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**TERMS OF REFERENCE**

# Consultancy for Technical Assistance to Strengthen Diversion, Probation and Alternative Measures for Children in the Turkish Child Justice System

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| **CONTRACT MODALITY** | Individual Consultancy |
| **DUTY STATION** | Ankara, Türkiye |
| **DURATION OF CONTRACT** | 19.68 months |

## Purpose of Assignment

Under the EU-funded project "Protective and Restorative Approaches for Children in Judicial Processes in Türkiye" (Direction for Children / Çocuklar için YÖN), the assignment will provide high-level international technical expertise to design, pilot, monitor and refine structural tools, procedural guidelines, specialized reintegration and rehabilitation programmes, and capacity-building frameworks for the Turkish child justice system.

The consultant will serve as a senior international technical advisor to support and guide the institutional national consultancy firm developing diversionary implementation schemes for children in conflict with the law in Türkiye. The consultant will ensure that procedural workflows, SOPs, assessment tools, sub-programmes, training curricula and related products align with international and regional child-rights standards and are informed by comparative global practice.

The assignment is deliverable-based and temporary, with a total estimated input of 135 working days between 19 October 2026 and 15 July 2028.

## Scope of Work

The assignment will cover the following five technical workstreams:

• Activity A – Standard Operating Procedures (SOPs) for Child Bureaus of Public Prosecutor's Offices: conduct a situation analysis of current procedures; map inter-agency referral criteria and operational workflows; draft SOPs for diversionary mechanisms, child interviews, Social Inquiry Reports, consent, protective/supportive measures, restorative justice pathways and management of breaches; consult stakeholders and the institutional Task Force.

• Activity B – Assessment Guidelines, Specialized Programmes and SOPs for Child-Sensitive Diversionary and Alternative Measures: conduct multi-agency consultations; develop caseworker assessment guidelines and structured clinical-social tools; prepare diversion, probation and alternative-measures implementation SOPs; develop evidence-based reintegration, rehabilitation and restitution subprogrammes; undertake validation consultations and finalize the package of guidelines, manuals and SOPs.

• Activity C – Comprehensive Training Programme: design an evidence-based, multi-sectoral modular curriculum; author master scripts/storyboards for scenario-based simulation videos; and deliver the training programme to approximately 250 professionals in five pilot provinces through a hybrid structure combining online modules and face-to-face sessions.

• Activity D – Pilot Implementation Monitoring: conduct field visits and provincial meetings; interview and consult judges, prosecutors and caseworkers; oversee and monitor application of the newly developed tools in the five pilot provinces; and prepare a formal Piloting Assessment Report with scaling and policy recommendations.

• Activity E – Revision and National Roll-out: revise SOPs, assessment guidelines, sub-program manuals, training

programme and e-learning modules based on pilot feedback; deliver a Training of Trainers programme for at least 60 professionals; and prepare a structured nationwide training roll-out strategy for at least 500 additional professionals.

All outputs shall be aligned with the UN Convention on the Rights of the Child, the Beijing Rules, the Havana Rules, the Riyadh Guidelines, UN Committee on the Rights of the Child General Comment No. 24 (2019), and the Council of Europe Guidelines on ChildFriendly Justice (2010).

*Duty station/travel: home-based/remote, with meetings in Ankara and field travel to the five pilot provinces: Antalya, Erzurum, Istanbul, Şanlıurfa and Tokat. Exact travel dates, number of trips and travel days are up to 20 days.*

| **Work Assignments Overview** | **Deliverables/Outputs** | **Delivery deadline to complete the deliverable** |
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| Activity A – Standard Operating Procedures (SOPs) for Child Bureaus of Public Prosecutor's Offices: conduct a situation analysis of current procedures; map inter-agency referral criteria and operational workflows; draft SOPs for diversionary mechanisms, child interviews, Social Inquiry Reports, consent, protective/supportive measures, restorative justice pathways and management of breaches; consult stakeholders and the institutional Task Force. | Situation Analysis of the Child Bureaus of the Public Prosecutor's Offices | 10 December 2026 |
| | SOPs Manual for Child Bureaus of Public Prosecutor's Offices | 29 January 2027 |
| | Conducting Consultation with Stakeholders on SOPs Manual for Child Bureaus of Public Prosecutor's Offices | 26 February 2027 |
| | Conducting Consultation with TF on SOPs Manual for Child Bureaus of Public Prosecutor's Offices | 16 April 2027 |
| Activity B – Assessment Guidelines, Specialized Programmes and SOPs for Child-Sensitive Diversionary and Alternative Measures: conduct multi-agency consultations; develop caseworker assessment guidelines and structured clinical-social tools; prepare diversion, probation and alternative-measures implementation SOPs; develop evidence-based reintegration, rehabilitation and restitution sub-programmes; undertake validation consultations and finalize the package of guidelines, manuals and SOPs. | Conducting Initial Consultation on Guidelines and Specialized Programmes | 10 December 2026 |
| | Assessment Guidelines for Caseworkers | 29 January 2027 |
| | Diversion, Probation and Alternative Measures Implementation SOPs | 29 January 2027 |
| | Specialized Reintegration, Rehabilitation and Restitution Sub-Programs | 29 January 2027 |

**Commented [EV1]:** Entered the corresponding activities here.

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| | Conducting Follow-up Consultations on Guidelines and Sub-Programmes | 26 February 2027 |
| | Conducting Consultation with TF on Guidelines and Sub-Programmes | 16 April 2027 |
| | Final Package of Assessment Guidelines, Manuals, SOPs for the Implementation of the Diversion and Alternative Measures Programs | 11 June 2027 |
| Activity C – Comprehensive Training Programme: design an evidence-based, multi-sectoral modular curriculum; author master scripts/storyboards for scenario-based simulation videos; and deliver the training programme to approximately 250 professionals in five pilot provinces through a hybrid structure combining online modules and face-to-face sessions. | Comprehensive Modular Training Curriculum | 16 July 2027 |
| | Scenario-Based Video Production Master Scripts | 16 July 2027 |
| | Training Delivery in 5 Provinces for 250 Professionals | 30 September 2027 |
| Activity D – Pilot Implementation Monitoring: conduct field visits and provincial meetings; interview and consult judges, prosecutors and caseworkers; oversee and monitor application of the newly developed tools in the five pilot provinces; and prepare a formal Piloting Assessment Report with scaling and policy recommendations. | Conducting Field Visits during Pilot Implementation | 31 January 2028 |
| | Overseeing Pilot Implementation | 26 May 2028 |
| | Assessment Report of Pilot Implementation | 9 June 2028 |
| Activity E – Revision and National Roll-out: revise SOPs, assessment guidelines, sub-program manuals, training programme and e-learning modules based on pilot feedback; deliver a Training of Trainers programme for at least 60 professionals; and prepare a structured nationwide training roll-out strategy for at least 500 additional professionals. | Final Package of SOPs, Assessment Guidelines, Sub-Program Manuals, training program and e-learning modules for National Implementation | 23 June 2028 |
| | ToT Program Delivery for National Diversion Implementation for 60 Professionals | 30 June 2028 |
| | Nationwide Training Rollout Strategy for Diversion Implementation | 10 July 2028 |

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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.
- Contracts are conditional upon the selected candidate's willingness to comply with any current or future vaccination requirements that may be established by UNICEF, where applicable. Failure to comply with applicable vaccination requirements, where required and without an approved medical exemption by UNICEF, may result in the withdrawal of the consultancy offer or termination of the contract in accordance with the General Terms and Conditions of Contract.
- 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 Qualifications required:

**Education:**

- Law, Human Rights, Criminology, Forensic Sciences, Public Policy, or a relevant field.

**Work Experience:**

- Minimum 10 years of international professional experience in child protection sector reform, child-friendly justice systems and juvenile criminal justice policy.

**Language Requirements:**

- Fluency in written and spoken English is mandatory.

**Knowledge/Expertise/Skills:**

- Extensive experience designing, implementing or evaluating child-sensitive diversion mechanisms, restorative justice frameworks and non-custodial alternative measures across multiple jurisdictions.
- Demonstrated expertise authoring or peer-reviewing SOPs, risk/needs assessment tools, and evidence-based cognitive-behavioral rehabilitation programmes for juveniles.
- International advisory experience with UN agencies (including UNICEF), the EU, the Council of Europe or major international human-rights organizations in similar reform projects.

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- Strong experience in capacity-building frameworks, Training of Trainers models and nationwide roll-out/scaling blueprints for public justice sectors; excellent drafting, analytical and policy-formulation skills.

**Desirables:**

- Knowledge of the Turkish justice context or regional context is an asset. Strong analytical, organizational, interpersonal and coordination skills; computer literacy; sensitivity to ethics, child rights, diversity and gender.