**Terms of Reference (TOR-IST-2021-0188)**

**Child Rights & Participation – Training & Content Development Consultancy**

**Background**

Save the Children (SC) is a rights-based organization with a vision of a world in which every child attains the right to survival, protection, development and participation. In Turkey, SC’s programming is framed by our Country Strategic Plan 2019-2021, which favors integrated child-focused programming to promote access to education and Early Childhood Care and Development (ECCD), access to livelihood, predominantly among youth, and protection and child protection, with particular focus on prevention and response to child labour, child marriage and violence against children and Mental Health and Psychosocial Support (MHPSS). We also have a strong focus on child and youth participation, community-based programming, efforts to promote protection of children’s rights, inclusive programming (particular focus on sex and disability), social cohesion and resilience to promote sustainable solutions for children and their families and communities. SC Turkey works in partnership and/or collaboration with key civil society, private sector stakeholders and formal duty bearers, including municipalities, in order to reach refugee and host community girls and boys who are particularly vulnerable to risks, such as poverty, school drop-outs, child labour, child marriage, violence and psychosocial distress.

In order to better provide services for children and their caregivers, we ensure that our services are provided through proper translation and interpretation support. Through meaningful participation, effective communication, information sharing, and handling feedback and complaints of children and caregivers, we ensure a better understanding of needs we seek to assist and ensure our programs are continuously improved and better suited to address the needs of children we work with. Interpreting plays a crucial role for a healthy communication with children and caregivers and also to decide the best intervention method for people who seek assistance.

In line with SCI’s work on children’s rights & participation promotion, SC TCO is seeking a consultant to develop content for a project funded by ECHO implementing in collaboration with a local municipality in Istanbul. This consultancy will result in to content for both SC Turkey and related municipality to use within their work and a training for municipality staff.

1. **Purpose of the Assignment**

This consultancy is consisting of two pillars;

* Training of municipality staff on children’s rights and meaningful participation
* Developing tools for children’s participation for the municipality including but not limited to:

1. Child friendly feedback mechanism targeting the district of the municipality
2. Departmental checklist for the municipality targeting women and family unit for child participation
3. Training content for municipality staff covering children’s rights and participation and coaching designated 2 staff members for them to deliver the training.

The consultant is expected to cover below topics during the training:

* Children’s Rights: Concept, History and Legal Framework with special focus on Child Rights Convention
* Rights Based Approach
* Child Participation: Definition, relevance, types of participation
* How to ensure child participation? Basic requirements for meaningful participation
* Tools: Body mapping and others[[1]](#footnote-1)
* Case study relevant to municipality’s work[[2]](#footnote-2)

Provision of training should be in line with Save the Children International core values and global commitments, humanitarian principles, and refugee and migrant children's rights.

All the meeting and trainings will be conducted online due to COVID-19 pandemic.

The trainings and materials will be in Turkish.

1. **Duration of the assignment**

|  |  |  |
| --- | --- | --- |
| **Task** | **Days** | **Output** |
| Interview with municipality staff (prep work for training) | 2 | Consultant should conduct series of meetings with municipality staff to understand needs and capacities of the designated department to adapt the training content  Report on interviews |
| Training content contextualization | 2 | Training agenda after receiving inputs from municipality staff |
| Delivery of training | 3 | Online training: participatory approach, interactive tools and evaluation of participants changing knowledge |
| Tool development (training modules for municipality, checklist and child-friendly participation mechanism) | 8 | Training module Checklist for children's participation Child-friendly participation (feedback) mechanism (SoP & ToR) |
| Coaching of municipality staff for training delivery | 2 | One-to-one coaching with 2 designated trainers from municipality and evaluation of the coaching |
| Final report | 1 | Final report of the overall consultancy |

1. **Outputs/ deliverables**

In accordance with the scope of work, the key deliverables are:

* Report on interviews with municipality staff for preparation
* Checklist for children's participation
* Training modules
* Child-friendly participation (feedback) mechanism (SoP & ToR) for the municipality
* Material such as handouts, power point presentation etc. shall be shared with participants and Save the Children.
* The applicant/s is expected to present the training methodology in the proposal, preferably case examples and role plays should be embedded into the training methodology as tools.
* Evaluation result of the coaching for municipality trainers
* Final report

1. **Qualifications and Requirements**

The Applicant should have the necessary expertise to carry out the requirements as per this ToR of highest possible quality. The technical expertise and practical experience should consist of one that can deliver the scope of work and deliverables, in particular, with regards to:

The Applicant must have

* Minimum Master’s Degree in social sciences
* Experience in child protection, children’s rights and/or child participation
* Previous working experience with public authorities; experience with municipalities is an asset
* Experience in delivering training in similar context or assurance of an experienced trainer.
* Familarity with the contex, guiding principles and values includingg adherence to Save the Children’s code of conduct, child safeguarding practices, confidentiality.
* Skills and personal traits including respect for diversity and the principle of non-discrimination.

1. **Application Requirements**

The application must include the following:

* The Applicant must either have a legitimate business /official premises, and must be registered for trading and tax as appropriate OR apply as an individual but hold a Turkish Citizenship in Turkey OR work as consortium of consultants eligible to issue receipts.
* Technical Proposal (max 5 pages) articulating the proposed approach and method for the assignment. The Technical Proposal should demonstrate the Applicant’s technical expertise in the area.
* Cover letter and CV
* Presentation of the Applicant articulating previous experience and familiarity with the context (max 2 pages).
* Financial proposal including a detailed budget breakdown. The budget must differentiate between fees and reimbursable costs (currency unit: TRY), and include VAT, stamp duty, withholding tax and all other taxes and lieu administrative fees. The applicant needs to provide financial invoice for the service.
* This opening is for national applicants only. If you are based outside Istanbul, travel and accommodation expenses should be included in the quotation provided as part of the application process.

Legal documentation:

* The Applicant must provide necessary documentation for proof of your registration in country (**Trade Registry Gazette, Chamber of Commerce Registration, Tax Documentation, Circular of Signature for signatory person for the offer submitted**)
* The Applicant must be compliance with **Save the children International standard policies** (**Please sign and stamp our Policies and send together with your bids)**
* **RFQ-IST-2021-0188** document (attached) should be filled with required information and be submitted signed & stamped.

1. **Evaluation Criteria**

Capability Criteria **(60%)**

* Qualification and experience of the Applicant **(20%)**
* Relevancy of the methodology **(10%)**
* Timeline **(10%)**
* Technical approach of the previous work sample(s), and proposed detailed work plan **(20%)**

Commercial Criteria (40%)

* Financial proposal including a detailed budget breakdown of estimated costs

1. **Submission of Bids**

**Deadline for “Request for Clarifications”:** **29 July, 1500 TK Time**

**Deadline for “Submission of Bids”**: **30 July 2021, 1700 TK Time**

Please submit your respective bids electronically to [procurement.turkey@savethechildren.org](mailto:procurement.turkey@savethechildren.org) via email before the given deadline above. Any bid received after the mentioned deadline will not be considered eligible.

1. Existing SCI global tools will be shared with consultant. [↑](#footnote-ref-1)
2. Consultant is expected to conduct preparation meetings with selected municipality staff to contextualize the training material [↑](#footnote-ref-2)