

TERMS OF REFERENCE

Centrality of Protection Trainings Consultant

CONTRACT MODALITY Individual Consultancy

DUTY STATION New York/Remote

DURATION OF CONTRACT 5 Months

Purpose of Assignment

The Centrality of Protection (henceforth “CoP”) is fully aligned with UNICEF’s core mandate to promote, protect, respect, and defend the rights of children everywhere. The CoP, underpinned by the Convention on the Rights of the Child (CRC) and reflected in the Core Commitments to Children (CCCs), strengthens UNICEF’s ability to deliver on its core mandate. The commitment of UNICEF to CoP is reflected in its endorsement of relevant Inter-Agency Standing Committee (IASC) policies and frameworks. Against a backdrop of widespread violations affecting children and communities, non-compliance with international law by parties to conflict, and growing humanitarian and protection needs amid increasingly constrained resources, there is an urgent need to ensure that protection considerations are systematically integrated across all of UNICEF’s humanitarian and development efforts. To contribute to the process of embedding CoP across the organization, UNICEF is engaging a consultant to develop trainings on CoP that would increase both the understanding and capacity of staff members to implement CoP within the organization.

Scope of Work

The purpose of the consultancy is to develop a set of trainings that would accompany the roll out of CoP within the organization:

Key responsibilities:

- Conduct a review of existing CoP training courses to identify relevant content and material for UNICEF and to build on existing practices.
- Develop a 45 min long online CoP training course targeting all staff and two additional shorter modules (30 min each) targeting advocacy, communication and partnership staff and programmatic and emergency staff, respectively.
- Develop a 2 day (approx. 9- hour) in-person training on CoP that can be delivered at country, regional or HQ level, including facilitation tools and techniques.
- Develop a 2-hour in-person CoP session for leadership, including presentation and facilitation tools and techniques.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
One mapping document and completion of formal online training process.	Deliverable 1: Review and map existing CoP training courses and materials to identify relevant content, good practices, and resources for adaptation to UNICEF’s online and in-person training courses. Initiate the formal internal process for developing the online CoP training course by completing the	30 November 2026 (5 Days)

	required forms and providing the necessary information in collaboration with the UNICEF AGORA team.	
3 online training modules.	Deliverable 2: Develop the content for one online CoP training course targeting all staff (45 minutes), and two additional modules (30 min each) targeting advocacy, communication and partnership staff and programmatic and emergency staff, respectively. The materials should include, among others, curricula development, course structure, learning objectives, content, including case studies, script and a story board.	19 February 2027 (21 Days)
Vendor procurement, selection and advise and guidance for online course development.	Deliverable 3: Support the development of the online CoP training course, including completing the required procurement documentation, contributing to the vendor selection process, and providing substantive guidance and technical input in collaboration with the selected vendor throughout the course development process.	26 March 2027 (15 Days)
One two-day in-person training and facilitation techniques.	Deliverable 4: Develop a dynamic and interactive two-day (approximately nine hours) in-person CoP training package for programmatic and emergency staff at UNICEF country, regional, and headquarters levels. Prepare presentations, training materials, practical tools, facilitation techniques, and a facilitator's script covering key topics, including an introduction to CoPs, practical approaches to integrating CoPs into programmatic work, and monitoring and evaluation of CoP initiatives.	26 March 2027 (22 Days)
One 2 hour in-person CoP session.	Deliverable 5: Develop a two-hour in person CoP session for UNICEF senior leadership, including a presentation, facilitation techniques, practical tools, and a facilitator's script. The session should introduce the CoP	26 March 2027 (5 Days)

	concept, highlight its strategic value and benefits, and outline concrete actions and pathways for leadership to support, implement, and institutionalize CoPs.	
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Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum requirements:

- **Education:** Master degree in International Affairs, International law, Political Science, International Development, Social Science, Anthropology or related fields.
- **Work Experience:** 15 years of professional experience from humanitarian or development organisations, including in programs, training, management or coordination, including 3 years in humanitarian field locations.
- **Skills :**
 - At least 5 years of professional experience implementing or coordinating protection programming/ the Centrality of Protection in conflict affected areas
 - Excellent drafting and communication skills in English, including the ability to turn complex technical content into engaging, practical learning

- Experience in curriculum development and in designing creative, dynamic and participatory instructional trainings and materials related to protection of civilians, child protection or related areas; Language Requirements: Proficiency in English written and verbal, is required. Knowledge of another official UN language is considered an asset.
 - **Desirables:** Experience facilitating trainings, activities, workshops or other, ideally on protection or related areas, is desired; Familiarity with e-learning platforms and formats is desired; An understanding of learning theory and behavioural change is desired; Knowledge of other UN languages (French, Chinese, Arabic and Spanish, Russian) is desired.
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