



IMPROVING SOCIAL SERVICES PROJECT

Supported by UNICEF

Terms of Reference

Individual Consultancy: Review and Revision of Guidelines on Organization and Functioning of the Commune / Sangkat Committee for Women and Children

1. Background

Following the first elections of Commune/ Sangkat Councils held in 2001, Royal Government of Cambodia created Commune Committees for Women and Children (CCWC) in selected areas on a pilot basis under the support of UNICEF Seth Koma Programme.

Based on pilot experience, National Committee for the Management of Decentralization and De-concentration Reform (NCDD) formulated and issued the following related guidelines in 2007 and 2008:

- A) Guidelines on preparation and establishment of CCWC in all Communes and Sangkats in Cambodia
- B) Guidelines on the organization and functioning of the CWCC including information on its establishment, roles and responsibilities, grant and supporting mechanisms.

Following the formation of such structure in 2009, members of the CCWC were trained on the functioning of the committee.

However, it should be noted that members of CCWCs change as new councils take office and form new committees after each election that take place every 5 years. As a result, most of CCWC have new members that were not properly trained.

Also, in recent years, there are many new guidelines, policies and national programmes developed and designed, such as the Social Service Implementation Manual issued by the Ministry of Interior (MoI), the Community Pre-School Management Guidebook, the Child Protection Guidebook etc. These policies and programmes have delegated more roles and responsibilities to the CCWC and more particularly to the Commune Focal Point to Women and Children (CFPWC).

Anecdotal evidence suggests that participation of children and youth in current local planning and budgeting process is limited. CCWCs could potentially play it role to promote children and youth participation.

Therefore, the current functions need to be reviewed and adjusted to align with the new development as above mentioned, so that CCWC, CFPWC could have clarity on expectations of them and could perform their roles and responsibilities effectively and efficiently.

2. Purpose

The main purpose of the consultancy is to:

- a) review guidelines on organization and functioning of CCWCs as well as legal instruments, policies and programmes that have been formulated by line ministries that set roles and responsibilities of CCWCs
- b) revise guidelines on organization and functioning of CCWCs to reflect additional roles and responsibilities mandated by new legal instruments, policies and programmes and to include children and youth representatives in the structure and functions.

Specific objectives include:

- Review of all recently issued legal instruments, policies and programme documents, studies and evaluation reports that are relevant for revision/ amendment of guidelines on organization and functioning of WCCCs
- Review of existing guidelines on organization and functioning of CCWCs
- Based on above review findings, revise/ amend the guidelines on organization and functioning of CCWC to reflect emerging needs for delivery of new policies and programmes and to include children and youth representatives in the structure.
- Develop presentations of the revised guidelines and provide orientation to officials of the MOI and SNAs.

3. Work Assignments

1. Review relevant emerging or new developed legal instruments, policies, programmes, study and evaluation reports and make a summary of new roles and responsibilities placed on CCWCs.
Note: List of documents to be reviewed will be provided below in this section.
2. Review the existing guidelines on organization and functioning of CCWC and find where the gaps are in comparison with the above review findings
3. Develop an inception report based on literature review findings that include consultant understanding of TOR, summary of literature review findings, proposed changes/ amendment of guidelines and detailed workplan for consultation / validation with government partners and other stakeholders as well as to collect additional inputs.
4. Conduct interviews or group discussion with key informants at national level (MOI, MOW, MoSVY, NCDDS) and undertake field visits and hold focus group consultations with SNA and DoSVY officials and other key national and international development stakeholders to validate findings of literature review and proposed amendment of guidelines and to gather inputs address key shortfalls.
5. Work with MOI, MoSVY (Child Welfare and Social Welfare Departments) Ministry of women affair and other relevant stakeholders to draft revised guidelines to clarify roles and responsibilities CCWCs.
6. Hold workshop with stakeholder to validate the draft of revised guidelines on organization and functioning of CCWCs
7. Finalize the revised guidelines.
8. Develop presentation of the guidelines for orientation to communes/ Sangkats.

9. Conduct orientation of the guidelines to MoI and SNA Officials, so that they could train commune/ Sangkats.

List of documents to be reviewed by consultant include but not limited to:

- Guidelines on organization and functioning of WCCC
- National Cash Transfer Programme design and operational manual
- UNICEF formative evaluation of child protection system in Cambodia
- MoSVY Prakas on Minimum Standards of Alternative Care
- Sub-decree 119, 116 and 34 related with child protection
- NCDDS draft Sub-Decree on new structure and functions of district / municipality administrations
- The Handbook for CCWC – Improving child care and the safe return of 30 per cent of children in residential care to their families
- Child protection monitoring framework

4. Qualifications or Specialized Knowledge/Experience Required

Qualifications and Experience

- Advanced university degree, preferably advanced university degree in community development, public administration and public policy.
- Extensive knowledge and at least 8 years of experience in local governance and decentralization;
- Extensive knowledge of social works and child protection

Knowledge and Skills

- Technical knowledge of local governance, decentralization system and social services.
- Excellent analytical, facilitation, communication and report writing skills;
- IT literacy (Use of MS Word, Excel, PowerPoint)

Competencies

- Demonstrated facilitation training experience;
- Demonstrated ability to work in a multicultural environment, good team working spirit; and Good leadership skills

Languages

Fluency in written and spoken both Khmer and English

5. Location

The consultant will have an office desk at MOI but will interact and work with MoSVY and UNICEF on a regular basis. The consultant is expected to use his or her own laptop computer. The consultant will be required to travel and visit to 4 Capital and provincial administrations (Phnom Penh, Katie, Siem Reap and Ratanakiri) for approximately 10 working days.

6. Duration

Two months starting from August, with estimated 40 working days.

7. Deliverables

No.	Deliverable	Reporting Requirements for each deliverable	Number of Working Days	Date for submission
1.	Inception Report with literature review findings, proposed amendments to the guidelines and a detail work plan (including local travels), and methodology for focus group discussion to validate the above and to collect additional inputs, list of stakeholders to be consulted as well as a draft revised outline of guidelines	Word file in Khmer and English, approximately 15 pages long, accompanied by PowerPoint files in English and Khmer	15	15 days from start of consultancy
2.	First Draft of the revised guidelines on organization and functioning of CCWCs	Word file in Khmer and English, not more than 40 pages long, accompanied by PowerPoint files in English and Khmer	10	25 days from start of consultancy
3.	Final version of the revised guidelines on organization and functioning of CCWCs	Word file in Khmer and English, approximately 40 pages long, accompanied by PowerPoint files in English and Khmer	5	30 days from start of consultancy
4.	Final capacity development, provide orientation of the guidelines to MoI and SNA Officials, and final report of the consultancy	Word in English and Khmer, accompanied by PowerPoint files in English and Khmer	10	40 days from start of consultancy

8. Reporting Requirements

See the deliverable section below for specific requirements for each report.

9. Payment Schedule linked to deliverables

The payment is made in four instalments:

<i>Deliverables</i>	<i>Payment (including business travel fee) be directly linked with satisfactory deliverables</i>
Inception Report with literature review findings, proposed amendments to the guidelines and a detail work plan (including local travels), and methodology for focus group discussion to validate the above and to collect additional inputs, list of stakeholders to be consulted as well as a draft revised outline of guidelines	25% of the total consultancy fees

First Draft of the revised guidelines on organization and functioning of CCWCs	25% of total consultancy fees
Final version of the revised guidelines on organization and functioning of CCWCs	25% of total consultancy fees
Final capacity development, provide orientation of the guidelines to MOI and SNA Officials, and final report of the consultancy	25% of total consultancy fees