



TERMS OF REFERENCE FOR THE CHILD ALTERNATIVE CARE ASSESSMENT STUDY

1.0 Background Information

SOS Children's Villages Zimbabwe is a non-governmental child development organisation established in Zimbabwe in 1985. Its mission is to build families for children that have lost parental care or at risk of losing parental care, help them shape their own futures and share in the development of their communities. It is a member of SOS Children's Villages International which is currently working in 133 countries. In Zimbabwe SOS Children's Villages is implementing various child and youth development interventions focusing on the provision of direct essential services; capacity building of child care-givers and community partners; as well as advocacy in the areas of care, health, education and gender.

On 18th October 2010, SOS Children's Villages International unanimously adopted the UN Guidelines for the Alternative Care of Children as a key framework for its work. SOS Children's Villages has therefore dedicated itself to implement the UN Guidelines in its work as well as to advocate for their application around the world. The organization believes that the UN Guidelines for the Alternative Care of Children has the potential to promote children's rights and improve the lives of millions of children, their families and communities around the world.

It is against this background that SOS Children's Villages Zimbabwe intends to conduct a care assessment exercise to ascertain the extent to which children under various care systems are benefitting through implementation of current policy and legal framework.

2.0 Purpose of the assessment

The care assessment will focus on assessing:

- the measures in country to prevent family separation,
- the various living arrangements for children in alternative care with a focus on: Extended family (kinship care), Community care, Formal foster care, Residential child care, and
- the administrative arrangements managing the above mentioned services.

It will also explore how the current national legal and policy framework governs the delivery of services in these various forms of care.

3.0 Scope of the assessment

SOS Children's Villages Zimbabwe will provide an assessment tool which will guide the consultant during the exercise. The tool details the exact scope of the work to be undertaken in the assessment. Broadly, the scope of work covers the following key elements:

- Conduct an assessment of: Extended family (kinship care), Community care, Formal foster care, Residential child care, and informal foster care as the current child protection and child care systems in the country.
- Conduct an assessment of the **current legal and policy** framework related to: Extended family (kinship care), Community care, Formal foster care, Residential child care, and informal foster care systems in the country.
- Assess whether or not **current preventative services** for child family separation are effective and efficient.
- Assess whether or not the current policy environment provides a clear framework for care providers to **document circumstances** and motives that lead to **child placement** into formal care institutions.

- Provide an assessment of the current child care **admission processes** and **placements** into formal care
- Provide an assessment of the current policy framework in terms of support offered to children leaving : Extended family (kinship care), Community care, Formal foster care, Residential child care, and informal foster care
- Carry out an assessment of current national monitoring and follow-up systems for: Extended family (kinship care), Community care, Formal foster care, Residential child care, and informal care systems. This should include an assessment of the current national capacity to provide quality care services to children.
- Review current financing systems for: Extended family (kinship care), Community care, Formal foster care, Residential child care and informal care institutions in the country. This should include a review of funding trends towards these institutions.
- Assess the current policy framework in terms of provision of an efficient and effective protection and complaints systems within: Extended family (kinship care), Community care, Formal foster care, Residential child care, and informal care options of child care.
- Make recommendations on each of the issues raised under each of the above scope of the assessment. The recommendations should address current policy and legal framework gaps.

4.0 Key Tasks

The assignment of the consultant is to prepare – together with the involved SOS co-worker - the children's status report as outlined above and must cover the following steps:

- Plan and design the data collection process:
- Identify the main literature to be reviewed
- Identify the major stakeholders to be consulted
- Plan and design methods of data collection to be used
- Collect and gather the relevant data and information.
- Preparation of the assessment draft report and possible accompanying documentation.
- The consultant is required to consult and seek approval from the National Association (NA) as per agreed terms of references/contract.
- Update the responsible liaison SOS co-worker on the key stages and milestones reached during the assessment process as well as development of the final report
- Make a power point presentation based on the draft findings and report to the NA and its partners during a validation workshop.
- Produce a summary report of the findings and recommendations

5.0 Key deliverables

The following are the key deliverables:

- A draft report including a power point presentation. These will be used for soliciting input from SOS Children's Villages Zimbabwe and its partners during a validation workshop at a date to be arranged.
- A summary report which includes findings and recommendations. This report (softcopy and 1 hardcopy) of approximately 11(A5) pages must contain an executive summary, results (tables and explanatory notes), recommendations, references and glossary.
- A final assessment report of between 30 to 50 pages. These should be 2 colour-printed hard copies and 2 soft copies.
(Both the draft and final report should be submitted in a standardized assessment report template to be provided to the consultant)
- Key supporting literature used during the drafting and finalization of the report. These should include:
 - o Key relevant policy and legal documentation on: Extended family (kinship care), Community care, Formal foster care, Residential child care, and child care systems in Zimbabwe and the region.

- o Key surveys and study reports carried out on: Extended family (kinship care), Community care, Formal foster care, Residential child care, and child care systems in Zimbabwe and the region.
- All relevant tables and charts used during data analysis. These should be prepared and submitted in a separate folder as soft copies.

6.0 Planned schedule of the assessment exercise

The estimated time frame is two and a half calendar months for the entire work beginning November 2013 and completion no later than 13th January 2014

Date (in weeks)	Activity	Person Responsible
15 November 2013	Appointment of consultant	ND/DND / HR
15 November 2013	Briefing or inception workshop on the Care Assessment tool; including the objective of the assessment	Kellivn and Mr Zungunde (with support from Mzi)
15 December 2013	Documents/Secondary data review and production of summary report	Consultant and SOS CV selected team members (if can be released for this and to cut costs)
9 January 2014	Presentation of Draft report	Consultant
10 -17 January 2014	Collection of feedback and inputting	Consultant
21 January 2014	Submission of final reports (snap shot & full report) with all attachments	Consultant

7.0 Profile of the consultant

The child rights consultant must have:

- proven competency and experience in conducting child rights research
- a good understanding of community development work and the social welfare system in the country
- proven experience in participatory research methods
- excellent analytical, research and report writing skills
- good facilitation and interpersonal skills
- field experience within the analysis topic
- knowledge of the out-of-home care system in the country
- post graduate degree in the social sciences field; development studies; child rights; or any other relevant field of study

8.0 Submission of technical and proposals

Deadline for submission of financial and technical proposals is Thursday 14 November 2013.

9.0 Contact details

The Procurement Officer
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Harare