

# TERMS OF REFERENCE

## Capacity Assessment of Child Rights National Coalitions

### ‘Stronger Networks for Children’ Project

August 2015

World Vision Romania

Child Protection Network Armenia ([CPN](#)), [NGO Alliance](#) Azerbaijan, Children of Georgia on behalf of the Georgia Coalition for Children and Youth Welfare ([GCCYW](#)), [APSCF](#) Moldova

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## I. BACKGROUND INFORMATION

In the last 20 years, governments in our region strived to reform their child welfare and protection systems, but reforms remain incomplete and children remain the most vulnerable members of society. The transition to democratic governance did not create systemic reforms to end violence against children and this is a shameful failure. To address this failure, in every country child-focused NGOs have come together in child protection / child rights networks to advocate for better lives for children. Civil society networks are crucial for the global effort to end violence against children as they influence policy developments and implementation which lead to more effective programs.

In October 2011 [World Vision Middle East and Eastern Europe](#)<sup>1</sup> convened a special panel at the [Black Sea NGO Forum](#) (sponsored by the Romanian Ministry of Foreign Affairs and the European Commission)<sup>2</sup> to assess the progress in the field of child protection and discuss the role of national coalitions / networks of child-focused NGOs. One of the panel results was the decision to create an informal regional coalition for child protection.

As a next step, in September 2012, 8 national coalitions from 8 countries in the region signed a Memorandum of Understanding with each other to establish the regional coalition called 'ChildPact - The Regional Coalition for Child Protection'. [ChildPact](#)<sup>3</sup> has since officially registered in Romania and expanded its membership to include [10 members](#)<sup>4</sup>. ChildPact is a network of networks. Through its members ChildPact represents approx. 600 NGOs, which work with more than 500,000 vulnerable children.

Since its informal establishment ChildPact has worked on strategic directions, decided upon by consensus. These strategic directions included four main objectives:

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<sup>1</sup> More information about World Vision Middle East and Eastern Europe is available here: <http://www.wvi.org/meero>

<sup>2</sup> More information about this Forum is available here: <http://www.blackseango.org>

<sup>3</sup> More information about ChildPact is available here: [www.childpact.org](http://www.childpact.org)

<sup>4</sup> More information about the ChildPact members is available here: <http://www.childpact.org/about-us/our-members/>

1. Monitor and influence child-related policies at regional and European levels by documenting child protection concerns and advocating for better policies to protect vulnerable children.
2. Strengthen the capacity of its members by actively supporting their expertise development, visibility and credibility at regional and European levels.
3. Advocate for regional cooperation at inter-governmental and civil society level, in order to identify best practices and solutions to common threats to children’s well-being.
4. Raise public awareness of child rights and protection issues at national, regional and European contexts.

The ChildPact members now feel that it is time to re-think these strategic directions. A strategy development process is now taking place and in this context fresh capacity information is required. **We want to determine if our members are healthy, well-functioning, and on track for success**

This capacity assessment activity is supported by the project ‘Stronger Networks for Children’, funded by the Romanian Ministry of Foreign Affairs, through UNDP Regional Centre in Europe and Central Asia.

## II. EXECUTIVE SUMMARY

<b>Purpose of the role</b>	Develop a capacity assessment instrument and coordinate a capacity assessment process in 5 countries with support from national consultants.
<b>Activities start and end dates</b>	September 2015 – January 2016
<b>Budget</b>	1800 USD
<b>Profile</b>	Excellent analyst with experience in capacity assessment.
<b>Application</b>	To be sent to: Cristina Negoiescu, negoiescu@childpact.org, before <b>September 5, 2015</b> .

## III. TERMS OF REFERENCE

### a) Purpose

The project partners are commissioning a consultant to help us:

1. Determine if our coalitions are healthy, well-functioning, and on track for success;
2. Understand the type of improvements that are needed so that we build stronger coalitions.

### b) Methodology

The consultant is required to:

1. Develop or adapt an instrument to:
  - a. Assess the capacity of child rights coalitions (ChildPact members) from: Georgia, Armenia, Azerbaijan, Ukraine and the Republic of Moldova;
  - b. Collect information about the combined strength of the membership (numbers of children served collectively, number of employees, resources invested in programs, etc.)
  - c. Assess the members’ satisfaction regarding the coalition they are part of.
2. Train and coach (online) a group of national consultants on how the instrument should be used to collect the necessary information.
3. Supervise and support the process of data collection at national level.

4. Present the main findings in a final report (15-20 pages).
5. Utilize other methods, according to need.

**c) Outcomes and Outputs**

1. A capacity assessment instrument created or adapted for ChildPact's use
2. A final report on findings (15-20 pages), with a summary of key issues, strengths and concerns
3. A "Lessons learned" document (in a form that can be published on ChildPact's website and other outlets)
4. Other outputs, according to need, proposed by the consultant.

**d) Resources**

The following resources may be relevant for the consultant:

1. ChildPact website: [www.childpact.org](http://www.childpact.org)
2. ChildPact members' websites: <http://www.childpact.org/about-us/our-members/>
3. Veena Pankaj, Kat Athanasiades, Ann Emery, *Coalition Assessment. Approaches for Measuring Capacity and Impact*, February 2014, available at: <http://www.innonet.org/resources/files/innonet-coalition-assessment.pdf>

**e) Authority and Responsibility**

The consultant will hold the ultimate responsibility for the success of the activity. Payment can be withheld for failing to take responsibility alone. In this role, he / she will:

- 1) Manage the logistics necessary to collect and review the necessary information (ex. organise skype meetings and interviews). Full support will be offered by the ChildPact [secretariat](#)<sup>5</sup>, but the consultant is expected to take full responsibility in exchange.
- 2) Develop the deliverables in clear English. The ChildPact secretariat will offer feed-back but will not edit the deliverables. The consultant is responsible for doing this by her/himself or work with a professional editor within the existing budget (no additional budget is available for editing services).

The ChildPact staff and members will be responsible for the following tasks:

- 1) Provide a clear ToR
- 2) Introduce the Consultant(s) to relevant stakeholders
- 3) Provide information on existing documents upon request
- 4) Be available for interviews, clarifications, etc.
- 5) Review drafts of required deliverables and suggest necessary changes.
- 6) Approve final versions of deliverables and make payments accordingly.

**f) Duration of the Role**

The activities need to start in September 2015 and the final report needs to be delivered in January 2016 at the latest.

**g) Consultancy Requirements**

Consultants will be chosen with the following criteria in mind:

- 1) Experience in similar consultancies
- 2) Experience in working with networks / coalitions
- 3) Excellent English (writing and speaking) and an inquisitive mind
- 4) Excellent research and academic writing skills and excellent workshop facilitation skills

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<sup>5</sup> More information about the ChildPact team is available here: <http://www.childpact.org/about-us/our-team/>.

- 5) Knowledge of the ChildPact region (South Caucasus, Eastern Europe), of child protection reforms, trends and networks in the region
- 6) Flexibility with regards to deliverables: multiple drafts might be needed before final approval

#### h) Time Frame

The indicative time frame is provided in the table below.

	MAIN ACTIVITY	Mid-September	End of September	October	November	December / January
1	Selection of consultant & contract	x				
2	Develop / adapt capacity instrument		x			
3	Selection + training of national consultants			x		
4	Data collection at national level (to be performed by national consultants)				x	
5	Reporting at national level and final report					x

#### i) Logistics

Consultants will work with their own equipment (ex. laptop, mobile phones, skype equipment, etc.). Travelling is not required.

#### j) Application and Budget

The budget is 1800 USD. To apply for this consultancy, please send the following documents to Cristina Negoiescu ([negoiescu@childpact.org](mailto:negoiescu@childpact.org)), **before September 5, 2015**:

- A **CV** detailing relevant skills in similar assignments with 2 contactable referees (please note that the reputation of the consultant might be checked by contacting the referees and other persons, as deemed appropriate by the selection commission)
- A **letter of intent** introducing the consultant and information about the implementation approaches (including the number of working days allocated by the consultant, how the effort will be spread during the working days, etc).
- At least **one sample** of similar work prepared by the consultant

#### k) Intellectual Property Rights

The final outputs are the joint property of World Vision, ChildPact & its members.

#### l) Contact Person

The contact person<sup>6</sup> for this ToR is: Mirela Oprea, ChildPact Secretary General & Senior Liaison Manager at World Vision Middle East and Eastern Europe Regional Office, [mirela\\_oprea@wvi.org](mailto:mirela_oprea@wvi.org), mirella.oprea (skype ID).

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<sup>6</sup> INQUIRIES ONLY! Please send your application to Cristina Negoiescu ([negoiescu@childpact.org](mailto:negoiescu@childpact.org)).