

TERMS OF REFERENCE

STATE CONSULTANT- CHILD PROTECTION, ASSAM

1. BACKGROUND / RATIONALE

The CM's Vision on Women and Children in Assam, 2016 is rolled out from 2011 with the purpose of providing the necessary framework, impetus and the much needed monitoring and reporting mechanisms to achieve the coveted targets with regard to the 16 Goals, as mentioned in the Vision statement. The C.M's Vision is aimed to improve the status of women and children of Assam and put into action by envisaging goals for each department of the state government to achieve. Separately, the progress towards the achievement of these goals is being reviewed based on specific monitorable indicators and system of review meetings on a quarterly basis at the level of the Chief Secretary and a quarterly/ half yearly review under the chairmanship of the Chief Minister.

The details of the CM's Vision on Women and Children in Assam, 2016 can be accessed from this website: <http://online.assam.gov.in/web/wcwmportal>

Assam is also the only state of India that has officially notified the State Child Protection Day to be celebrated on 4th march every year across the state. It is important to mention here that the Assam State Commission for Protection of Child Rights (ASCPCR) was established on 4th March 2010 and the declaration of the same date as the State Child Protection Day holds special significance and reinforces Government of Assam's commitment to ensuring a safe and protected childhood for all children in the state.

Out of the 16 Goals in the above mentioned CM's Vision for Women and Children 2016, 5 Goals has a direct impact on addressing the protection concerns of children in Assam. These five Goals and their corresponding strategies are enumerated below:

Goal #	Title	Responsible Department	Strategies
4	Improving child sex ratio by 30 points (987)	Health and Family Welfare	<ul style="list-style-type: none"> Effective implementation of the PCPNDT Act. Regular monitoring of the USG clinics of the State to prevent determination of sex of the child before birth. The State under Assam Bikash Yojana has introduced the "MAJONI" scheme to promote girl child.

7 (B)	Reducing percentage of girls marrying before 18 years by 50 percent to 11 percent.	Social Welfare Department	<ul style="list-style-type: none"> • Improved supplementary Nutrition Programme delivery through Anganwadis. • Oversight of Anganwadis by MatriSahayak Got of mothers of registered children of AWCs. • Implementation of the provisions of the Prohibition of Child Marriage Act 2006, including compulsory registration of all marriages; • Expansion of SABLA Scheme to cover all districts • Life skills education to empower KishoriSamoocha (Adolescent Girls Collectives) under SABLA.
8	100 percent enrolment of girls upto class VIII	Elementary Education Department	<ul style="list-style-type: none"> • To identify all out-of-school girls (6-14 age group) enroll them in neighborhood schools and provide them special training • To provide Mid-day Meal to all children (6-14 years) attending Government schools • To ensure that all teachers are trained as per RTE norms (includes corporal punishment issue) • To ensure Pupil-Teacher Ratio (PTR) as per RTE norms (1:30 for primary schools and 1:35 for upper primary schools)
11	To bring the child labourers into the educational mainstream	Labour & Employment Department	<ul style="list-style-type: none"> • Identify, rescue and enroll child labourers in formal schools through SSA; • Amend the State Rules of Child Labour (Prohibition and Regulation) Act 1986 to synchronize it with the Right to (Free and Compulsory) Education Act 2009; • Recognize National Child Labour Project (NCLP) schools as Special ShikshaKendras (SSKs) under Right to (Free and Compulsory) Education Act 2009; • Increase prosecution of employers of child laborers under Child Labour (Prohibition and Regulation) Act 1986, Bonded Labour System (Abolition) Act 1976.

12	(A) Creation of a women's cell with adequate women staff in every police station of the state (B) Zero tolerance to women and child trafficking, witch hunting through strengthening the existing Anti-trafficking Units in the districts	Home Department	<ul style="list-style-type: none"> • Activation of VDP/GaonBurah network for improved information to thanas on girls/ children going outside the state • Analysis of crime against women and children on a quarterly basis; • Establish Anti- Human Trafficking Units (AHTUs) in all districts of the State; • Increase prosecutions of perpetrators of trafficking as per the provisions of The Immoral Trafficking (Prevention) Act 1956; • To activate and strengthen the prevention mechanisms as per the provisions of the Integrated Child Protection Scheme (ICPS); • Strengthen the Juvenile Justice delivery system as envisaged under the Juvenile Justice (Care and Protection) of Children Act, 2000.
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Child Labour is a complex socio- economic problem that demands multi- sectorial and multi-pronged approaches and strategies. The Department of Labour and Employment, inspite of being the nodal department on Child Labour matter, cannot address the complex child labour issue in Assam, all by its own. The issue of Child Labour need to be addressed in a holistic and comprehensive manner which require a structured and convergent road map for various key government and civil society agencies within a given time frame. The State Convergent Plan of Action on child labour in Assam was drafted following an intensive consultative process with all key stakeholders in Assam over a period of one and half years keeping the above purpose in perspective.

The draft State Convergent Plan of Action on Child labour in Assam is developed keeping Rights- based and Results- oriented approach, with the following key objectives:

1. To prevent children from being engaged in any activity that impedes the growth and development of the child.
2. To track, detect and identify children engaged in various occupations and processes;
3. To rescue the children from exploitative situations
4. To ensure quality post- rescue care and protection services to children.
5. To ensure justice to children through timely prosecution and convictions.
6. To ensure timely and appropriate social reintegration of the child
7. To prevent re-entry into child labour through social protection and rehabilitation mechanisms
8. To establish a MIS mechanism to ensure effective implementation of the State Convergent PoA on child labour.

In order to achieve the objectives of this Convergent Plan of Action, all the activities are listed in a results- based framework (RBM), with corresponding key Intervention Strategies/ Methodology; Nodal Department which is responsible for the implementation of that activity and the Supporting Departments/ Agencies who will help the Nodal Department to accomplish the activity. For ease of understanding, this is represented in the given matrix below:

Activity	Intervention Strategies / Methodology	Nodal Department	Supporting Department / Agency

Given this is a convergent Plan of Action, there is a specific objective in this document which spells out the framework for monitoring the implementation of this road map.

UNICEF, Assam Field Office under the Rolling Work Plan 2015- 16 for Child Protection programme, as agreed with Government of Assam, has earmarked 1 (One) Technical HR support for coordination and monitoring support to implement the State Convergent Plan of Action on Child Labour, once notified by the Government.

In order to realise Goal 11 of Hon'ble CM's Vision on Women and Children 2016, Office of Labour Commissioner, Assam completed the process of drafting a detailed State Convergent Plan of Action on Child labour in Assam, with technical support from UNICEF, Office for Assam in August 2014. Through another level of consultations and validation, the State Convergent Plan of Action on Child Labour in Assam has been duly notified by the Government of Assam on 19 September 2015 (Vide Notification no. SWD. 488/2015/65).

Simultaneously, through another notification (No. SWD. 488/2015/64, dated 19 September 2015), Government of Assam has also constituted a high level monitoring Committee to rollout and monitor the implementation of the State Convergent Plan of Action on Child Labour at the state and district levels in Assam, with the Chief Secretary to Government of Assam as the Chairperson and Officer on Special Duty to Chief Minister (Women and Child Welfare Cell) as the Member Secretary. The Committee comprises of a total of 26 Members representing various cross- sectors, apart from the Chairperson and Member Secretary.

2. PURPOSE OF ASSIGNMENT

The main objective of this consultancy (initially for 11.5 months) is to support the high level monitoring Committee to rollout and monitor the implementation of the State Convergent Plan of Action on Child Labour at the state and district levels in Assam, with the Chief Secretary to Government of Assam as the Chairperson and Officer on Special Duty to Chief Minister (Women and Child Welfare Cell) as the Member Secretary.

3. DUTY STATION:

Guwahati, Assam

4. SUPERVISOR:

Officer on Special Duty to Chief Minister (Women and Child Welfare Cell), CM's Secretariat, Assam with technical guidance from Child Protection Specialist, UNICEF Assam

5. WHAT IS THE MAIN OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED?

The specific objectives of this Consultancy are the following:

- A) The Consultant will provide all necessary support to the Women and Child Welfare Cell at CM's Secretariat, Assam Secretariat, Dispur, Guwahati, Assam for implementation and monitoring of Child Protection related Goals of CM's Vision on Women and Children 2016, with a particular focus on the above mentioned notified State Convergent Plan of Action on Child Labour in Assam;
- B) Ensure the rollout and implementation of State Convergent Plan of Action on Child Labour in Assam through necessary technical guidance, coordination, facilitation, documentation and reporting with various stakeholders, as per the guidance of the Supervisors.

6. MAJOR TASKS TO BE ACCOMPLISHED:

A. Technical support

1. Provide necessary technical support to Women and Child Welfare Cell at CM's Secretariat, Assam for increased efficiency and effectiveness of achieving Child Protection related Goals;
2. Prepare various technical reports, PPTs, Concept Notes, Briefing Papers, etc for Women and Children Cell at CM's Secretariat, Assam as and when required;
3. Draft and finalize various technical documents and presentations on child protection laws, guidelines, schemes, policies, etc for use of a range of stakeholders: children, duty bearers, public, etc;
4. Represent the Government in various technical meetings/ consultations/ events and present on the initiatives of the Government, including on various aspects of the work of Women and Child Welfare Cell at CM's Secretariat, Assam.
5. Provide necessary technical support to various government departments and Civil Society Organisations (CSOs), from time to time, in the state on child protection related issues and matters concerning the functioning of Women and Child Welfare Cell at CM's Secretariat, Assam.

B. Capacity-building:

1. Prepare and/ or finalise and/or adapt monitoring and reporting framework for a range of duty bearers, stakeholders, etc for structured capacity building exercises at regular intervals with regard to the effective implementation of State Convergent Plan of Action on Child Labour in Assam;
2. Conduct training needs assessment, prepare training plans for cohorts of stakeholders and organise trainings with the help of concerned government departments and UNICEF;
3. Facilitate and Moderate Technical sessions/ events/ conferences/workshops with the purpose of orientation and capacity development of stakeholders and duty bearers.

C. Documentation, Reporting, Supportive Supervision & Monitoring:

1. Visit various state government departments and districts to monitor the implementation of Child Protection related Goals and State Convergent Plan of Action on Child Labour, and prepare detailed report highlighting the key challenges and opportunities for more effective implementation of the same by various stakeholders;
2. Facilitate bi- lateral meetings with key duty bearers at the state and district levels for their increased effectiveness and efficiency in the implementation of the Action Plan on Child Labour.
3. Prepare various monitoring and reporting tools and orient the key stakeholders to ensure that there is timely and quality reporting on Action Plan for Child Labour;
4. Draft and finalise minutes of various meetings organised by Women and Children Cell, CM's Secretariat, Assam;
5. Provide support to finalise various documents and budget proposals to be submitted by Government of Assam to various stakeholders to ensure effective implementation of the

Child Protection related Goals and State Action Plan on Child Labour;

6. Prepare and finalise various reports and utilization certificates to be submitted by SCPS, Assam concerning UNICEF's support to Women and Children Cell at CM's Secretariat, Assam.

D. Inter- sectorial Convergence:

1. Liaise with other Government departments (such as, district administrations, SSA, RMSA, Department of Elementary Education, Department of Labour, Home Department and Police, Department of Health and National Health Mission, etc), various civil society agencies and NGOs, various statutory bodies (such as, Gauhati High Court, District Courts, Assam State Commission for Women, Assam State Commission for Protection of Child Rights, Assam Human Rights Commission, etc) to ensure necessary support and cooperation for quality implementation of Child Protection related Goals of CM's Vision in general, and State Convergent Plan of Action on Child Labour in Assam in particular;
2. Coordinate with various technical agencies and consultants engaged by Government of Assam and UNICEF to ensure the implementation of the mentioned Goals and Action Plan on child Labour.
3. Provide necessary technical support to various departments of the Government and CSOs based on the requirements and as advised by the Supervisors.

E. Any other tasks and deliverables requested by the state government in concurrence with the Supervisors.

8. End Product (e.g. Final Report, Article, Document, etc.)

The following deliverables need to be developed and submitted over a period of 11.5 months, from 1 February 2016 to 15 January 2017.

Key Deliverable(s)	Major Tasks	Estimated deadline for completion of deliverable (in 11.5 Months)	Estimated travel required (number of days)
1. Develop a comprehensive monitoring matrix for measuring the output and outcome level results based on the State PoA on CL in Assam, including the reporting framework for stakeholders.	<ol style="list-style-type: none"> 1. Discussion and take guidance from the State level monitoring committee to monitor the state convergent PoA on CL; 2. Do a field testing of the reporting framework in the first month and improvise the same as need be. 	By 15 February 2016	Not required.

Key Deliverable(s)	Major Tasks	Estimated deadline for completion of deliverable (in 11.5 Months)	Estimated travel required (number of days)
2. Submit monthly monitoring report of the progress of the State PoA on CL in Assam	<ol style="list-style-type: none"> 1. Orient the key duty bearers and stakeholders on the reporting framework; 2. Share the monitoring framework and results captured therein with all concerned stakeholders. 3. Share a monthly progress report of the monitoring of key activities conducted by stakeholders under PoA on CL. 	<p>Total: 11 reports (By 10th of next month), as follows:</p> <ol style="list-style-type: none"> 1. By 10 March/16: one Report; 2. By 10 April/16: one Report; 3. By 10 May/16: one Report; 4. By 10 June/16: one Report; 5. By 10 July/16: one Report; 6. By 10 Aug/16: one Report; 7. By 10 Sept/16: one Report; 8. By 10 Oct/16: one Report; 9. By 10 Nov/16: one Report; 10. By 10 Dec/16: one Report; 11. By 10 Jan/17: one Report 	<p>5 Days of Travel per month * 11.5 Months = 57 days</p>

Key Deliverable(s)	Major Tasks	Estimated deadline for completion of deliverable (in 11.5 Months)	Estimated travel required (number of days)
3. Submit 5 minutes of the meeting per month held with key stakeholders under active facilitation of Women and Children Cell (W&CC), CM's Secretariat, Govt. of Assam	<ol style="list-style-type: none"> 1. Visit various government agencies and Civil Society organisations (CSOs) both at the state and at the district levels and meet key stakeholders; 2. Arrange sessions with each of the key stakeholders at the state and district levels to provide technical hand-holding; 3. Document the key bottlenecks in the implementation of child labour PoA and related Laws, schemes, policies and guidelines, and report the same to the state level monitoring committee in a structured manner; 4. Prepare a comprehensive report with photographs of the activities conducted at the state and district levels. 	<p>By 10th of next month, starting from February 2016</p> <p>(Total: 57 Minutes of the Meeting)</p>	<p>2 Days per district (excluding travel time)* 27 districts = 54 Days</p>
4. Preparation and submission of 2 technical write-ups/ modules/ work-flows/ presentation/ IEC materials per calendar month on key child protection and child labour related laws, policies, guidelines and schemes.	<ol style="list-style-type: none"> A. Finalise the format for the write up/ presentation/ IEC material in consultation with the Supervisors; B. Submit the draft of the product to supervisors for feedback C. Finalise the product incorporating the feedback of the supervisor and submit the same. 	<p>By 15th of next month, starting from February 2016: Two technical write ups/ Presentations/ IEC Materials.</p> <p>Total: 23 documents prepared.</p>	Not required.

Key Deliverable(s)	Major Tasks	Estimated deadline for completion of deliverable (in 11.5 Months)	Estimated travel required (number of days)
5. Organise 4 State/ Division/ District level events (1 in each quarter) with key stakeholders for effective implementation of the State Convergent PoA on CL in Assam and submit the report of the same.	<p>D. Liaise with key partners of Government of Assam to finalise the logistics and other arrangements for the events;</p> <p>E. Provide necessary technical inputs in finalising the design of the sessions and of the overall event;</p> <p>F. Facilitate and technically anchor the event;</p> <p>G. Submit a draft report of the event.</p> <p>H. Based on the feedback of the Supervisor, finalise the report of the event.</p>	<p>By 10th of the month at the end of each of the four quarters:</p> <p>1st quarter: 1 event 2nd quarter: 1 event 3rd quarter: 1 event 4th quarter (short of 15 days): 1 event</p> <p>Total: 4 events.</p>	<p>2 days of travel * 11.5 months = 23 days</p>
6. Provide technical inputs to various government documents and processes as need be, based on the request from the Government to UNICEF and as directed by the Supervisors.	<ul style="list-style-type: none"> Discuss the framework for providing technical input with the Supervisors based on Government's requirements; Prepare the input and share the same with the Government nodal person; Share the compliance acknowledgement from the Government with the Supervisor to confirm completion of work. 	As per the request received from the Government.	<p>As per the request received from the Government.</p> <p>(15 Days during the Contract period)</p>

PAYMENT SCHEDULE:

Deliverables	Timeline
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<ol style="list-style-type: none"> 1. Develop a comprehensive monitoring matrix for measuring the output and outcome level results based on the State PoA on CL in Assam, including the reporting framework for stakeholders. 2. Submit monthly monitoring report of the progress of the State PoA on CL in Assam. 3. Submit 5 minutes of the meeting per month held with key stakeholders under active facilitation of Women and Children Cell (W&CC), CM's Secretariat, Govt. of Assam. 4. Preparation and submission of 2 technical write-ups/ modules/ work- flows/ presentation/ IEC materials per calendar month on key child protection and child labour related laws, policies, guidelines and schemes. 5. Provide technical inputs to various government documents and processes as need be, based on the request from the Government to UNICEF and as directed by the Supervisors. 	<p>By 10 March 2016</p>
<ol style="list-style-type: none"> 6. Submit monthly monitoring report of the progress of the State PoA on CL in Assam. 7. Submit 5 minutes of the meeting per month held with key stakeholders under active facilitation of Women and Children Cell (W&CC), CM's Secretariat, Govt. of Assam 8. Preparation and submission of 2 technical write-ups/ modules/ work- flows/ presentation/ IEC materials per calendar month on key child protection and child labour related laws, policies, guidelines and schemes. 9. Organise 4 State/ Division/ District level events (1 in each quarter) with key stakeholders for effective implementation of the State Convergent PoA on CL in Assam and submit the report of the same. 10. Provide technical inputs to various government documents and processes as need be, based on the request from the Government to UNICEF and as directed by the Supervisors. 	<p>By 10 April 2016</p>
<ol style="list-style-type: none"> 11. Submit monthly monitoring report of the progress of the State PoA on CL in Assam. 12. Submit 5 minutes of the meeting per month held with key stakeholders under active facilitation of Women and Children Cell (W&CC), CM's Secretariat, Govt. of Assam 13. Preparation and submission of 2 technical write-ups/ modules/ work- flows/ presentation/ IEC materials per calendar month on key child protection and child labour related laws, policies, guidelines and schemes. 14. Provide technical inputs to various government documents and processes as need be, based on the request from the Government to UNICEF and as directed by the Supervisors. 	<p>By 10 May 2016</p>

<ol style="list-style-type: none"> 15. Submit monthly monitoring report of the progress of the State PoA on CL in Assam. 16. Submit 5 minutes of the meeting per month held with key stakeholders under active facilitation of Women and Children Cell (W&CC), CM's Secretariat, Govt. of Assam 17. Preparation and submission of 2 technical write-ups/ modules/ work- flows/ presentation/ IEC materials per calendar month on key child protection and child labour related laws, policies, guidelines and schemes. 18. Provide technical inputs to various government documents and processes as need be, based on the request from the Government to UNICEF and as directed by the Supervisors. 	<p>By 10 June 2016</p>
<ol style="list-style-type: none"> 19. Submit monthly monitoring report of the progress of the State PoA on CL in Assam 20. Submit 5 minutes of the meeting per month held with key stakeholders under active facilitation of Women and Children Cell (W&CC), CM's Secretariat, Govt. of Assam 21. Preparation and submission of 2 technical write-ups/ modules/ work- flows/ presentation/ IEC materials per calendar month on key child protection and child labour related laws, policies, guidelines and schemes. 22. Organise 4 State/ Division/ District level events (1 in each quarter) with key stakeholders for effective implementation of the State Convergent PoA on CL in Assam and submit the report of the same. 23. Provide technical inputs to various government documents and processes as need be, based on the request from the Government to UNICEF and as directed by the Supervisors. 	<p>By 10 July 2016</p>
<ol style="list-style-type: none"> 24. Submit monthly monitoring report of the progress of the State PoA on CL in Assam 25. Submit 5 minutes of the meeting per month held with key stakeholders under active facilitation of Women and Children Cell (W&CC), CM's Secretariat, Govt. of Assam 26. Preparation and submission of 2 technical write-ups/ modules/ work- flows/ presentation/ IEC materials per calendar month on key child protection and child labour related laws, policies, guidelines and schemes. 27. Provide technical inputs to various government documents and processes as need be, based on the request from the Government to UNICEF and as directed by the Supervisors. 	<p>By 10 August 2016</p>

<p>28. Submit monthly monitoring report of the progress of the State PoA on CL in Assam</p> <p>29. Submit 5 minutes of the meeting per month held with key stakeholders under active facilitation of Women and Children Cell (W&CC), CM's Secretariat, Govt. of Assam</p> <p>30. Preparation and submission of 2 technical write-ups/ modules/ work- flows/ presentation/ IEC materials per calendar month on key child protection and child labour related laws, policies, guidelines and schemes.</p> <p>31. Provide technical inputs to various government documents and processes as need be, based on the request from the Government to UNICEF and as directed by the Supervisors.</p>	<p>By 10 September 2016</p>
<p>32. Submit monthly monitoring report of the progress of the State PoA on CL in Assam</p> <p>33. Submit 5 minutes of the meeting per month held with key stakeholders under active facilitation of Women and Children Cell (W&CC), CM's Secretariat, Govt. of Assam</p> <p>34. Preparation and submission of 2 technical write-ups/ modules/ work- flows/ presentation/ IEC materials per calendar month on key child protection and child labour related laws, policies, guidelines and schemes.</p> <p>35. Organise 4 State/ Division/ District level events (1 in each quarter) with key stakeholders for effective implementation of the State Convergent PoA on CL in Assam and submit the report of the same.</p> <p>36. Provide technical inputs to various government documents and processes as need be, based on the request from the Government to UNICEF and as directed by the Supervisors.</p>	<p>By 10 October 2016</p>
<p>37. Submit monthly monitoring report of the progress of the State PoA on CL in Assam</p> <p>38. Submit 5 minutes of the meeting per month held with key stakeholders under active facilitation of Women and Children Cell (W&CC), CM's Secretariat, Govt. of Assam</p> <p>39. Preparation and submission of 2 technical write-ups/ modules/ work- flows/ presentation/ IEC materials per calendar month on key child protection and child labour related laws, policies, guidelines and schemes.</p> <p>40. Provide technical inputs to various government documents and processes as need be, based on the request from the Government to UNICEF and as directed by the Supervisors.</p>	<p>By 10 November 2016</p>

<p>41. Submit monthly monitoring report of the progress of the State PoA on CL in Assam</p> <p>42. Submit 5 minutes of the meeting per month held with key stakeholders under active facilitation of Women and Children Cell (W&CC), CM's Secretariat, Govt. of Assam</p> <p>43. Preparation and submission of 2 technical write-ups/ modules/ work- flows/ presentation/ IEC materials per calendar month on key child protection and child labour related laws, policies, guidelines and schemes.</p> <p>44. Provide technical inputs to various government documents and processes as need be, based on the request from the Government to UNICEF and as directed by the Supervisors.</p>	By 10 December 2016
<p>45. Submit monthly monitoring report of the progress of the State PoA on CL in Assam.</p> <p>46. Submit 2 minutes of the meeting per month held with key stakeholders under active facilitation of Women and Children Cell (W&CC), CM's Secretariat, Govt. of Assam</p> <p>47. Preparation and submission of 1 technical write-ups/ modules/ work- flows/ presentation/ IEC materials per calendar month on key child protection and child labour related laws, policies, guidelines and schemes.</p> <p>48. Organise 4 State/ Division/ District level events (1 in each quarter) with key stakeholders for effective implementation of the State Convergent PoA on CL in Assam and submit the report of the same.</p> <p>49. Provide technical inputs to various government documents and processes as need be, based on the request from the Government to UNICEF and as directed by the Supervisors.</p>	By 15 January 2016

9. OFFICIAL TRAVEL INVOLVED

The consultant needs to travel within and outside the state of Assam for accomplishing the tasks as per deliverables and as and when required/ advised by the Supervisors.

10. QUALIFICATIONS OR SPECIALIZATION

1. The candidates should possess an advanced Post Graduate university degree in Social Work/Child Development/Social Sciences/Law.
2. Relevant work experience in the area of child protection and working with communities and government of at least five years.
3. Understanding of National and state level flagship programme and policies especially on the issues of Child Protection with an emphasis on Child Labour related programme interventions and legal/ policy framework.
4. Experience in working with Government system, proven understanding of local issues, in the state, and dealing with the same will be added advantage.
5. The candidate is also expected to possess good negotiation and communication skills (both written and oral).
6. Desirable to have Project Management skills in social sector and analytical skills.
7. High level proficiency in using computer applications such as MS Word, MS Excel, PPT, Internet, Access, etc would be essential.
8. Fluency in English and Hindi languages is essential. Fluency in spoken Assamese and Bengali will be an asset.

11. TECHNICAL EVALUATION CRITERIA:

A. Criterion for short- listing of applicants for Written Test:

In order to get short- listed for the written test, all candidates will have to meet the basic educational qualification criterion i.e. Post Graduate university degree in Social Work/Child Development/Social Sciences/Law. Candidates are also required to secure 50% in the evaluation of the technical proposal that candidate has to submit against this ToR.

B. Criterion for written test and interview:

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|---|--|-------------------------------------------------------------------|
| 1 | | Educational Qualifications (20) |
| 2 | | Relevant work experience (20) |
| 3 | | Written Test (20) |
| 4 | | Interview (40), as disaggregated below: |
| | | a) Communication skills, including language skills (10); |
| | | b) Technical knowledge on child rights and child protection (20); |
| | | c) Knowledge of public administration (10) |

- Total Score =100.
- Minimum overall qualifying score in Written Test is 10 out of 20, to be short listed for the face to face Interview.

13. Application Procedures

- Qualified female/male candidates are requested to please indicate their ability and availability to undertake the terms of reference above.
- We request you to please inform us where you have seen this advertisement.
- Your application should be sent to guwahati.consultants@unicef.org by **COB 22 December 2015** with subject line "**State Consultant Child Protection Assam (AS-CP-015)**" in separate files consisting of:
 - a) An application letter
 - b) P11 form (which can be downloaded from our website at <http://www.unicef.in/P11form.doc>)
 - c) A **technical proposal** outlining approach action plan against this ToR.
 - d) A **financial proposal in PDF format** indicating deliverable based fee as per template attached. Please mention your **name** in the file name while saving. http://ngobox.org/media/Financial%20Bid_ASM-CP-015.docx
- Final selection will be done on the basis of aggregate of all scores out of a total of 100.
- Only short-listed candidates will be called for written test/interview (if applicable).
- The financial proposals of only those candidates, who are found technically responsive, will be opened/Considered.
- Any attempt to unduly influence UNICEF's selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.

For any clarifications, please contact:

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