

TERMS OF REFERENCE

Development of ChildPact Strategic Plan 2020-2024

Request for technical and financial offers
October 1st 2019

Background Information

About ChildPact

ChildPact is a **regional network of national networks** of child-focused NGOs active in 10 countries in the extended Black Sea Region, being born within the frame of the **Black Sea NGO Forum**. ChildPact's **vision** is a world in which every child benefits of accessible, affordable and continuous protection inside and outside of family environment. ChildPact's **mission** is to change children lives by inspiring transformational child protection policy making and implementation. ChildPact **believes in the power of regional cooperation** to bring improvements in the situation of children in the region. More details about ChildPact and its activity can be found on our website www.childpact.org.

ChildPact full members:

All Together for Holistic Care of Children (BKTF) / Albania (<https://bktfcoalition.org/en/>)
Child Protection Network / Armenia (<http://armeniachildprotection.org/>)
National Network for Children / Bulgaria (<http://nmd.bg/>)
Coalition for Children and Youth / Georgia (<http://ccy.ge/>)
Coalition of NGOs for Child Protection (KOMF) / Kosovo (<http://komfkosova.org/>)
Alliance of Active NGO's in the field of Child and Family Social Protection (APSCF) / Republic of Moldova (<http://www.aliantacf.md/>)
Federation of NGOs for Child / Romania (<http://www.fonpc.ro/>)
Network of Civil Society Organizations for Children of Serbia (MODS) / Serbia (<http://zadecu.org/?lang=en>)

ChildPact associated members:

Azerbaijan NGO Alliance for Children's Rights / Azerbaijan (<http://ngoalliance.net/en/>)
Stronger Voice for Children (SVC) / Bosnia and Herzegovina (<http://eng.snaznijiglaszadjecu.org/>)
NGO Network against Commercial Sexual Exploitation of Children (Turkey) (https://web.facebook.com/pg/genccTCS/about/?ref=page_internal)

Description of the Assignment

Purpose

The purpose of this Terms of Reference is to support the process of selecting a consultant who will **facilitate the development of the strategic plan of ChildPact** for the next five years (2020-2024). The expected result is a five year strategic plan, including strategic objectives, main activity direction, specific objectives and activities, and success indicators. We are looking for a participatory process that will actively engage our members and main stakeholders in the process.

Time Frame

The planning process is expected to start in November 2019 and finalize in April 2020 after the General Assembly will approve the new Strategic Plan.

Deliverables

The consultant is expected to deliver the following **outputs**:

- (1) Strategic Planning Methodology
- (2) Summary of key issues, strength and concerns for ChildPact
- (3) Strategic Plan 2020-2024 including strategic objectives, key activity directions, specific objectives and activities, success indicators

Additional outputs may be proposed by the consultant. Please note they are subject to approval of the Steering Committee of ChildPact.

All deliverables produced under this assignment will be the sole intellectual property of ChildPact. Consultant(s) are not authorized at any time (including after the completion of the assignment) to share any of the outcomes with any third parties for any purposes.

Authority and Responsibility

The selected consultant(s) hold the ultimate responsibility for delivering the expected outputs as stated above. Payments may be delayed or withheld in case of failure to meet the requirements.

The selected consultant is expected to manage the logistics of contacting and discussing with the selected actors whose views will be considered within this process. ChildPact Secretariat will provide a list of contacts of the selected actors.

The consultant is expected to deliver the expected outputs in clear English. The ChildPact Secretariat and leadership will offer feed-back but will not edit the deliverables. The consultant is responsible for doing this themselves or work with a professional editor within the existing budget (no additional budget is available for editing services).

The ChildPact Secretariat, Steering Committee and members will be responsible for the following tasks:

- (1) Provide a clear Terms of Reference
- (2) Introduce the Consultant(s) to relevant internal and external 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
- (7) Conduct payments according to the agreed contract

Budget

The budget is based on daily fees and is determined by the technical and financial offers received. We estimate 10 days for the completion of the assignment.

Offers may include more or less days. The opportunity will be discussed by the Steering Committee of ChildPact and the total number of days will be adjusted according to the expected deliverables.

The financial offer has to include the total costs of the assignment. The consultant(s) bear the full responsibility for paying the required taxes and social contributions in their country of residence based on the applicable legislation. No additional budget will be provided to cover for any income tax, VAT, or social security contributions.

Travel costs to meet the ChildPact team will be reimbursed or covered directly based on agreement and need.

Consultancy Requirements

Consultant(s) will be chosen with the following criteria in mind:

- (1) Experience in similar consultancies, with a focus on networks & civil society development
 - (2) Excellent English (writing and speaking), writing skills and facilitation skills
 - (3) Ability to translate complex ideas into practical and simple terms
 - (4) Knowledge of the ChildPact region (Western Balkans, South Caucasus, Eastern Europe), of child protection reforms, trends and networks in the region
 - (5) Knowledge of national, regional, EU and global frameworks that relate to children and of the engagement of state and non-state actors in the implementation of these frameworks
 - (6) Comfortable interacting with a broad range of people from different cultures
 - (7) Flexibility with regards to deliverables: multiple drafts might be needed before final approval
 - (8) Demonstrated high level of professionalism and an ability to work independently with tight deadlines
 - (9) Registration status that allows signing contracts for services and issuing invoices
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Offers and Selection Process

Submission of Technical and Financial Offers

Technical and financial offers should be submitted **exclusively in English** and **exclusively by email** to rigman@childpact.org, **by Friday, October 18th 2019**. The package should include the following documents:

- (1) Technical offer (summarizing the proposed methodology; please include reference to how you will ensure the participatory approach and how you will ensure the buy-in of the strategic objectives by the membership)
- (2) Financial offer (including number of days and daily fee: please consider the details under the Budget section above)
- (3) Curriculum Vitae of the consultant or consultants if a team is proposed
- (4) Expression of interest (maximum 1 page, summarizing your interest, motivation and experience that recommends you for the assignment)

Please include "Offer for the ChildPact Strategic Plan 2020-2024" as the subject of your email.

Selection Process

The selection process will include an interview with the ChildPact staff for the pre-selected offers. The expected period of the interviews is October 21st -31st 2019. The final decision is expected to be taken by early November 2019.

ChildPact is an equal opportunity contractor. The selection of the offers will only consider the quality of the technical offer, the suitability with our needs and expectations, and the reasonable budgeting of the proposal. The selected consultant(s) will receive our Child Safeguarding Policy that they are asked to abide throughout the entire duration of our collaboration.

Recommended Documentation

ChildPact website: www.childpact.org

ChildPact members' websites: <http://www.childpact.org/about-us/our-members/>

ChildPact's publications: <http://www.childpact.org/category/our-publications>

Contact

For any questions regarding this Terms of Reference please contact Cristina Rigman, Secretary General of ChildPact, at rigman@childpact.org.
