

TERMS OF REFERENCE FOR INSTITUTIONAL SERVICES

Transformative Child Rights Monitoring, Documenting, and Reporting to address Child Rights Violations in Nigeria

Background

The violations of children's rights in Nigeria have a devastating impact on their physical, psychological, and emotional well-being, including in the immediate and long term. Each year, according to the Nigeria Human Rights Commission, a significant number of children are killed, maimed, kidnapped or abducted, raped or otherwise sexually violated, and detained when in conflict with the law. It is essential to note that children in Nigeria live in hostile communities, particularly when it comes to exercising their rights. According to violations documented and verified by the UN through the monitoring and reporting mechanisms, grave violations against children in north-east Nigeria between 2017 and 2021 accounted for the lives of over 1,200 children and the maiming of close to 1,000 more. Over 5,000 children were recruited by armed groups, while 510 children were abducted, and 200 cases of rape or sexual violence were recorded. These figures do not present an accurate picture of the dire situation that children must endure, as some locations are completely out of the reach of the United Nations and its partners. Considering that these figures are derived from an established mechanism, one would imagine what happens to children out of the northeast, for whom violence against them is not monitored systematically.

Monitoring, documenting, and reporting on child rights violations is an indispensable pillar for ensuring that their safety and security in their communities are guaranteed and the enjoyment of their rights is assured. It is therefore important to mention that children must be treated with the utmost dignity, ensuring that the respect of their civil liberties and social rights is not treated as a mere moral imperative but a practical necessity for their survival and development, protection, and participation. Systematic monitoring, documenting, and reporting of incidents of child rights violations will provide a basis for an in-depth analysis of trends and patterns, triggering a response for child victims by stakeholders, including state and federal governments, communities, civil society, etc. These actors rely on accurate, timely information to help in formulating appropriate responses needed to protect children better, support child victims, hold perpetrators to account, and prevent further violations.

UNICEF Nigeria seeks the services of a consultancy firm (referred to hereinafter as "the firm") possessing the requisite technical expertise to monitor, document comprehensively, and report incidents of child rights violations in Nigeria, excluding the conflict-affected regions of Borno, Adamawa, and Yobe in the northeast. Additionally, the firm will document key child protection interventions including preventing and responding to violence against children with a focus on harmful practices (female genital mutilation, child marriage and sexual violence against children and women); justice for children; civil registration and legal identity (birth registration); and social service workforce initiatives and child protection service delivery for vulnerable children.

Scope of the problem

Children in Nigeria face various rights violations despite the government and stakeholders' repeated commitments to protect them from violence, exploitation, and abuse. Children continue to be killed, maimed, detained in deplorable, inhuman, and degrading conditions, at times in adult facilities, kidnapped/abducted, raped, and sexually abused. These violations are not systematically monitored, documented, and reported, thus affecting effective program design, delivery and response. The ineffective justice and accountability mechanism to address impunity further compound the problems. Many children who have experienced violence are often not provided with the necessary support services for lack of documented evidence and thereby end up not being treated as victims.

Therefore, this consultancy provides the platform for monitoring, documenting, and reporting incidents against children, bringing to light the rights violations they are subjected to, systematically documenting those incidents, and reporting them. It is expected that with empirical evidence, stakeholders will take the necessary actions to protect and respond to children's rights violations while holding perpetrators to account, thereby helping to curb impunity. This workstream will provide sufficient documentation and information for analysis for effective reporting and response activities by UNICEF and partners.

Purpose and objectives of the consultancy

The consultancy aims to undertake the systematic monitoring, documentation, and reporting of child rights violations in Nigeria with a broad objective of documenting reported incidents of child rights violations accurately and comprehensively, identifying patterns, emerging issues, and areas of concern related to child rights. Additionally, the firm will document critical UNICEF-led child protection interventions, including ending harmful practices (female genital mutilation, child marriage and sexual violence against children and women), justice for children, birth registration, and social service workforce initiatives (including the Almajiri program) with an objective to generate program technical briefs aimed at offering comprehensive insights for donors, governmental bodies, and the communities being served.

Work Assignments/TOR

The firm working under the supervision of the UNICEF Child Protection section Chief, in close collaboration with the Child Protection Specialist, will undertake the following:

Monitor child rights violations: The firm will effectively monitor child rights violations by developing a monitoring system for identifying and tracking incidents using appropriate data collection tools and analysis of trends and patterns. Incidents of child rights violations happening at Local government, state, and Federal capital levels, including killing, maiming, kidnapping/abductions, sexual violence, attacks on schools and health infrastructure, recruitment, and use of children by armed groups, and detention of children by armed groups and security forces, will be monitored and verified systematically by the firm. The firm will conduct Incident monitoring and reporting in all states apart from Borno, Adamawa and Yobe states in north-east Nigeria.

Data collection and management tool: With technical support from UNICEF, the firm will develop incident data collection and analysis tool for tracking child rights violations; establish a secure and efficient database management system for organizing and storing collected data on incidents; analyse data to identify patterns, trends, and critical insights related to child rights violations; ensure the protection and privacy of sensitive information related to child rights violations.

The firm will ensure that data collection and information management tools are designed and implemented in an efficient, confidential, and secure manner that leads to sound analysis for reports that eventually provide as accurate a picture of the incident as possible. The firm would use various data collection techniques to gain an in-depth understanding of the incident(s) taking note of ethical considerations, informed consent, and data privacy throughout the data collection process.

Verification and documentation of incident: In conducting the verification of incidents, the firm will ensure that the information collected is timely, accurate, reliable, and objective, emphasizing the following general considerations: Identifying and weighing the source of information; triangulation of information from varied sources to evaluate the reliability of the source; determine the need for additional sources.

In most cases, the firm will consider information from two key sources - primary (a victim or an eyewitness) and secondary sources (including one who is aware of the general circumstances prevailing or has non-eyewitness information about the incident). The firm would undertake a thorough triangulation of information concerning the incidents, including using accounts from various independent sources (primary or secondary) regarding the incident in question to assess the veracity of the allegations. In addition, the firm will apply reasonable sound judgement considering additional information provided by other sources, including security, media, and relevant civil society partners, etc.

The firm would ensure that the core information required, and verification standards remain the same, regardless of whether it concerns a large-scale incident such as an attack on a school, an individual violation such as sexual violence, or multiple children such as a group of children abducted. Extraordinary measures must be taken, however, in cases of sexual violation, ensuring that the interview is conducted with key considerations. Critical parameters for the documentation of incidents would include the source of information (e.g., child, parent, witness, community leader (names not essential); date the incident happened; location; the number of children involved; nature of the violation; perpetrator or entity responsible, etc.). The firm will also note the description and details of the incident, as this will be essential for purposes of accountability and advocacy.

Reporting: The firm will ensure that reporting mechanisms are easily accessible, confidential, and user-friendly to encourage individuals to come forward and report incidents, thus contributing to the effectiveness of the monitoring strategy. Such mechanisms would include setting up user-friendly online reporting forms that individuals can access through mobile applications; collaborating with partner organizations to establish reporting mechanisms within their existing systems; utilizing mobile technology, such as SMS or messaging apps; and providing anonymous reporting options to individuals who may be reluctant to disclose their identities due to safety concerns.

The firm will document all incidents detailing violations (disaggregated by sex and location, including LGA, state, and federal capital) and produce periodic reports (biweekly briefs and monthly reports) on behalf of UNICEF for the attention of various stakeholders. The biweekly briefs will provide a timely snapshot of child rights and a situational update on documented violations against children during the period, outlining significant trends and developments. The monthly report will provide a detailed analysis of the violations for a particular month, reflecting ongoing child rights concerns across several situations and progress made for children. The data insights and reports will serve as input to child protection programming efforts by UNICEF and its partner organizations

Document and produce program technical briefs of crucial child protection intervention: The firm will develop and share promising practices and key child protection thematic documents that will amplify the child protection narrative as well as dialogue-driven interventions that lead to the sustainable improvement of the protection environment of children with child protection risks and deprivations.

- **Documentation:** The firm will document promising practices, including thematic areas that will inform policy development, programming, and strategic advocacy that addresses the situation of children in need of protection. This will involve collecting secondary data and meta-analysis to provide comprehensive evidence building, including an overview and scope of the UNICEF child protection programme in a specific thematic area that will include and not limited to the following areas: preventing and responding to violence against children with a focus on harmful practices (female genital mutilation, child marriage, and sexual violence against children and women); justice for children; civil registration and legal identity (birth registration); and social service workforce initiatives and child protection service delivery for vulnerable children.
- **Programme Technical Briefs:** The firm will produce program briefs aimed at condensing intricate program details into clear and concise documents, effectively conveying crucial aspects of the child protection program. These briefs will encompass essential elements such as program overview, objectives, activities, results, lessons learned, and recommendations. The firm would ensure that the content of the briefs is firmly rooted in evidence and data whenever feasible, including quantitative and qualitative data to substantiate key points, highlight accomplishments, and illustrate the program's impact.

Deliverables

In consultation with the UNICEF child protection team, key government institutions, and Civil Society Organizations in the federal and respective field locations in Nigeria, the firm will deliver the following:

Tasks/Milestone:	Deliverables/Outputs:	Timeline	Payment Schedule
Inception report: <ul style="list-style-type: none"> - Conduct a thorough desk review and draft an inception report that includes methodology, a timeframe for the various activities and deliverables, and an annotated bibliography based on the literature review 	Inception report	March 2024	5% By March 2024
Monitoring of child rights incidents Monitor incidents of child rights violations (including killing, maiming, kidnapping/abductions, sexual violence, attacks on schools and health infrastructure, recruitment, and use of children by armed groups, and detention of children by armed groups and security forces) at the LGA, State	Child rights violations are monitored, verified and entered in the database daily;	March 2024 to	30% Upon establishing a monitoring, documenting,

<p>and Federal capital levels and generate data on a predetermined basis (daily, weekly, etc.).</p> <ul style="list-style-type: none"> - Collect demographic information of victims and perpetrators (including age, gender, socio-economic background, and other relevant demographics of both victims and perpetrators) to help identify specific trends and patterns. - Triangulate incidents to ensure the integrity of information - Develop reporting templates tailored to specific stakeholder groups. 	<p>reporting templates to be used by different stakeholders for reporting violations developed.</p>	<p>February 2025</p>	<p>and reporting system by April 2024</p>
<p>Data collection/analysis and management tool</p> <ul style="list-style-type: none"> - In consultation with UNICEF, design and establish a comprehensive data collection tool - Establish a secure database management system for storing incidents of child rights violations. - Ensure the collected data is cleaned and prepared for analysis, including checking for completeness, accuracy, and consistency, resolving any inconsistencies or missing values, and organizing the data in a structured format. - Conduct descriptive analysis to summarize the collected data to identify the incidents' patterns, trends, and critical characteristics. - Perform comparative analysis to examine relationships and differences between variables such as types of violence, demographics, or risk factors. 	<p>Data collection tools developed; data integrity protocols established and operationalized; a backup and recovery plan in place</p>	<p>March 2024 to February 2025</p>	
<p>Verification and documentation of incident</p> <ul style="list-style-type: none"> - Verify all incidents of child rights violations in a timely and objective manner, ensuring that the quality and reliability of a victim's or witness's testimony have not been influenced by the amount of time that has elapsed since the incident happened, the age of the witness, emotional stress, or possibly the intent to deceive. - Triangulate information from varied sources, including primary (including victims, eyewitnesses, adult caregivers, and perpetrators), secondary (including relatives, community leaders, teachers, journalists, etc.), and materials (including hospital or police reports, photographs, videos, etc.), to evaluate the reliability of the source. 	<p>All incidents are verified before inclusion in the factsheets, briefs and monthly reports.</p> <p>Incidents not substantiated, confirmed, or proven valid followed up by the firm even after the reporting deadline</p>	<p>March 2024 to February 2025</p>	
<p>Reporting</p> <ul style="list-style-type: none"> - Present the analysis findings clearly and concisely using a simplified reporting format. - Develop comprehensive reports that include key findings, data visualizations (such as charts, graphs, or maps), and contextual 	<p>Reporting template developed; biweekly,</p>	<p>March 2024 to</p>	<p>20% by August 2024 upon producing half of the bi-</p>

interpretations using dashboards or infographics to present relevant information to stakeholders visually. Develop a reporting structure for periodic reporting to UNICEF (Biweekly briefs, monthly reports, and annual reports) on violations of children's rights	monthly and annual reports produced;	February 2025	weekly briefs and monthly reports
<p>Document and produce program technical briefs of crucial child protection interventions.</p> <ul style="list-style-type: none"> - <u>Documentation:</u> The firm will document promising practices, including programmatic actions taken to address the situation of children in need of protection. - <u>Program technical Briefs:</u> The firm will produce program briefs that involve distilling complex program information into clear and concise documents that effectively communicate key aspects of the child protection program. The key elements would include program overview, objectives, activities, results, lessons learned, and recommendations, ensuring that the content of the briefs are grounded in evidence and data wherever possible. 	Quarterly policy and program technical briefs produced on ending harmful practices (1 brief per quarter), violence against children (1 brief per quarter), birth registration (1 brief per quarter), social service workforce strengthening (2 briefs per quarter),	April 2024; July 2024 October January 2025	45% upon producing the annual report and end of the consultancy by February 2025

Risk and suggested mitigation

The firm will be mindful of potential risks associated with child rights monitoring, documentation, and reporting, along with suggested mitigations:

1. Stigmatization and Discrimination:
 - Risk: Children and families who report violations may face stigma, discrimination, or social ostracization within their communities
 - Suggested mitigations: The firm will conduct community sensitization and awareness-raising campaigns to challenge stereotypes, myths, and misconceptions about child rights issues. The firm will emphasize the importance of confidentiality and non-discrimination in reporting processes and refer to UNICEF and partners in all cases of victims and families that require psychosocial support and counselling services to address the emotional impact of stigma and discrimination.
2. Ethical Considerations
 - Risk: Ethical dilemmas may arise in documenting and reporting child rights violations, particularly concerning informed consent, confidentiality, and the best interests of the child
 - Suggested mitigations: The firm will ensure compliance with ethical guidelines and standards related to child rights monitoring is taken into keen consideration. UNICEF will provide training on ethical principles and decision-making frameworks for critical stakeholders and encourage open dialogue and consultation with affected communities and stakeholders to address ethical concerns and ensure transparency and accountability in reporting processes.
3. Confidentiality and privacy
 - Risk: Breaches of confidentiality or unauthorized disclosure of sensitive information can jeopardize the safety and well-being of children and families involved.
 - Suggested mitigations: The firm will establish clear guidelines and protocols for handling sensitive information, including obtaining informed consent, anonymizing data, and securely storing and transmitting data. UNICEF will provide training on data protection and confidentiality procedures for the firm and other stakeholders. The firm will implement robust data security measures, such as encryption and access controls, to safeguard against unauthorized access or disclosure

4. Political Interference

- Risk: Child rights monitoring and reporting activities may be subject to political interference or manipulation
- Suggested mitigations: The firm will maintain independence and impartiality in monitoring and reporting processes and uphold professional standards of objectivity, accuracy, and integrity in data collection and analysis. The firm will document and publicize instances of political interference or censorship to raise awareness and mobilize support for accountability and transparency. The firm will engage with key stakeholders to advocate for protecting children's rights and preventing reprisals against whistle-blowers

Sustainability

To ensure sustainability, the firm and UNICEF will employ a multifaceted approach that involves building capacity, fostering partnerships, and advocating for systemic change. Investment in training and capacity-building programs for key stakeholders, including civil society organisations and government officials, will provide them with the necessary skills and tools to monitor, document, and report child rights violations independently at the end of the consultancy. Additionally, with UNICEF's support, the firm will foster partnerships with local organizations, NGOs, government agencies, and the Nigeria Human Rights Commission to strengthen the monitoring, documenting, and reporting mechanisms for the long term.

The firm will work on joint initiatives, share resources, and coordinate efforts to ensure comprehensive coverage and response to child rights violations. The firm will engage directly with communities affected by child rights violations, build trust, and empower community members to identify and report violations.

UNICEF will advocate for policy reforms and institutional changes based on empirical evidence to address child rights violations and work with governments (state and federal) and policymakers to strengthen legal frameworks, allocate resources for child protection programs, and implement preventive measures. Further, UNICEF will advocate for integrating child rights considerations into broader development agendas to ensure sustained attention and investment.

Qualifications or Specialized Knowledge/Experience Required

- The institution must be a Nigerian-based international development consulting firm with strong expertise in evidence-based research and policy analysis; understanding of international and national legal frameworks, policies, and standards related to child rights; strong methodological skills for conducting child rights monitoring, documentation and reporting and a demonstrated experience in designing research methodologies, collecting, and analysing data, and interpreting findings.
- Experience in research and documentation of child protection programs including prevention of harmful practices (Child Marriage and FGM), violence against children, child justice for children, and birth registration in both development and humanitarian settings in Nigeria would be an advantage. Experience in facilitating consultations with government representatives, NGOs, children, and other stakeholders.
- A demonstrated cultural sensitivity and awareness of the diverse contexts and experiences of children and families, including understanding cultural norms, beliefs, and practices that may impact children's rights and well-being, is desired.
- Proven experience in quantitative and qualitative data analysis, research, strong analytical skills, and report writing (references to previous work) is desired.
- The consulting firm is required to possess a minimum of five years of pertinent professional experience, highlighting a proven history of conducting and overseeing research and data analytics, evidence-based data collection and reporting. Specifically, the designated team leader must hold an Advanced University degree (Master's) in a relevant field such as International Development, Human Rights, Sociology, International Law, or another pertinent Social Science discipline, along with a minimum of five years of relevant experience.

Proposers are requested to consider having the following personnel as part of the project team:

- (a) Project Lead: responsible for developing a comprehensive project plan and strategy in collaboration with stakeholders; serves as the primary point of contact for the project; lead in monitoring and quality assurance, ensuring that identified risks and challenges are proactively addressed and that the project stays on track to

achieve its objectives; oversees the documentation and reporting process and responsible for project budget and financial management.

- (b) Monitoring and documentation expert: Responsible for developing monitoring and documentation frameworks; data collection and analysis; monitoring compliance and implementation; documenting incidents and best practices
- (c) Database and infrastructure experts: Responsible for the design, implementation, and maintenance of databases; implement robust security measures to protect the organization's data from unauthorized access, breaches, and cyber-attacks; Data backup and recovery and data infrastructure management
- (d) Data Analyst: Responsible for transforming raw data into meaningful insights that inform decision-making; undertake data cleaning and pre-processing
- (e) Reports specialist: Prepares comprehensive reports summarizing the findings of data analysis and investigations. These reports may include detailed descriptions of incidents, analysis of contributing factors, and recommendations for interventions and policy changes; ensure the accuracy, completeness, and reliability of reports by conducting quality assurance checks and reviews

Evaluation method

The evaluation will be carried out based on a cumulative analysis of technical and financial scores in accordance with the evaluation processes described below.

Technical Evaluation (70 points):

UNICEF will review each technical proposal to determine feasibility and quality assurance, identify risks and challenges, evaluate innovation, and assess cost and resources. Specifically, three key categories will be evaluated, including:

- (a) Overall Response: this will include the understanding of the assignment by the firm and the alignment of the proposal submitted with the Term of Reference; the completeness of the response; and the overall concord between RFP requirements and proposal (20%)
- (b) Key Personnel of the firm: This included the range and depth of organizational experience with similar projects; samples of previous work; the number of customers; the size of projects; the number of staff per project; Client references; Key personnel: relevant experience and qualifications of the proposed team for the assignment (20%)
- (c) Proposed Methodology and Approach: Proposed Methodology and Approach, e.g., Work plan showing detailed sampling methods, project implementation plan in line with the project; Implementation strategies, monitoring and evaluation, and quality control mechanisms; Technologies used: compatibility with UNICEF and Innovative approach (30%)

A technical proposal which scores the minimum of 49 or more will be considered technically qualified and progress to the financial evaluation stage.

Financial Evaluation (30 points):

The maximum point (30) will be allotted to the lowest priced proposal among the technical qualified bidders. All other financial proposals will receive points in inverse proportion to the lowest financial proposal, determined by the following formula:

Score of financial proposal X = Max. score for financial proposal (30) * Price of lowest-priced proposal / Price of financial proposal X

Award Recommendation:

Award recommendation will be made to a bidder which receives the highest cumulative score combining technical and financial scores.

Prevention of Sexual Exploitation and Abuse

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.

Under this assignment, project members, including those who will conduct interviews with children, shall complete UNICEF's online training on PSEA prior to commencement of the project activities. UNICEF will request submission of training certificates for verification.