



**Ministry of Women Development and Family Affairs  
Wasaaradda Horumarinta Haweenka iyo Arrimaha Qoyska  
Office of Child protection**

**Vaccancy Position: National Consultant to Child Protection Department of MOWDAFA**

Title:	Consultant of the Child Protection Department of MOWDAFA
Category & Level:	Master Level Professional with five years experience
Type of contract:	Ministry Standard Contract
Length of contract:	6 months with possibility extension
Organization Unit:	Child Protection
Supervisor:	Director of Child Protection (CP)
Funded agency:	UNICEF
Posted date:	20 March 2017
Deadline:	28 March 2017

**Background**

The Child Protection unit of Ministry of Women Development and Family Affairs is responsible for planning, implementation, coordination and monitoring of protection and welfare intervention for children and women. In partnership with primarily UNICEF and other stakeholders in the sector, the department oversees child protection projects and activities in all Puntland Regions.

Due to the growing protection programs, and limitation of number of department staff, a national consultant will be recruited to provide technical support to the department. Under the direct supervision of child protection director, the consultant will assist in planning, coordination and documentation of partnership program activities with funding agencies and other stakeholders.

**Scope of Work**

The consultant is expected to contribute to the quality inputs/outputs of the child protection department. S/he will participate and supports the planning and execution of department's day

to day activities: undertaking assigned tasks as stipulated in below section. Overall, the scope of the work is mainly limited to the implementation and coordination of UNICEF funded partnership programs on child protection and related interventions. The consultant will also provide support to the general department works as required or assigned by the supervisor.

### Purpose

The purpose of this consultancy is to work with **MOWDAFA** CP department and help planning, implementation and monitoring of department activities generally and particularly under the partnership programmes of **UNICEF** in line with the annual work plan. The consultant will assist in developing quarterly and monthly plans based on the UNICEF & MOWDAFA annual work plan and contribute to the implementation of activities in close coordination with concerned UNICEF staff and other line ministries as well as sharing progress updates and reporting. The technical support of the consultant is also required in organization and execution of key department events and forums including the periodic coordination and working group meetings and commemorations as well.

### Objective Scope of Work

The objective of this consultancy is to provide technical support to the CP department of MOWDAFA with focus on implementation of the partnership programs funded by UNICEF, including coordination, working groups forums, training events, policy consultations, and coordination of child protection programs with other ministries and with larger stakeholders. Under the supervision of the head of the department and In collaboration with UNICEF staff, the consultant will be responsible for the following:

- Provide support and develop CP related department proposals and concept notes for submission to funding agencies.
- Development of work plan with quarterly activities and budget for the child protection in consultation with head of child protection department.
- Assist the director in preparing monthly and quarterly planning of department activities and sharing them with UNICEF and other stakeholders. While coordinating with the department's supervisor, introduce the department team in planning the daily and weekly tasks /notes, review states of accomplished tasks.
- Support the director in calling for and co-chairing the child protection working groups. Sending out invitation, jotting down and circulating discussion notes to all members.
- Support with organization and facilitation of stakeholders' forums and meetings in relation to policy development, coordination forums and commemorations events.

- Contribute to training of child protection working groups in collaboration with UNICEF and other International stakeholders.
- Develop and update 3 matrix's, seeking inputs from all sector stakeholders involving child protection programmes and interventions.
- Assist with the organization of coordination and inter-ministerial forums, by preparing meeting calendars, arranging presentations and taking notes
- Provide technical assistant to the commemoration of national and international days by developing proposal with budgets for fund raising and coordination and implementation of events and activities.
- Assist reporting of department activities on monthly, quarterly and annually. Help improve quality of report and meeting deadlines for circulating periodic and progress reports.
- Help the departmental staff in improving the documentation through development of formats and templates for reporting and other research records.
- Work with International and national consultants for completion of CP systems mapping.
- Undertake field visit to the projects site providing support and guidance to the activities in the regions. Provide technical support to regional coordinators and CP focal person with focus of coordination of activities in the regions and reporting achievement. Submit travel reports detailing accomplished work during the visits and recommendations.
- Review child protection programs run by local agencies/partners and evaluate the effectiveness of the program, their collaboration with MOWDAFA, and report on achievements, gaps, and offer resolution after consulting with the department's supervisor, DG and the minister.
- Undertake any other tasks as assigned by the director of department and/or the DG.

### Deliverables

The expected deliverables of the consultancy will include:

- Concept note/ proposal and work plan outlining key issues to be addressed within the department operations.
- Quarterly and monthly work plan with priority activities and budget for the child protection department.

- Validation reports of the Alternative care and other policies.
- Daily and weekly priority tasks /notes.
- CP working groups minutes
- Training reports
- Updated 3 matrix for CP
- Monthly, quarterly and annual reports of CP department
- Improved documentation and keeping records of all department activities.
- Regularly submitted and filed travel reports
- Any other tasks as assigned by the director of department and/or the DG.

### Management, Organization and Timeframe

The consultant will work under the supervision of the Director of Child Protection, in close consultation with the staff of the department and with other MOWDAFA departments (Gender, FGM and Finance teams). S/he will be based in Garowe, central Ministry office. The CP department will host and support the Consultant during the consultancy in the course of the assignment.

### Performance indicators for evaluation of results

The staff member's performance will be evaluated based on the timeliness, responsiveness to project needs and changing environment, responsibility, initiative, communication, and quality of products delivered.

### Qualifications and competencies

- An advanced degree in law, human rights, social science or other related field, or, in lieu of the advanced degree, possesses first degree and additional years of experience.
- A thorough understanding of relevant international human and child rights instruments related to protection of children.
- Excellent written and verbal English communication skills, and effective communication to varied audiences, including during formal public speaking.
- Sets high standards for quality of work and consistently achieves project goals.
- Has good teamwork and coordination skills; co-ordinates group activities.
- Translates strategic direction into plans and objectives.
- Quickly builds rapport with individuals and groups; maintains an effective network of individuals across Ministry and Inter-ministerial departments.

- Demonstrates, applies and shares expert technical knowledge across the organization.

Applications should be submitted in person or online using [mowdafa.hr@gmail.com](mailto:mowdafa.hr@gmail.com) not later than **28<sup>th</sup> March 2017 at 5:00 pm**, Somalia local time