

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



**CHILD AND FAMILY PROTECTION SERVICE  
MINISTRY OF SOCIAL AND FAMILY DEVELOPMENT  
REPUBLIC OF MALDIVES**

***Terms of Reference ( TOR )***

**Local Individual Consultant to Review Procedure Manual**

**Location: Male' Maldives**

**Duration: 3 months**

**Background**

The current Procedure Manual on Delivery of Services was drafted and finalized in 2009 based on Law on the Protection of the Rights of Children (91/1991) and Convention on the Rights of the Child, ratified by the Maldives. It was adapted from the Southend Essex Thurrock Child Protection Procedures 2007 UK, to provide practical guidance on best social work practice and tools to facilitate the work.

Maldives is currently undergoing a rapid societal transformation. Unfortunately, this transition has brought about a surge in social issues, particularly violence against children. Recognizing the urgency of the situation, the Maldivian government has taken significant steps to strengthen the child protection system through the ratification of essential legislations. Among the key legislations, the Child Rights Protection Act (19/2019), the Regulation on Protection of Children (R-70/2020), and the Case Management Regulation (R-72/2020) stand as pillars of an advanced legal framework. However, a crucial challenge arises due to the incompatibility between the Procedure Manual of 2009 and the newly ratified legislation. This lack of alignment hinders a standardized response to cases of violence against children.

A standardized multisectoral response system to such cases will assist Child Protection Officers to prioritize the allocated cases based on severity and risk. It would also ensure a timely response and allocation of appropriate resources towards the most vulnerable.

Due to such reasons, it becomes imperative to revise the existing Procedure Manual, harmonizing the services provided by the Child and Family Protection Service as mandated by the legislations. This revision will reinforce the child protection system of Maldives, taking significant steps forward in safeguarding and prioritizing the rights of children.

## Scope

The Consultant will review the current Procedure Manual against the new legal frameworks and other sectoral SOPs, through desk reviews, consultative meetings, and identifying best approaches through international guidelines and relevant documents. The Consultant will also draft and finalize the new Procedure Manual with input from relevant stakeholders. The Consultant will also support and conduct validation workshops to further ensure that the Procedure Manual aligns with the key legislations and promotes a multi stakeholder collaboration in responding to Child Protection related issues. At the end of this consultation, the consultant is expected to draft a new Procedure Manual under the guidance of Child and Family Protection Service.

## Deliverables and Time Frame

<i>No</i>	<i>Activity</i>	<i>Deliverables</i> <i>All deliverables must be in Dhivehi</i>	<i>Duration</i>
1	Inception phase and planning	<ul style="list-style-type: none"> <li>Inception report in Dhivehi, including a methodology, work plan and a timeline for the duration for the deliverables and activities of the consultancy</li> </ul>	7 days
2	Desk Review and Desk Review Report	<ul style="list-style-type: none"> <li>Review of documents including relevant child centered legislations, policy documentations, documents on delivery of services, ratified conventions related to child rights and best practices followed in other countries.</li> <li>Extract goals, objectives, interventions/actions, roles/responsibilities, and timelines, associated with delivery of child protection related services,</li> </ul>	15 days

		<p>including an overview of the current Procedure Manual along with its gaps and challenges through the Desk Review</p> <ul style="list-style-type: none"> <li>• Draft the Desk Review report including recommendations and observations</li> </ul>	
3	Conduct Consultative Meetings	<ul style="list-style-type: none"> <li>• Conduct consultative meetings with the management of CFPS, caseworkers and relevant stakeholders and identify the issues and gaps in the current Procedure Manual</li> </ul>	7 days
4	Draft the new Procedure Manual	<ul style="list-style-type: none"> <li>• Draft the Procedure Manual which includes goals, objectives, terminologies, interventions/actions, specified roles and responsibilities, referral mechanisms and pathways with timeline, assessment details, protection procedures, ethical considerations, case allocation, case management, case supervision, case storage, relevant legal legislations, evaluation and monitoring frameworks and other relevant inclusions.</li> <li>• Hold individual consultative meetings with the key relevant stakeholders and caseworkers and incorporate into the final draft of the Procedure Manual</li> </ul>	30 days
5	Conduct and Support to Validation Workshop	<ul style="list-style-type: none"> <li>• Plan and provide technical support for the validation of the Procedure Manual</li> <li>• Make necessary changes and incorporate the recommendations received from the validation workshop.</li> <li>• Finalize the Procedure Manual and submit it with final changes</li> </ul>	10 days

### Reporting Requirement

The consultant will be supervised by Child and Family Protection Service in consultation with UNICEF Maldives

### Performance Indicators for Evaluations of Results

- Completion of tasks specified in ToR.
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with Child and Family Protection Service and counterparts

### Qualifications and Experience

- Master's Degree in a relevant area (Social work, Counseling, Psychology or Human Rights) with 4 years of experience in a relevant field or Undergraduate Degree in Social Work with 6 years of work experience in a Child Protection
- Excellent command of English and Dhivehi
- Strong communication (oral and written)

- Previous work with relevant Institutions and Child Protection Sector will be considered as a strong asset.

## Documents to Submit

- Application Form (This form will be available from Civil Service Commission’s website, The reception of Child and Family Protection Service)
- CV (Including the Contact Number and Email Address)
- National Identity Card (Clear copy of both sides)
- Copies of Academic Transcripts (Accredited by Maldivian Qualification Authority)
- Work Experience Documents  
Including the title, duration of employment indicating the total number of years, months, and job description (If employed for two or more positions at one office, job description of each job position)

## Evaluation and Selection Criteria

Evaluation of the proposal and selection of the best candidate will be in line with “Maldives Government Procurement Standard and guidelines” and “recruitment regulation 2021 version 2”.

The evaluation will be carried out in four areas, (1) Minimum Qualification, (2) Additional Experience in a relevant field, (3) Additional Education in a relevant field and (4) Panel Interview.

Point Distribution for technical component:

<b>Minimum Qualification</b>	30%
<b>For additional experience in a relevant field beyond the minimum qualification</b>	20%
<b>For additional education in a relevant field beyond the minimum qualification</b>	20%
<b>Panel Interview</b>	30%

## Payment Schedule and Duration

Total Duration of the Assignment: 69 days to complete the deliverables (Can be extended to 90 days, However the payment will be made for 69 days)

Total Amount: 82,800/-

Payment will be processed once the deliverables are completed and necessary documents are submitted after completion of each deliverable.

<i>No</i>	<i>Activity</i>	<i>Allocation of Payment</i>	<i>Payment in MVR</i>
1	Inception phase and planning	5%	4,140/-
2	Desk Review and Desk Review Report	20%	16,560/-

<b>3</b>	Conduct Consultative Meetings	20%	16,560/-
<b>4</b>	Draft the new Procedure Manual	35%	28,980/-
<b>5</b>	Conduct and Support to Validation Workshop	20%	16,560/-

### **Copyrights and utilization rights**

The copyright of all the work completed under this consultancy will belong to the Child and Family Protection Service. The consultant will not be authorized to publish this anywhere else.