

# Government of the People's Republic of Bangladesh

Ministry of Social Welfare, Department of Social Services

Protection of Children at Risk (PCAR) Project

National Social Services Academy (3rd Floor), E-8/B-1, Agargaon, Dhaka-1209

Memo No. DSS/UNICEF/PCAR/Admin/01/487

Date: 12 March 09

## Vacancy Announcement Terms of Reference, Qualifications, Experience and Responsibilities of the Positions

### Background

In 2007, UNICEF initiated a project named "Protection of Children at Risk" under the Department of Social Services, Ministry of Social Welfare, to improve child protection including service provision to street children and children deprived of parental care. A first phase of 21 months has been implemented with a view of extension based on the experience gained. Project results of the first phase have been highly appreciated by UNICEF as well by DSS, and lesson learned have been used to define the project extension until March 2011.

### 1. Position: Policy, advocacy and legal specialist

#### Objectives and scope of the assignment

The consultant will provide technical assistance and expertise in the field of policy development, advocacy and justice for children. Under the supervision of the NPD, and in close cooperation and coordination with all relevant officials responsible in DSS and UNICEF child protection section, he will have to follow-up and facilitate the implementation of all activities related to policy, advocacy and justice for children included in PCAR work plan for 2009-2011. The consultant will have to work with the other team members of PCAR project.

#### Specific tasks

- Support the evaluation of the situation of children in contact with the law in Bangladesh;
- Support the establishment of a national mechanism for collecting and monitoring juvenile justice system and children in contact with the law including victims, witness and children in conflict with the law to be part of IMS for Child Protection;
- Support the establishment of a Child Protection Steering Committee in charge of coordination and policy development on child protection, Child protection policy revision and validation;
- Support the harmonization of local legislation related to children with international standards;
- Support the coordination in the area of justice for children and mapping;
- Develop Advocacy for the adoption of Palermo Protocol and other relevant international frame not yet adopted by Bangladesh;
- Support Children code, law amendment and drafting;
- Support finalization of assessment of situation of children in institutions and other forms of alternative care (Vagrant Homes, KUK and Orphanages, Baby Home, Kinship, etc); dissemination, minimum standard development and implementation;
- Support all related activities related to piloting a diversion model including training for operational multidisciplinary teams;
- Ensure the integration of gender concerns into every single activity;
- Discharge any other assignments/responsibilities as given by the NPD.

In order to fulfill the abovementioned tasks, the consultant will have to network, liaison between actors, conduct joint field visits, organized and facilitate meeting and workshop, take minutes, write report and technical documents.

#### Reporting system

The consultant will be under the supervision of the NPD, with regular contacts with UNICEF Child Protection Project Officer in regards to the special emphasis to child protection issues.

The Consultant will write monthly report for NPD and will provide a copy to UNICEF Child Protection Project Officer.

At the end of the contract the staff member will write an end of mission report with clear recommendations for future action and UNICEF presence in the area, description of achievements and learning.

#### Educational Qualification and Experience

- Masters degree in Law or Social Sciences;
- A minimum of 10 years of professional experience in planning and carrying out policy, advocacy and justice for children activities at local and national levels;
- Experience in organizing workshops with government and non-government bodies as well as practical experience in working on human rights, legal and policy issues with disadvantaged communities;
- Networking skills;
- An objective and open attitude towards the target groups;
- Strong communication skills and proficiency in computer applications;
- Ability to set priorities and work independently;
- Proven experience of working in partnership with local, international NGOs and donors;
- Report writing and oral presentation abilities.

Duration: 24 months.

Duty Station: Dhaka with frequent field visit

Salary-range-Tk 75000/- - 85000/- (Consolidated-related to required experiences)

### 2. Position: Direct services to children specialist

#### Objectives and scope of the assignment

The consultant will provide technical assistance and expertise for the provision of services. Under the supervision of the NPD, and in close cooperation and coordination with all relevant officials responsible in DSS and UNICEF child protection section, he will have to follow-up and facilitate the implementation of all activities related to provision of services to children and their family included in PCAR work plan for 2009-2011. The consultant will have to work with the other team members of PCAR project.

#### Specific tasks

- Document the piloting of "community based child protection mechanism in the area of origin of children victim of trafficking (former camel jockey, CSEC)", identify lessons learned, challenges, results that can be used to design an efficient and sustainable model;
- Support the development of a pilot community based child protection mechanism in urban area (slums) targeting street children from category 2 and 3 and BEHTRUC children, (first in Dhaka City Corporation);
- Provide guidance and develop tools for divisional coordinators monitoring and follow-up of outreach social work for street children through open air school, facilitate development and use of relevant materials and tools, as well as introduction of case management and family strengthening; provide additional orientation to assure close cooperation with division and district social services department.
- Provide guidance and develop tools for divisional coordinators monitoring and follow-up of Drop in center for street children; sheltering, nutrition and clothing, health care and hygiene, non formal and/or formal education, life skills and vocational training, recreational and cultural activities, counseling, family tracing and reconciliation, reintegration and follow-up facilitate development and use of relevant materials and tools, as well as strengthening of case management by social workers; provide additional orientation to assure close cooperation with division and district social services department;
- Support the establishment of "Social center" for street children and their family that would have: a social workers mobile teams-a 24h helpline - a job placement office - an empowerment and strengthening of street children family service (counseling, parenting skills, referral, cash transfer, legal support);
- Based on the assessment result, support the establishment of "Specialized services" for drug user and children and adolescent involved in CSEC or with other risky behavior;
- Based on the mapping exercise results, support establishment of emergency night/and or day shelter for street children in Dhaka first, and other city corporation if relevant;
- Support integration projects and activities of Orphan and Vulnerable Children living in institution including children from vagrant homes and orphanage to the families and societies with relevant actors;
- Empowerment and strengthen vulnerable families living in rural area (first in the area of origin of reintegrated children) and reduce their vulnerability against food crises and lower the risk of separation, violence and exploitation through social worker follow-up and support for referral services, counseling, parenting skills, kind/cash transfer;
- Identify training needs of the PNGO trainers for improving their capacities and arrange training for further development;
- Ensure the integration of gender concerns into every single activity;
- Discharge any other assignments/responsibilities as given by the NPD.

In order to fulfill the abovementioned tasks, the consultant will have to network, liaison between actors, conduct joint field visits, organize and facilitate meeting and workshop, take minutes, write report and technical documents.

#### Reporting system

The consultant will be under the supervision of the NPD, with regular contacts with UNICEF Child Protection Project Officer in regards to the special emphasis to child protection issues.

The consultant will write monthly report for NPD and will provide a copy to UNICEF child protection project officer.

At the end of the contract the staff member will write an end of mission report with clear recommendations for future action and UNICEF presence in the area, description of achievements and learning.

#### Educational qualification and experience

- Masters degree in social sciences;
- A minimum of 10 years of professional experience in planning and carrying out social services for children at risk at local and national levels;
- Experience in organizing workshops with government and non-government bodies as well as practical experience in working on human rights, legal and policy issues with disadvantaged communities;
- Networking and coordination skills;
- An objective and open attitude towards target groups;
- Strong communication skills and proficiency in computer applications;
- Ability to set priorities and work independently;
- Proven experience of working in partnership with local, international NGOs and donors;
- Report writing and oral presentation abilities.

Duration: 24 months.

Duty Station: Dhaka with frequent field visit

Salary-range- Tk 75000/- - 85000/- (Consolidated-Related to required experiences).

### 3. Position: Community Social Mobilization and Programme Communication Specialist

#### Objectives and scope of the assignment

The consultant will provide technical assistance and expertise in the field of community social mobilization and programme communication relevant to child protection. Under the supervision of the NPD, and in close cooperation and coordination with all relevant officials responsible in DSS and UNICEF child protection section, he will have to follow-up and facilitate the implementation of all activities related to communication included in PCAR work plan for 2009-2011. The consultant will have to work with the other team members of PCAR project.

#### Specific tasks

- In consultation with DSS and all major actors of child Protection, Develop a Child Protection (CP) Communication Strategy.
- Based on the CP communication strategy, design awareness raising campaign on CP issues and facilitate its implementation through:
  - Identification of different relevant public targets and definition of corresponding messages;
  - Production of sample of leaflets and posters;
  - Drafting of scripts of TV spots and direction of their realization, negotiation for their projection at hours of greater listening;
  - Production of national and rural radio programme and assure their transmission during proper time;
  - Inter Personal Theatre performance by children and adolescent group in rural and urban area and transmission on local TV;
  - Other relevant media support production;
  - Harmonization of the diffusion of the different support materials in a national campaign spread out over two months.
- Establish network/relationship with the local governmental administration to support the MVC;
- Develop tools for social worker interpersonal awareness raising to family and/or children at risk;
- Provide support to the partner NGOs for the development of Local Community Awareness and Community Sensitisation campaigns;
- Review and discuss with the relevant stakeholders at the local level the strengths and weakness of the planned public awareness programmes, and suggest a strategy to make these programmes more effective;
- Prepare and coordinate the drafting of texts for community awareness materials;
- Train project personnel on how to obtain the community support through well-designed and effective activities and campaigns;
- Organize events where children without parental care including street children are able to advocate their rights and sensitise the community;
- Maintain a gender perspective and a gender approach in all activities and programme undertaken;
- Any other assignment given by NPD.

In order to fulfill the abovementioned tasks, the consultant will have to network, liaison between actors, conduct joint field visits, organize and facilitate meeting and workshop, take minutes, write report and technical documents.

#### Reporting system

The consultant will be under the supervision of the NPD, with regular contacts with UNICEF Child Protection Project Officer in regards to the special emphasis to child protection issues.

The consultant will write monthly report for NPD and will provide a copy to UNICEF child protection project officer.

At the end of the contract the staff member will write an end of mission report with clear recommendations for future action and UNICEF presence in the area, description of achievements and learning.

#### Educational qualification and experience

- Masters degree in Mass Communication, social sciences or other relevant subjects;
- A minimum of 10 years working experiences in development field;
- Experience in awareness rising campaign and support design and development;
- Familiarity with child protection issues;
- Experience in organizing workshops with government and non-government bodies as well as practical experience in working with media;
- Networking skills;
- An objective and open attitude towards the target groups;
- Strong communication skills and proficiency in computer applications;
- Ability to set priorities and work independently;
- Proven experience of working in partnership with local, international NGOs and donors;
- Report writing and oral presentation abilities;
- Capacity for conducting participatory sessions;
- Fluency in both spoken and written English.

Duration: 24 months.

Duty Station: Dhaka with frequent field visit

Salary-range- Tk 75000/- - 85000/- (Consolidated-Related to required experiences).

### 4. Position: Information Management System and Monitoring and Evaluation Specialist

#### Objectives and scope of the assignment

The consultant will provide technical assistance and expertise in the field of Information Management System and Monitoring and Evaluation (IMSME) related to child protection. Under the supervision of the NPD, and in close cooperation and coordination with all relevant officials responsible in DSS and UNICEF child protection section, he will have to follow-up and facilitate the implementation of all activities related to IMS and M&E included in PCAR work plan for 2009-2011. The consultant will have to work with the other team members of PCAR project.

#### Specific tasks

- Support the situation analysis on Child Protection Information System in Bangladesh in facilitating identification and adoption of relevant indicators after consultation of the different concerned actors from government and civil society;
- Follow-up and support the development of a work plan for the establishment of a data base on CP based on the SITAN recommendations;
- Facilitate a national base line survey and mapping on street children, first in Dhaka, in cooperation with the NGO coordination forum and NGOs involved in street children services provision;
- Follow-up and facilitate the documentation of integration practices and follow-up of children in family and society as well as practices of capacity building of the families under threat of separation of children;
- Conduct an evaluation on the established help-line for referral services for children at risk;
- Provide technical support for an evaluation of the situation of children in contact with the law in Bangladesh including children in jail;
- Follow-up and facilitate the establishment of a national mechanism for collecting and monitoring juvenile justice system and children in contact with the law including victims, witness and children in conflict with the law, and its integration in the IMS for child protection;
- Follow-up and facilitate the finalization of the assessment of situation of children in institution and other forms of alternative care (Vagrant Homes, KUK and Orphanages, baby home, kinship, etc).

#### General tasks

- Developing/reviewing monitoring tools and establishing monitoring system including data Analysis, incorporation of lessons learned;
- Organise and follow-up the managerial agenda of the project, by assisting the senior staff in the management of the project, in networking activities, in the management of information and data collection etc;
- Carry out responsibility for both the project: ARISE-Street Children and children without parental care;
- Collect, classify, and disseminate information on the project activities;
- Improve the existing Monitoring and Evaluation System based on the project description and performance parameters;
- Develop data base and ensure practice in the field level;
- Prepare minutes, analyse the results, report major findings to the project management and formulate options and recommendations for improvements;
- Guide Divisional Coordinators and PNGO managers for improved system of collecting and maintaining data at field level;
- Regularly keep update UNICEF with information regarding the project activities, events, and achievements;
- Develop reporting formats and orient project and PNGOs staff on monitoring and report writing;
- Ensure the integration of gender concerns into every single activity;
- Any other assignment given by NPD.

In order to fulfill the abovementioned tasks, the consultant will have to network, liaison between actors, conduct joint field visits, organize and facilitate meeting and workshop, take minutes, write report and technical documents.

#### Reporting system

The consultant will be under the supervision of the NPD, with regular contacts with UNICEF Child Protection Project Officer in regards to the special emphasis to child protection issues.

The consultant will write monthly report for NPD and will provide a copy to UNICEF Child Protection Project Officer.

At the end of the contract the staff member will write an end of mission report with clear recommendations for future action and UNICEF presence in the area, description of achievements and learning.

#### Educational Qualification and Experience

- Masters in Statistics, Development Studies or Economics;
- Minimum 10 years of working experience in development field;
- Experience in project monitoring and evaluation preferably in INGO/UN supported programme; experience of data analysis, data collection methodologies, database development;
- Experience in conducting situation analysis and assessments;
- Excellent writing skills;
- Strong commitment to participatory process and transfer of knowledge;
- Strong training and organisational skills;
- Good communication skills both in English and Bangla;
- Excellent computer skills;
- Ability to work in team.

Duration: 24 months

Duty Station: Dhaka with frequent visits to the field.

Salary-range-Tk 75000/- - 85000/- (Consolidated-related to required experiences)

### 5. Position: Capacity building specialist

#### Objectives and scope of the assignment

The consultant will provide technical assistance and expertise in the field of capacity building related to child protection and social work. Under the supervision of the NPD, and in close cooperation and coordination with all relevant officials responsible in DSS and UNICEF child protection section, he will have to follow-up and facilitate the implementation of all activities related to capacity building included in PCAR work plan for 2009-2011. The consultant will have to work with the other team members of PCAR project.

#### Specific tasks

- Follow-up and facilitate the development of 3 levels of proactive social work training curriculum and training of trainers including:
  - Technical support to the social services training steering committee;
  - Preparation, testing, revision and accreditation of Basic Social Services Training, Professional Social Work Training, Management Social Work Training curriculums developed, tested, revised and accredited;
  - Establishment of a pool of qualified trainers in pro-active social work;
- Organize and coordinate the provision of pro-active social work training to union and NGOs social workers, first in post cyclone most affected upazila (150) and Dhaka (100) with a goal to reach national coverage;
- Facilitate harmonization of integration practices and tools;
- Organize and Child Care Training of the staff working in institution for children;
- Organize specialized education training to staff working in institution for children with special needs;
- Organize training for the CCC and Women Ward Members on Community Based Care mechanism and referral system to ensure support to the integrated child as well as families as per integration guideline.
- Maintain a gender perspective and a gender approach in all activities and programmes undertaken;
- Carry out responsibility for both the project: ARISE-Street Children and Children without parental care;
- Any other task assigned by the NPD.

In order to fulfill the abovementioned tasks, the consultant will have to network, liaison between actors, conduct joint field visits, organize and facilitate meeting and workshop, take minutes, write report and technical documents.

#### Reporting system

The consultant will be under the supervision of the NPD, with regular contacts with UNICEF Child Protection Project Officer in regards to the special emphasis to child protection issues.

The consultant will write monthly report for NPD and will provide a copy to UNICEF Child Protection Project Officer.

At the end of the contract the staff member will write an end of mission report with clear recommendations for future action and UNICEF presence in the area, description of achievements and learning.

#### Educational qualification and experience

- Masters in social work or social welfare or other relevant areas;
- Knowledge and conceptual understanding on social work concepts and child protection issues, existing practices and context in Bangladesh;
- Demonstrated ability to write reports in English and command over English-Bengali translation work;
- Excellent skills and experience in module development, planning and conducting participatory training;
- Minimum 10 years working experience with GO/NGO in the relevant field including training provision;
- Have a strong commitment to participatory process and transfer of knowledge and skills;
- s/he must be willing to work in a team;
- Possess excellent communication skills;
- Report writing and oral presentation abilities;
- Strong computer skills.

Duration: 24 months

Duty Station: Dhaka with frequent field visits.

Salary-range-Tk. 75000/- - 85000/- (Consolidated-related to required experiences)

### 6. Divisional Coordinator (01 Post)

#### Educational Qualifications:

Masters in Social Sciences.

#### Experience Required:

- At least 6 years of working experience in development field, NGO working background and preferably with disadvantage community. Skills in coordination and communication with local govt. and administration as well different stakeholders ability in preparing Bangla and English performance and financial report and competence in computer applications are required.
- Ability to work in a team.

#### Responsibilities:

- The incumbent under supervision of Deputy Director DSS and overall collaboration and coordination of Project Specialists shall among other perform;
- Be formally responsible for all the project activities in the assigned Division.
- Supervise the implementation of project activities by part NGOs according to the AWP, RTPP and relevant documents plan and follow the formalized methodologies and procedures contained in the Implementation Manual or as advised by the relevant Project Specialist.
- Prepare and implement the work plan for respective area.
- Collect data from the Programme Management unit for monitoring and ensuring proper implementation.
- Present findings and recommendations for the improvement of PNGOs at PIC meeting.
- Strengthen networking at the local level with potential employers community representatives and national NGOs for promoting and supporting the rights and needs of the street children, children without parental care and children on contact and conflict with laws;
- Undertake efforts for institutionalization of the programme resource mobilization and management with the support of concerned GO stakeholders;
- Ensure PNGOs delivery of quality services and monitor their performance;
- Ensure implementation of identified best practices
- Act as a member Secretary of the LPIC
- Discharge any other assignments/responsibility as given by NPD.

Duration: 24 months

Salary: Tk. 32,083/- BDT+two bonuses per year.

Duty Station: Any six Divisional Headquarters.

### 7. Driver (01 Post)

Duty Station: Dhaka, frequent field visit.

Duration: 24 months

Salary: Tk. 13417/-two bonuses per year.

Education Qualification: SSC

Experience required: 10 years with valid driving license for light vehicle.

#### Responsibilities:

- The incumbent under direct supervision of Finance & Administrative Officer shall among other perform.
- Drive the vehicle of the project and maintain logbook regularly.
- To take care proper maintenance of the vehicle.
- To perform any other duty assigned by the NPD.

#### General Conditions:

- Interested and eligible Bangladeshi nationals are encouraged to apply in plain paper in own handwriting or word processed containing i) Applicant's name; ii) Father's/Husband's name; iii) Mother's name; iv) Work and Home address; v) Nationality; vi) Educational Qualifications; vii) Relevant professional training; viii) Summary relevant professional experience & ix) Contact information: Telephone, mobile and e-mail.
- All applications must accompany (i) Two copies of recent passport size colour photographs; (ii) Attested copies of educational and experience certificates; (iii) Nationality certificate.
- In-service applicants shall submit the applications through proper channel, advance copies will be initially considered.
- Staff/Specialists of the completed ARISE project as well as existing PCAR project and/or recently completed similar development projects under Ministry of Social Welfare will be preferred.
- Incomplete and/or belated applications shall be summarily rejected.
- Only short listed candidates will be invited for interview.
- Write the name of the post on the upper part of the envelope.
- All the positions (except at sl. 7) require (i) bilingual (Bangla and English) competencies in MS-office or equivalent computer applications; (ii) fluently in both spoken and written English; (iii) ability to set priorities, work in a team and also work independently; (iv) ability to communicate through telephone, fax and internet; (v) relevant working experience in networking activities; (vi) strong commitment to transfer and disseminate knowledge and capacity building; (vii) objective and open attitude towards the target groups;
- The specialist positions require (i) Networking skills and proven experience of working in partnership with local, international NGOs and donor agencies; (ii) strong organization, communication and training skills; (iii) report writing and oral presentation abilities; (iv) experience in developing training module and facilitating training session; (v) knowledge on FGD, PRA will be preferred; and (vi) regular field travel.
- Education and experience are relaxable in case of specially deserving candidate in all positions.
- No 3rd class or equivalent in the education career is acceptable for all positions (except Driver).
- Any attempt to contact the project authority or influence the recruitment process shall be considered as disqualification.
- The last date of the application deadline is 02 April 2009 at 4.00 pm.
- Applications must be sent via post in the address mentioned below.
- All applications must be addressed to "The Advertiser, GPO Box No-573 Dhaka-1000".
- The terms and conditions of recruitment process which are not mentioned here, followed by the govt rules and regulations.
- The authority reserves the right to cancel advertisement and recruitment process.