 years are subject to at least one form of violent discipline by caregivers.

While these findings depict the national averages, the disparities in the various states that make up the country are so wide. While the percentage of children who have experienced violent discipline is 90%, it is 62% in Sokoto state and 99% in Cross River and Imo states. Some of the disparity in figures are also because of prevailing social norms and harmful practices. For instance, while 30% of women aged between 20-24 years were married before their 18<sup>th</sup> birthday, Enugu and Lagos states account for 4% and 3% of the numbers respectively, while Bauchi and Jigawa states stand at 74% and 72% respectively. 15% of women aged 15-49 have undergone female genital mutilation of which Kwara and Ekiti states account for 58% and 50% respectively, while Gombe and Zamfara states are at 0%. The implications of this disparity among states are that the health, development, protection, and wellbeing outcomes for a child may depend largely on which state the child resides, as well as the biological sex of the child. This underscores the need to generate disaggregated data on the protection and wellbeing of children on a state-by-state basis with a view to determining the causative factors as well as remediation measures to be applied to improve the situation.

Several frameworks have been developed in the past to measure the situation of a people in general, like the Human Development Index (HDI), or a target population. One framework that has been developed to systematically measure the situation of children which has gained global acceptance is the Child Friendliness Index (CFI). This index relies on disaggregated child protection and wellbeing indicators for assessment.

The Child-Friendliness Index, a quantitative assessment framework, has proved to be an effective and powerful tool to monitor the performance of governments in realising the rights, protection, and wellbeing of children and to promote action for improvement. It is designed to balance methodological complexity and robustness with simplicity of the measurement for easier interpretation and communication with stakeholders. At the regional level, the Child Friendly Index (CFI) has been used to assess how African governments promote and enhance the protection and wellbeing of children. The CFI is arrived at by reviewing protection: laws and policies as well as protection-related outcomes achieved, provision: budgetary commitment and provision related outcomes achieved, and participation: existence of legal basis and operative/functional participation of children. In the 2023 African Report on Child Wellbeing, Nigeria was ranked 35 out of 52 countries.

The Child-Friendliness Index's potential for local use was demonstrated when the Centre for Child Rights of India (HAQ) adapted and used it to measure the performance of the various Indian states in realising the rights and wellbeing of their children. This experience is a crucial lesson in the search for a functional monitoring tool to be used at national and sub-national levels. It has shown that the Index can serve as a framework for monitoring implementation at sub-national levels and demonstrated that it can also help in identifying gaps that need immediate action. Utilisation of such quantitative monitoring tools attracts media and public interest, which also has the potential to influence policy action and trigger measures in regions or provinces where performance is low.

In general, this initiative aims to answer the following specific questions and address the above stated gaps through generating and using comparative evidence such as:

- i. How are states in Nigeria performing to improve the protection and wellbeing of children? What is the comparative picture? Why are some performing better than others?
- ii. In which areas of child protection and wellbeing as a determinant of child friendliness are the states lagging, and what can be done about it?
- iii. What can be learnt from each other towards improving their performance and overall compliance with child rights obligations?

The CFI, when adapted in Nigeria, would provide evidence that clearly shows disparity in performance among states across the country and promote constructive policy dialogue and concrete action to narrow the gap between policy and practice. It would also enhance inter-state learning and will ultimately, it is hoped, result in an improvement of Nigeria's child protection and wellbeing rating based on the CFI.

## **2. OBJECTIVE**

The main objective of the initiative is to improve performance in the realisation of the rights, protection, and wellbeing of children in Nigeria as a determinant of child friendliness through strengthening monitoring efforts and enhancing accountability mechanisms at all levels. Specifically, the initiative aims to:

- Produce a Report on Child Protection and Wellbeing of children through a standardized and operational index across the states of the federation.
- Reinforce and strengthen the process of child rights monitoring and fulfilling Nigeria's reporting obligations to the Child's Rights Committee and other Optional Protocols under the Convention on the Rights of the Child and the African Committee of Experts on the Rights and Welfare of the Child.
- Provide a framework for the assessment of performance of states and undertake a comparative analysis of the state of protection and wellbeing of children as a determinant of child friendliness that will facilitate dialogue and experience sharing among states on best practices.
- Generate empirical evidence on the performance of states in relation to child protection and wellbeing.
- Draw lessons from the report to inform policy and programming that will support efforts of the Federal and state governments in fulfilling its commitment and obligation to children contained in international, regional, national, and state laws, including within the framework of the Sustainable Development Goals (SDGs).
- Provide CSOs, the media and other key stakeholders with materials and tools for advocacy that would enable improved policy and programmes in the country.

## **OUTCOMES**

- A framework for the measurement of child protection and wellbeing as a determinant of child friendliness at Federal and State levels.
- A child protection and wellbeing report that outlines the ranking of states in terms of child friendliness.
- Improved compliance and accountability of Federal and state governments to the protection and wellbeing of children in Nigeria.
- Enhanced coordination and improved performance at federal and state levels.
- Enhanced policy dialogue, experience sharing of best practices and increased Federal and state government's commitment to perform better in realising the rights, protection and wellbeing of children based on empirical data to be collected from the Child Friendliness Index assessment.

## **3. SCOPE OF THE WORK (WORK ASSIGNMENT)**

- The proposed initiative involves numerous activities to be implemented in phases. Very broadly, these include partnership building, evidence generation, in-depth analyses report preparation and development of messages. Specifically, the scope of work is as follows:

#### **Phase I – identifying partners in each state and building partnership.**

- Identify relevant partners at both federal and state levels that would be engaged with in the implementation of this assignment. In this regard, the Federal Ministry of Women Affairs (FMWA) is the partner of choice as it has primary responsibility on all issues relating to children and their protection and wellbeing as well as overseeing Nigeria's reporting obligations to the relevant treaty bodies. The implementing institution will liaise with the FMWA to link up with other relevant Ministries, Department and Agencies, including those responsible for data collection and analysis as well as state counterparts, to facilitate coordination of the child protection and wellbeing assessment.
- Organise partners' consultation platforms for facilitating joint engagement to promote a shared understanding of the content and processes involved in the development of research tools, compilation of data and the preparation of the reports.

#### **Phase II – Evidence generation and preparation of the report**

- The institutional contractor will develop the research tools, ensure its review and validation by the relevant partners, and engage in data compilation and analysis based on the indicators and analytical framework of the Child Friendliness Index (CFI). This will be implemented in all 36 states of the Federation and the Federal Capital Territory.
- Prepare a draft report based on the data generated from the assessment. This report will be segregated at state and federal levels and will be subjected to a review by relevant stakeholders.
- Organize a validation workshop at which the draft report will be discussed to ensure quality assurance and validation prior to its finalisation.
- Finalise the report based on the observations, comments, and feedback from the validation workshop.

#### **Phase III – Advocacy for improved accountability and performance in Nigeria**

- Development and submission of summary Briefs of states which provide highlights on each state to inform advocacy for policy and programmes.
- Formal high visibility launch, and presentation of the report for dissemination.
- Organising advocacy platforms at Federal and state levels using the report to inform policy dialogue to yield actions aimed at improving child wellbeing in Nigeria.

### **4. EXPECTED DELIVERABLES**

- Inception report: the first deliverable under this scope of work is an inception report that outlines the overall methodology to be used in the implementation of the assignment.
- Methodological note and step-by-step guide on the compilation of data and analysis.

- A Child Rights Performance Monitoring Framework adapted to Nigeria: The contractor is expected to develop and submit an adapted framework for monitoring performance of Federal and state governments in Nigeria in realising children's rights. This will include the data collection tools as well as the child protection and wellbeing indicators to be monitored in the Child Friendliness Index assessment.
- A draft report on child protection and wellbeing as a determinant of child - friendliness of Federal and state governments in Nigeria covering the period 2018 – 2022 for review and inputs.
- A comprehensive final report on child protection and wellbeing as a determinant of child-friendliness of Federal and state governments in Nigeria covering the period 2018 – 2022.
- Summary Briefs of states which provide highlights of child protection and wellbeing as a determinant of child friendliness on each state to inform policy dialogue, advocacy, and programme implementation.

## 5. REALISTIC DELIVERY DATES AND DETAILS ON HOW THE WORK MUST BE DELIVERED

Activities	Timelines	Pay-out
Submission of Inception report for the assignment outlining the overall methodology and timelines	One month	NIL
Submission of framework for the assessment including indicators and data collection tools, Methodological note, and step-by-step guide on the compilation of data and analysis.	One month	20%
Fieldwork across the states of the federation and data processing	Two months	20%
Submission of a draft report on child protection and wellbeing as a determinant of the Child Friendliness Index of Federal and state governments in Nigeria, including a Child Rights and Wellbeing Performance Monitoring Framework adapted to Nigeria and	One month	20%

holding of validation workshops.		
Submission of a revised report on child protection and wellbeing as a determinant of the Child Friendliness Index of Federal and state governments in Nigeria and holding of validation workshops.	Two weeks	Nil
Submission of Summary Briefs of states which provide highlights on each state to inform advocacy for policy and programmes.	One month	10%
Editing, Design and preparation of report for Launch	One month	Nil
Launch of the Report	Two weeks	Nil
Submission of Final Report of the assignment.	One month	30%

#### **6. OFFICIAL TRAVEL INVOLVED - YES**

The contractor is expected to engage national focal points and there will be travel to all 36 states for data collection, review and compilation. Two validation workshops shall be organized in Abuja, Nigeria.

#### **7. CALL FOR PROPOSALS**

Submission to include technical and financial proposal, workplan and CV's of core staff to be dedicated to the project. Bidders shall submit technical and financial proposals separately, and technical proposal shall not contain any financial information.

#### **8. REQUEST FOR PROPOSAL EVALUATION AND WEIGHTING CRITERIA**

**70% technical**

**30% financial**

**100% total**

Technical proposals will be scored against the technical criteria stipulated below. Proposers scoring 49 points or above will be considered technical qualified and progress with financial evaluation. All the other proposals will not be given further consideration.

In financial evaluation, the lowest-priced proposal receives the highest mark of 30 points. All the other proposals will receive scores in inverse proportion to the lowest-priced proposal.

Technical Criteria	Technical Sub-Criteria	Maximum Points
<b>Overall Response</b>	Completeness of response	10
	Overall concord between request for proposal requirements and proposal	10
<b>Maximum Points</b>		<b>20</b>
<b>Company and Key Personnel</b>	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
<b>Maximum Points</b>		<b>30</b>
<b>Proposed methodology and Approach</b>	Project management, monitoring and quality assurance process.	10
	Technologies used, and compatibility with UNICEF	10
<b>Maximum Points</b>		<b>20</b>
<b>Total Maximum</b>		<b>70</b>

## DESIRED QUALIFICATIONS, SPECIALIZED KNOWLEDGE, OR EXPERIENCE

### 1) Overall Response (20 points)

- general adherence to Terms of Reference and tender requirements

### 2) Company and Key Personnel (30 points)

- team member(s) meet academic requirements which include master's and Doctorate degrees in law, sociology, social work, statistics, Demography/Population studies including research experience in child rights, wellbeing, and protection.
- company meets minimum (10) years of experience in the implementation of child-focused projects. Experience in the delivery of child rights and child friendliness assessments in developing countries will be an advantage. (Proof of work in this area including publications will be required).
- company has previously conducted similar work.
- company is properly registered a/o has required certifications, memberships, etc.
- company policy on Child labor (articulate policies for the protection & safeguarding of children) - mandatory.

### 3) Proposed methodology and approach (20 points)

- deliverables are addressed as per TOR
- proposed timelines are met

- Gender and disability considerations – As required

Minimum technical score: 70% of 70 points = 49 points

## 9. 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.**
- 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.
- Any air tickets for travel will be authorized by and paid for by UNICEF directly and will be for the attendance of meetings and workshops.
- Please also see UNICEF's Standard Terms and Conditions attached.

### 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](mailto:ngrsupply@unicef.org) with the RFP reference number: 9188741. Your proposals will not be considered nor opened on failure to quote the RFP number on your forwarding email.
3. Deadline for submission is **25<sup>th</sup> March 2024**
4. Financial and Technical proposal should have contact details of the company representative for this RFP clearly written on the first pages of both documents.