



Ministry of Social Affairs, Veterans and Youth Rehabilitation
General Department of Administration and Finance
Department of Planning Statistic and Sum-up

Terms of References

Title of Consultancy: **To finalize the Child Protection Information Management System (CPIMS) strategy**

Type of consultant: National Individual Consultant

1. Introduction

To protect children from violence, abuse and exploitation, as well as support their access to justice and quality care, it is imperative for States to have an effective child protection system. One critical element of that system is the availability and use of child protection data to improve child protection services in a coordinated manner through a Child Protection Information Management System (CPIMS). A CPIMS is an integrated set of processes and systems for the routine collection, analysis and interpretation of data used in the planning, implementation and evaluation of child protection programming.

The Royal Government of Cambodia and UNICEF 2019-2023 country programme specifically aims to prioritize the development of the Child Protection Information Management System (CPIMS). Therefore, in the last few years, The Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY) and UNICEF have been working closely with relevant ministries and NGO partners to develop and operationalize the child protection information management system (CPIMS) for Cambodia. As part of the process a number of documents were developed, which include the mapping report assessed the existing data collection and information management mechanisms related to child protection and gaps in Cambodia, the Monitoring Framework of CPIMS contains 50 core indicators considered important for assessment of child protection system, CPIMS requirements analysis paper and the draft CPIMS strategy. The first CPIMS strategy plan was drafted in June 2020 from the result of strategic planning workshop with multi-ministries.

2. Purpose:

The purpose of this consultancy is to finalize the strategy plan for the Child Protection Information Management System (CPIMS). It will be used by MoSVY to guide the development, capacity building and implementation of the CPIMS Strategic Plan 2022-2026.

3. Objectives:

This consultancy has two main objectives:

- 1- Conduct a thorough review the existing draft CPIMS strategy plan and related documents
- 2- Develop CPIMS Strategy Plan for endorsement by the Minister of MoSVY

4. Scope and Methodology

In terms of work assignments, the consultant is expected to conduct the following tasks:

- Review government policy, vision and goals in development of information management systems to understand the government's direction and priority on information/data management and the current situation and gaps etc.
- Review the existing draft CPIMS strategy plan and related documents.
- Identify the CPIMS strategy or plan for MoSVY in working with partners to develop and operationalize the CPIMS.
- Preparing draft strategy and assisting a series of consultation workshops and meetings to gain input from stakeholders to finalize the plan.
- Finalizing CPIMS strategy for Cambodia for endorsement by the Minister of MoSVY.

5. Deliverables

The consultant is expected to provide the following deliverables in line with number of working days outlined below.

No.	Description of Activities & Outputs	Number of Working Days Involved	Duration
1	Produce inception report based on review the existing draft CPIMS strategy plan and related documents and execution of budget and proposed annotated outline of the CPIMS Strategic Plan	3	August 2021
3	Preparing draft CPIMS strategy plan and assisting MoSVY to conduct a series of consultation workshops and meetings to gain input from stakeholders to finalize the plan.	20	August-October 2021
4	Finalizing CPIMS strategy plan for endorsement by the Minister of MoSVY	2	November 2021
Total		25	1 months

6. Reporting Requirements

All reports must be submitted electronically in Ms. Word file in Khmer & English must be submitted.

- Inception report shall be submitted by 16th August 2021.
- First draft CPIMS Strategic Plan shall be submitted by 30th August 2021.
- Final draft CPIMS Strategic Plan shall be submitted by 27th November 2021.

7. Duration

The indicative schedule of the assignment, activity schedule or project time frame will be developed by consultant and approved by MoSVY and UNICEF. In case, there is delay or revision needed for the schedule, activities, and timeline due to various credible reasons, the consultant shall consult and seek prior approval from MoSVY and UNICEF.

- Starting period: 13 August 2021
- Foreseen finishing period or duration: 30 November 2021

The travel and DSA cost for the field visit will be part of the financial proposal under this consultancy.

8. Qualifications or Specialized Knowledge/Experience Required

Consultant shall have the following qualifications. The actual remuneration fee will be negotiated with the selected individual.

- Advanced University degree (Master's degree or equivalent, or PhD) in the field of social work, child protection, child welfare or social protection
- Minimum of 5 years professional experience in development and capacity-building, ideally for social work/child protection and information systems
- Demonstrate ability to work with government officials and development partners and establish harmonious and effective relationship
- Knowledge of current MoSVY and multi-ministry's structure, policies and plans
- Excellent interpersonal, facilitation and communication skills
- Fluency in spoken and written English and Khmer

9. Administrative Issues

MoSVY will provide administrative support to facilitate access to information and data as well as to conduct interviews with relevant stakeholders within MoSVY. In context of COVID-19 pandemic, the consultant shall maintain safety measures and may request to work from his/her own premise and conduct relevant meeting virtually in coordination with Department of Planning Statistic and Sum-up

10. Project Management/Contract Supervisor and other stakeholders

This consultancy will be jointly supervised by Mr. Toeng Dara, Director of Planning Statistic and sum-up and Ms Khauv Phannet, officer of UNICEF. For day-to-day work, the consultant shall report to Mr. Toeng Dara. Any change or amendment to the contract shall be approved jointly by MoSVY and UNICEF.

11. Payment Schedule (Please link to deliverables to the extent possible):

The payment will be made into 4 instalments based on the following:

- 1- First Instalment (30%) will be paid after delivering the 1st deliverable of Inception report with satisfaction from MoSVY and UNICEF.
- 2- Second Instalment (30%) will be paid after delivering the 2nd deliverable of first draft of CPIMS Strategic Plan with satisfaction from MoSVY and UNICEF.
- 3- Final Instalment (40%) will be paid after delivering the 3rd deliverable of Final draft of CPIMS Strategic Plan with satisfaction from MoSVY and UNICEF.

12. How to Apply

Qualified candidates are requested to submit to Department of Planning Statistic and sum-up of MoSVY and copy to UNICEF through email with the following information/documents:

- A cover letter and CV, and copies of two relevant performance evaluation report or references
- Lump-sum amount requested to undertake the work assignment above.
- Indicate your availability to start the assignment.
- The application deadline is August 5th 2021 and the closing date is August 11th 2021.

Please send them to MoSVY and copy to UNICEF via following:

daratoeng@yahoo.com cc: pkhauv@unicef.org