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TERMS OF REFERENCE

National Consultant to strengthen inclusive social and child protection services and prevent institutionalization of children

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	**Sarajevo, Bosnia and Herzegovina & Home based**
DURATION OF CONTRACT	18 months

Purpose of Assignment

Context and purpose

UNICEF Bosnia and Herzegovina, in cooperation with the European Union Delegation and relevant authorities, supports the strengthening of social and child protection systems to prevent unnecessary family separation and institutionalization and to advance inclusive, family- and community-based services.

UNICEF BIH is currently leading the implementation of two complementary EU-funded interventions: the IPA 2020 Action "Strengthened Social, Child Protection and Education Systems in Bosnia and Herzegovina to Provide Inclusive Services and Prevent Institutionalization" and the IPA 2022 "EU4PEOPLE – Social Protection Programme." While IPA 2020 focuses particularly on strengthening institutional capacities to promote every child's right to grow up in a supportive family environment and prevent institutionalization, IPA 2022 builds on these efforts by supporting broader social protection reforms towards a more integrated, inclusive, community-based and EU-aligned system.

The purpose of this assignment is to support the Federal Ministry of Labor and Social Policy in the implementation of the IPA 2020 and IPA 2022 programmes, ensuring continuity and synergy between the two programmes. The assignment will ensure technical and administrative support for planning and implementation of deinstitutionalization, prevention of unnecessary entry of children into alternative care, transformation of residential care, and strengthening family- and community-based services, including foster care, contributing to sustainable social and child protection reforms in the Federation of Bosnia and Herzegovina.

Scope of Work

Under the overall supervision of UNICEF's Child Protection Specialist, the consultant will work closely with relevant partners and will be responsible for the following tasks that relate to two above mentioned programmes:

Support conceptualization, planning and implementation of related project activities that are under the mandate of the FMoLSP and related partners.

Support development, implementation and monitoring of a joint FMoLSP–UNICEF BiH work plan with clear timeframe, implementation modalities, expected results and budget, aimed at operationalization and implementation of the project activities.

Provide technical expertise and inputs to strategic, policy and planning documents related to child protection, childcare reform and deinstitutionalization, including prevention of family separation, alternative and foster care,

and development of family- and community-based social services, in collaboration with relevant partners.

Facilitate coordination, communication and information exchange between FMoLSP, UNICEF, local communities and relevant partners, including technical and logistical support for meetings, trainings, workshops and other project events.

- Support project monitoring, reporting and knowledge management, including monitoring budget expenditure, preparing quarterly narrative and financial DCT reports, documenting and consolidating results, good practices, lessons learned and recommendations, maintaining project documentation and records.
- Provides technical and logistical support during donor visits, field visits and project-related meetings, and supports written and verbal translation of technical documents and relevant communications between English and local languages.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
1. Integrated programme coordination and implementation support	Integrated consolidated package comprising a joint FMoLSP–UNICEF updates on implementation, system-strengthening issues and corrective actions, and progress and narrative reports documenting outputs, expenditure, coordination between UNICEF, the Ministry, partners and local communities field visits, meetings and follow-up actions; following up on work plan with timelines, expected results and budget; operational tracking tools; and documented technical inputs to child protection and childcare reform. A concise progress report documenting the activities undertaken, outputs completed, outstanding actions, key bottlenecks and required follow-up during the respective reporting period will be submitted to UNICEF for review and acceptance.	By 5th March 2027

2 Integrated programme coordination and implementation support	Integrated consolidated package comprising a joint FMoLSP–UNICEF updates on implementation, system-strengthening issues and corrective actions, and progress and narrative reports documenting outputs, expenditure, coordination between UNICEF, the Ministry, partners and local communities field visits, meetings and follow-up actions; following up on work plan with timelines, expected results and budget; operational tracking tools; and documented technical inputs to child protection and childcare reform. A concise progress report documenting the activities undertaken, outputs completed, outstanding actions, key bottlenecks and required follow-up during the respective reporting period will be submitted to UNICEF for review and acceptance.	By 05th May 2027
3 Integrated programme coordination and implementation support	Integrated consolidated package comprising a joint FMoLSP–UNICEF updates on implementation, system-strengthening issues and corrective actions, and progress and narrative reports documenting outputs, expenditure, coordination between UNICEF, the Ministry, partners and local communities field visits, meetings and follow-up actions; following up on work plan with timelines, expected results and budget; operational tracking tools; and documented	05th July 2027

	technical inputs to child protection and childcare reform. A concise progress report documenting the activities undertaken, outputs completed, outstanding actions, key bottlenecks and required follow-up during the respective reporting period will be submitted to UNICEF for review and acceptance.	
4 Integrated programme coordination and implementation support	Integrated consolidated package comprising a joint FMoLSP–UNICEF updates on implementation, system-strengthening issues and corrective actions, and progress and narrative reports documenting outputs, expenditure, coordination between UNICEF, the Ministry, partners and local communities field visits, meetings and follow-up actions; following up on work plan with timelines, expected results and budget; operational tracking tools; and documented technical inputs to child protection and childcare reform.	05th September 2027
5 Integrated programme coordination and implementation support	Integrated consolidated package comprising a joint FMoLSP–UNICEF updates on implementation, system-strengthening issues and corrective actions, and progress and narrative reports documenting outputs, expenditure, coordination between UNICEF, the Ministry, partners and local communities field visits, meetings and follow-	05th November 2027

	up actions; following up on work plan with timelines, expected results and budget; operational tracking tools; and documented technical inputs to child protection and childcare reform.	
6 Integrated programme coordination and implementation support	Integrated consolidated package comprising a joint FMoLSP–UNICEF updates on implementation, system-strengthening issues and corrective actions, and progress and narrative reports documenting outputs, expenditure, coordination between UNICEF, the Ministry, partners and local communities field visits, meetings and follow-up actions; following up on work plan with timelines, expected results and budget; operational tracking tools; and documented technical inputs to child protection and childcare reform.	05th January 2028
7 Integrated programme coordination and implementation support	Integrated consolidated package comprising a joint FMoLSP–UNICEF updates on implementation, system-strengthening issues and corrective actions, and progress and narrative reports documenting outputs, expenditure, coordination between UNICEF, the Ministry, partners and local communities field visits, meetings and follow-up actions; following up on work plan with timelines, expected results and budget; operational tracking tools; and documented technical inputs to child	05th March 2028

	protection and childcare reform.	
8 Integrated programme coordination and implementation support	Integrated consolidated package comprising a joint FMoLSP–UNICEF updates on implementation, system-strengthening issues and corrective actions, and progress and narrative reports documenting outputs, expenditure, coordination between UNICEF, the Ministry, partners and local communities field visits, meetings and follow-up actions; following up on work plan with timelines, expected results and budget; operational tracking tools; and documented technical inputs to child protection and childcare reform.	30 June 2028

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 requirements:

- **Education:** Bachelor's degree in social science.
- **Work Experience:** Minimum three years of work in social and child protection sector
- **Language Requirements:** Fluency in English and BCS (Bosnian/Croatian/Serbian) mandatory.
- **Knowledge/Expertise/Skills Requiered:**
    - Familiarity with the key stakeholders in the social protection and child protection sector
    - Excellent interpersonal and communication skills, intercultural sensitivity;
    - Ability to work independently, with minimum supervision and as part of a team;
    - Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships;
    - Strong writing and communication skills required.
    - Strong organisation and planning skills required

- Ability to analyse documents, gather information from key stakeholders and synthesize into succinct format.
- Solid ICT skills, including the use of Outlook, Word, Excel, PowerPoint

- **Desirables:**
  - Expertise in alternative care for children and deinitialization
  - Knowledge of child protection, social welfare, and/or previous experience with UNICEF