

UNITED NATIONS CHILDREN’S FUND

TERMS OF REFERENCE FOR CONSULTANTS
Activity 1.3.2.1.1 Strengthen Capacity of Social Workers

1. Assignment Objectives:

1. Review current supervision mechanism.
2. Provide technical guidance and assistance to strengthen case supervision, by reviewing monitoring and supervisory mechanisms within Social Services Department at the Ministry and across Family and Children Service Centers within atolls.
3. Assess if service provision is in line with the Procedure Manual on Delivery of Services, relevant laws and legislation, UNCRC and other international instruments and provide technical input in developing inter agency procedures.
4. Identify gaps in service provision and propose mechanisms to address these gaps within the context; provide support in realizing recommendations made by previous UNICEF consultants.
5. Strengthen capacity of social workers by conducting trainings to Social Workers on the Procedure Manual on Delivery of Services.

2. Duty Station:

Ministry of Gender and Family

3. Major tasks to be accomplished :

Tasks	Outputs/Deliverables	Time-Frame
1. In consultation with the Social Services Department team prepare a detail work plan for the activity.	Work plan for the consultation will include time lines, required inputs and resources.	
2. Review all the relevant reports, recommendations relating to case supervision.	A summary paper/implementation plan with recommended timeline.	
3. In consultation with the stakeholders, SSD & FCSC team, identify ways of strengthening supervisory system.	Review supervisory and monitoring framework for SSD and FCSCs.	
4. Review SSD and FCSCs service delivery standards (Procedure Manual on Delivery of Services).	Conduct trainings on Procedure Manual on Delivery of Services and Case Management for SSD and FCSCs.	

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4. End Product (e.g. final report, article, document, etc.):

- Revised & updated Guidelines on Supervision, Monitoring and Case Management
- Monthly Progress Report
- Final Report including the following:
 - Work undertaken and the results achieved.
 - Recommendations for further development in the area of Social Service Work.

5. Estimated duration of contract and deadline for submission of end product:

06 Months (Six Months)

6. Official travel involved (itinerary and duration)

All official travel in relation to this consultancy will be facilitated by MoGF.

7. Estimated cost of consultancy:

Consultancy fee for 06 months @ MVR 15,000/- per month	15,000/-
Total	<u>90,000/-</u>

8. Qualifications or specialized knowledge experience required:

1. Professional background in Social Work, Social Sciences or any other related field.
2. Bachelor's Degree in Social Work, Social Sciences or any other related field.
3. A minimum of 5 years of professional experience in areas related to social work.
4. Candidates with proven past experience in the training and leading social workers.
5. Strong skills in interpersonal relations, networking and communication.
6. Expertise in the English Language (excellent oral and writing skills)
7. Demonstrate expertise in collating information, analysis and report writing.
8. Computer skills (work, excel and power point).