CONSULTANCY TERMS OF REFERENCE (TOR)

Consultancy Title: Vulnerability Assessment for children in the host community in Turkana west

Project/Programme Title: Child Safeguarding

Duty Station: Kakuma

Duration: 08th August 2022 – 07th September 2022

1. Introduction and Background

Lutheran World Federation (LWF) is a faith-based humanitarian International Non-Governmental Organization implementing programs in emergency relief, rehabilitation, and development in 32 countries across the world. In Kenya, LWF works through its Kenya-Somalia program with operational field Area programs in Kakuma, Dadaab, and Kismayu. LWF has been present in Kakuma since 1992 and works in the three thematic areas of Quality services; primary education & pre-primary and Reception Center Management, Protection and Social cohesion; Youth protection, Child Safeguarding, Social Cohesion, and Livelihoods.

The proposed consultancy is meant to deepen understanding of child protection risks and vulnerabilities against existing child protection structures and systems, functions, capacities, and resources in place that prevents and respond to neglect, abuse, and violence against children in the host community. Last year with the support of PRM, LWF conducted a Child-centred study in Kakuma to improve child safeguarding Responses, July 2021. The study identified systemic, institutional, and individual capacity gaps including lack of friendly reporting structures, inadequate skill sets, lack of awareness and knowledge on child safeguarding in the community and among staff, and lack of dedicated child safeguarding officers.

The findings of this consultancy will lead to a broader identification of priority actions that LWF should take to improve the child protection and child safeguarding systems, and ultimately better programming for children in the host community areas for improved safety and wellbeing.

It is within this context that LWF with support from Church of Sweden, seeks the services of a qualified competent consultant to conduct an assessment in Kakuma, as a first and pivotal step towards building a better child protection and safeguarding System in the host community areas surround Kakuma refugee camp, in coordination with the sub-county children’s office, in light of their leading role in protecting and promoting the wellbeing of children in the host community in Kakuma and its environment. More so, it is necessary for LWF to undertake a system strengthening approach to ensure a better protection environment for children in the host community children and in particular girls. Therefore, the assessment will provide a clear picture of the gaps and actions to functionalize and improve the system.

2. Objective of the assignment

The objective of this consulting assignment is to map the existing child protection risks and vulnerabilities against existing child protection structures and systems, functions, capacities, and resources in place that prevents and respond to neglect, abuse, and violence against children in the host community and provide recommendations on actions to be undertaken to strengthen/improve the child protection system in the host community, improve their safety and general wellbeing.

The consultant/consultancy will achieve the following specific objectives:
a) Identify the key child protection risks and vulnerabilities, child safeguarding concerns affecting children (disaggregated by age, gender, and disability) in the host community
b) To map and assess the child protection and child safeguarding systems/structures that prevent and respond to child protection concerns in the host community in Kakuma in order to identify gaps and strengths and come up with recommendations to strengthen the system.
c) To assess the current capacities and capacity gaps among CP actors in host community areas, the sub-county children’s office and come up with recommendations on a capacity strengthening approach that would support a sustainable child protection and child safeguarding structure
d) Undertake capacity strengthening of the established child protection and child safeguarding community-based structures

3. Approach and Methodology
The proposed response must clearly outline how the assessment will be conducted, assessment tools to be used, and stakeholders to be consulted/involved. The consultant must demonstrate the capacity to use diverse and participatory tools including but not limited to interviews, key informant interviews, and focus group discussions. The consultant must note that the study participants will include children. Hence the need for child participatory approaches. The consultant should commit to ensuring that the rights of those participating in data collection are respected and protected, in accordance with the LWF Code of Conduct and Safeguarding Policy. The methodology proposed by the successful consultant(s) shall be discussed, finalized, and approved by LWF before commencing data collection as part of the quality assurance process.

4. Scope of works
The geographical location of the assessment is Turkana West host community areas surrounding the Kakuma refugee camp as well as LWF host community project sites in Kakuma town and neighbouring villages.

The assessment will involve content/desk review as well as administering the questionnaires Key informant interviews, and focus group discussions

Participants will be drawn from
i. Sub-county children’s department
ii. Sub-County Ministry of Education
iii. Kenya police- Kakuma
iv. Local chiefs
v. School head teachers
vi. School children
vii. Out-of-school children
viii. Parents/caregivers
ix. Foster parents

5. Key tasks and deliverables
- Develop data collection tools and field schedule
- Adopt adequate sampling procedure and representative population size
- Carry out fieldwork; administer data collection tools, and analysis findings
- Facilitate a validation workshop in Kakuma to share initial findings
- A draft report in English accompanied by copies of the raw data in soft copy for documentation or further analysis if needed.
• High-quality final report (electronic version) incorporating feedback from LWF and with clear recommendations to improve child protection and child safeguarding programming to improve the safety and wellbeing of children in the host community.

6. Duration and Timelines
The Consultancy is expected to be concluded within 30 calendar days, starting from the agreement contract sign-off date and ending when the final report has been formally approved by LWF in accordance with the time frame listed below.

The proposed detailed work plan to undertake this assessment is based on below tentative schedule:-

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<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
<th>TIMEFRAME</th>
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<tbody>
<tr>
<td>8/08/2022</td>
<td>Online Inception Meeting- clarification on the TOR and feedback and discussion on the consultant’s response</td>
<td>1 day</td>
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<td>9-11/08/2022</td>
<td>Developing an inception report highlighting operational methodology, templates for assessment, and a detailed work plan.</td>
<td>3 days after the inception meeting</td>
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<tr>
<td>12/08/2022</td>
<td>Travel to Kakuma Meeting with the Kakuma team and planning the training</td>
<td>1 day</td>
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<tr>
<td>13-24/08/2022</td>
<td>Data collection and fieldwork</td>
<td>10 days</td>
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<tr>
<td>25/08/2022</td>
<td>Validation workshop to share initial findings and fill gaps in data collection</td>
<td>1 day</td>
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<tr>
<td>26/08/2022</td>
<td>Travel out of Kakuma</td>
<td>1 day</td>
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<tr>
<td>2/09/2022</td>
<td>Submission of 1st Draft Report</td>
<td>5 days after data validation workshop</td>
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<tr>
<td>7/09/2022</td>
<td>Final submission of report and database in soft copy and signing off on the consultancy</td>
<td>4 days after receiving feedback on the draft report from LWF</td>
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TOTAL NUMBER OF DAYS: 30 days
TOTAL WORKING DAYS: 25 days

7. Deliverables and responsibilities

The consultant will:
1. Submit a technical proposal demonstrating a clear understanding of the ToR and detailed response; methodology and work plan
2. Submit a financial proposal
3. Design adequate data collection tools
4. Submit an inception report; revised documents (response and work plan incorporating discussion points from the inception meeting)
5. Conduct the assessment in the field as per the contract and work schedule
6. Submit a high-quality report with clear recommendations on improve child protection and child safeguarding programming and responses including working with the relevant government line ministries and departments
LWF provisions to the consultant:

- Mobilize and ensure participants and respondents to the assessment are present at identified venues and times according to the agreed schedule.
- Provision of documents related to the assessment as requested by the consultant
- Provide linkages to relevant resources and information available.
- Facilitate any necessary approval of the assessment with relevant government and local authorities
- Ensure consent forms are available and used by the working teams.
- Provide all the material and financial and logistical resources needed to facilitate the assessment
- Guide and provide technical and administrative support as required throughout the assessment.
- Pay as agreed upon in the contract.

8. Accountability and Responsibility

While the LWF Area Manager for Kakuma assumes the overall responsibility for contract management, the consultant will work directly and closely with the Protection and Social Cohesion Manager, and supported by the Technical Advisor Education and Child Protection, on technical matters of the works. LWF retains intellectual property rights to the data and materials produced under this assignment and the consultant will do everything necessary to give effect to this assignment.

9. Competencies and skills and qualifications

The consultancy team should be multi-disciplinary to ensure covering the following skills:

- Familiarity with the Global, regional, and national child protection guidelines, policies, and approaches and understanding of the county structures working on child protection
- Proven experience in child protection systems analysis and application of system analysis tools
- Experience in conducting research and analysis on issues relating to child protection
- Demonstrated ability to deliver high-quality written work in the English language,
- Demonstrated ability to engage effectively with stakeholders at the local levels and government officials and the local communities
- Familiarity with a range of development challenges and approaches in Turkana west and experience working in the region an asset

10. How to apply:

Interested and qualified consultant(s) should submit a technical proposal demonstrating a clear understanding and response to the TOR, and a detailed Financial Proposal (separately). The same should be accompanied with your CVs (3 pages Maximum per CV) containing a comprehensive profile of similar or comparable consultancies or engagements, daily consultancy rates (in Kenya Shillings per day), and referees.

The applications should be submitted electronically to: procurement.nairobi@lutheranworld.org, with the e-mail subject line clearly marked; Vulnerability Assessment for Children in Kakuma host Community- VAC/08/22

The deadline for submission of applications is Friday 5th August, 2022 at 5:00pm East African Time.