

Terms of Reference for Consultants and Contractors

1- Background:

Similar to issues of children, women, elderly and the disabled all over the world, the Maldives also faces similar issues such as all forms of abuse. Norms, attitudes, beliefs, behaviors, cultural practices and exposure to violence plays an important role in existing issues in the Maldives.

The Government of Maldives reinstates the importance of family values, gender equality, and protection for all its citizens. Moreover, the Ministry of Gender, Family and Social services, will be looking into existing social protection programming approaches whereby we will work in harnessing the potential for social protection to contribute to a transformation of families, both in economic and social spheres.

Below are the state care institutions under the Ministry of Gender, Family and Social Services:

2- CHILDREN'S HOME 13-18 YEARS OF AGE (KUDAKUDHINGE HIYA) VILLIGILI

The Children's Shelter (Kudakudhinge Hiya) in Villingili, was setup by the Government of Maldives in 2000 with private participation and is one of the three institutions in the Maldives offering help to vulnerable children, comprising of orphans, neglected and abandoned infants, and children. The shelter is managed from the central budget and is supported with a number of donations from the private sector, both financial and material. The shelter now looks after over 41 children of 13-18 years.

3- CHILDREN'S HOME 0-13 YEARS OF AGE (FIYAVATHI) HULHUMALE

Fiyavathi provides a safe, secure and enabling environment for vulnerable children between 0-13 years, both girls and boys who have been subjected to various forms of neglect and abuse, and have no other means of primary care. At the moment there are 102 children in this shelter

In order to strengthen the whole Social Protection system in Maldives and specifically the service provision of the Ministry of Gender, Family and Social Services, UNICEF has provided continuous support at different levels both in terms of technical and financial support as part of the Country Programme of Cooperation.

Though much effort has been invested in strengthening Social Protection Services at Ministry level and also in the institutions that has been setup to provide shelter for child victims of violence, neglect and abuse, along with the effort rendered to strengthen the decentralization of the Social Protection Services through Family and Children Services of the

Atolls, significant challenges still exist in providing an efficient service. In order to efficiently and effectively manage the shelters, Kudakudhinge Hiya in Villigili and Fiyavathi in Hulhumale respectively, there is urgent need to place a Manager who stays in the Shelter and who directly manages the daily routine of place.

4- Assignment Purpose:

The main purpose of this assignment is to assist the Ministry of Gender, Family and Social Services, specifically both Shelters under the Ministry, namely Kudakudhinge Hiya in Villigili and Fiyavathi in Hulhumale to place the residence Manager in both shelters

5- The assigned objectives are as follows:

Under the supervision of the an allocated Policy level head from the Ministry of Gender, Family and Social Services the Manager will do the following:

- To be responsible for shaping and delivering the residential home's Statement of Purpose and managing the team to achieve the same.
- To provide high quality care services that supports the needs of the residents,
- To be an advocate for the well-being of the residents and
- To provide strong, motivational leadership to staff.

6- Duties and responsibilities:

1. To manage a Residential Home and ensure the efficient operation of the service in accordance with the relevant legislation, procedures, policies and the Statement of Purpose for the Home.
2. To produce a development plan for the service that ensures the delivery of high quality, clinically informed practice.
3. To support staff to achieve the highest standards of care for the residents.
4. To co-ordinate and monitor casework and administrative functions of the home and evaluate standards of performance.
5. To assist and supervise in the continual assessment of the needs of the children and young people and to identify and prepare specific development plans to ensure the most appropriate service provision.
6. To be involved in recruitment of staff including vetting, interviewing and inducting new employees.

7. To contribute to a comprehensive staff training and development programme to enable the service to have available all necessary skills and levels of expertise to meet the needs of the young people.
8. To contribute to the development of appropriate relationships with and between staff, young people and other stakeholders.
9. Liaise with the various internal and external multi-disciplinary teams and commissioning authorities to ensure that the care needs of new and existing residents are met.
10. To chair meetings, reviews and discussions as necessary.
11. To ensure at all times that professional ethics and behavior are demonstrated by all staff at all times. Actively co-ordinate the service provision and be a focal point for support, advice and coaching to all staff within the Home.
12. To assist in the management, appraisal, supervision and support of all residential staff.
13. To organize duty rosters in order to ensure that the needs of the young people are met at all times.
14. To ensure that the Company's financial and administrative procedures are adhered to and to work within a set budget.
15. Ensure all clinical practices and medication processes within the home are conducted in line with legislation.
16. To work with other Managers to ensure that all staff work together and with others towards meeting the emotional and physical needs of the young people and planning for positive outcomes.
17. Responsibility for safeguarding and promoting individual rights, providing good quality care which is free from oppression and where differences are respected and valued.
18. To be accountable and take responsibility for liaising with regulatory organisations in relation to the way the home is managed.
19. Ensure the all necessary documentation required by regulators is completed to a high standard and be available for inspections, checks or interviews as requested.
20. To promote appropriate and therapeutic relationships between staff and young people and their families, promoting the children and young people's involvement and participation in the day-to-day life of the Home.
21. To be part of an On-Call system.

22. Maintain a clean and safe environment; ensure that the physical state of the building is maintained to a high standard and that all repair/maintenance problems are dealt with promptly.
23. To participate in a range of corporate and management activities as defined by the Director of Operations.
24. Any other such duties as may be required from time to time by the Operational Directors or their authorised representatives.
25. Ensure that safe working practices are employed by all staff at all times in accordance with the Health and Safety at Work legislation. Will co-operate with designated personnel exercising their responsibilities in relation to the Health and Safety at Work Act.

7- Duty Station: Kudakudhinge Hiya in Villigili and Fivayathi in Hulhumale

Major tasks to be accomplished: The major task for the Manager is as the follows:

Tasks	Outcome/Deliverable	Time-Frame Person days
1. Draw up a development plan for the Shelters	(i) A paper outlining the gaps and issues and war forward with timeline to strengthen the Shelter	
2. Intensive supervision of the Shelter	(i) Detailed Work plan with timeline the Management of shelter to be produced	
3. Provide updates on the Shelters	(i) Monthly written reports to be submitted to the Ministry and to UNICEF on the Shelters. In addition Monthly Meeting to be held with the Ministry and UNICEF	

8- End Products/Deliverables: (e.g. final report, article, document, etc.)

- Revised Guidelines and improved practice on the daily management of Shelter
- Review and propose structure to improve delivery of the Shelter function and the coordination between the Shelter and the Ministry
- Training of Shelter staff
- Training needs assessment report for the shelter

- Provide intensive programs for the Children
- Make the Shelters environment that meets the needs of the Children housed
- Monthly Progress Report
- Final Report including the following:
 - Outcomes of support provided by the Manager.

9- Consultancy period 4 Months

10- Starting date: 20 August 2019

Completion Date: 19 November 2019

11- Qualifications or specialized knowledge/experience required:

1. The person has the appropriate experience, qualification and skills
2. Diploma in Leadership and Management
3. a qualification in social work with extensive relevant experience.
4. Experience of leading change management processes
5. Knowledge and working experience in human /child rights and child protection.
6. Strong skills in interpersonal relations, networking and communication;
7. Proven ability to produce work independently with limited supervision
8. Proven ability to facilitate and communicate with various groups including senior level government officials, community members and children
9. Good knowledge of computer skills management and application such as Word, Excel, PowerPoint.