

CALL for PROPOSALS

(Consultancy Services for the Development Minimum Standards and SoPs for Child Rights Centers of Bar Associations- Phase 1)

UNICEF and Union of Turkish Bar Associations (UTBA) are looking for qualified consultants for model development of Children's Rights Centers for Bar Associations.

*Please carefully review the background, terms and conditions below. If you are interested, please **submit your technical & financial proposal (as well your CV)** to the email ional@unicef.org, ekahramanoğlu@unicef.org, esenel@unicef.org using the attached template **no later than 29.03.2024.***

Many thanks in advance for your interest.

BACKGROUND:

Union of Turkish Bar Associations and UNICEF Türkiye Country Office seeks for a short term national individual consultant for the development of the training programmes (within the EU funded Project entitled "Improving the Capacity of Lawyers and Bar Associations on Promotion, Protection and Monitoring of Children's Rights - ÇABA in short").

The Project generally aims to promote children's rights and ensure children's equal access to justice by strengthening the capacity of lawyers and bar associations and raising public awareness. A needs analysis conducted by the Union of Turkish Bar Associations (UTBA) and UNICEF in 2018 demonstrated systematic quality issues regarding legal assistance to children, including the lack of standard operating procedures and training programmes for lawyers. Very few bar associations have effective child rights centers and their monitoring capacity is limited and convicted children (in prison or on probation) have almost no access to legal assistance. Despite the high percentage of child-related cases in the system, the quality of legal assistance provided to children under the legal aid system, as also pointed out by the Committee on the Rights of the Child in its concluding observations over Türkiye remains to be improved.

The child rights commissions and centers, which are currently established under some of the Bar Associations and often work on voluntary support of the lawyers, should have a clearer structure and standard operating procedures to better monitor the situation of children's rights in the country, generate knowledge as well as submit regular inputs to various national and international human rights bodies. The Action therefore, aims to address all those challenges, improve the capacity of individual lawyers as well as Bar Associations and build the necessary knowledge, legislation and infrastructure to achieve tangible results on this front.

Local bars are established in 81 provinces of Türkiye and represent the lawyers in these provinces. Among these bars, five bars will be selected as pilot bars from different geographical regions of Türkiye. The pilot Bar Associations are determined as, Adana, Aydın, Batman, Erzurum, Trabzon and agreements are signed between UTBA and pilot bars to ensure their commitment to implementing activities and their results.

The Action will support the Beneficiary Institution with a comprehensive capacity-building plan: a needs assessment study will identify comprehensively problems and challenges of the bar associations, study visits will increase the knowledge about the implementation in other European Union's countries, and an action plan will be developed for the implementation of centres and coordination among them. Meanwhile, the human resources of Bar Associations will also be improved via training sessions on fundamental rights of children, guidelines on child-friendly legal aid, fundamentals of working with children, including child development and communication skills.

PURPOSE & SCOPE OF THE WORK:

The purpose of this assignment is;

- to analyze the current situation of the institutional capacities and CRC modalities of Bar Associations,
- to identify the needs of lawyers, Bar Associations and children for a better legal service on child friendly justice,
- to determine the minimum standards and the overall structure of the CRC's, including equipment and design,
- to determine the roles and responsibilities of the CRC as well as the members and the key staff
- to prepare the fundamental guidelines as, SoP's, methodologies and other internal rules of procedures for referral, supervision, strategic litigation, monitoring and reporting,
- to prepare the practical tools and materials for outreach, awareness raising, data collection and planning,
- to standardize child-sensitive information materials on judicial process, rights and legal aid

The consultant is expected to work closely with the working group established within the scope of action, UNICEF and UTBA CRC to complete the following tasks and submit the relevant deliverables in line with the agreed work calendar:

Task 1: Analyze the Current Situation of Institutional Capacities and CRC Modalities of Bar Associations

- Conduct a comprehensive review of the existing institutional structures and capacities of Bar Associations involved in child-friendly justice.
- Evaluate the current Child Rights Centers (CRCs) modalities within the Bar Associations, including their staffing, resources, and operational procedures.
- Identify strengths, weaknesses, and opportunities related to the institutional capacities and CRC modalities around Türkiye and compile opinions, experience and strategies to overcome challenges to provide sustainability and to ensure the widespread implementation of CRC in different Bar Associations

Task 2: Identify Needs of Lawyers, Bar Associations and Children for Better Legal Service on Child Friendly Justice

- Conduct at least one workshop to identify the current situation, needs and possible modalities for CRC of local Bar Associations
- Engage with lawyers, legal practitioners, and relevant stakeholders to gather insights into their experiences, challenges, and requirements for enhancing legal services related to child-friendly justice.
- Conduct surveys or interviews to assess the specific needs and expectations of Bar Associations regarding child-friendly justice.
- Analyze the outputs of the child consultation activity within the scope of action and present the outputs for the CRC modality

Task 3: Determine Minimum Standards and Overall Structure of CRCs

- Research and benchmark national/international best practices for child-friendly justice centers and services.
- Develop a set of minimum standards for CRCs, encompassing physical infrastructure, equipment, design, and facilities in
- Propose an overall organizational structure for CRCs that optimizes functionality, communication, and coordination among various stakeholders in accordance with the need analysis

Task 4: Determine Roles and Responsibilities of CRCs, Members

- Define the roles and responsibilities of CRCs in the context of child-friendly justice, outlining their functions, decision-making powers, and collaborations with the Bar Associations and other entities
- Detail the specific roles of CRC members
- Specify the responsibilities of key staff members within CRCs, such as coordinators, board members, and administrative personnel.
- Determine the qualification and standards of the CRC members, CRC Executive Board
- Determine the procedures for the Executive Board of the CRC (selection or appointment and related processes)
- Submit the draft report to UTBA& UNICEF and prepare the final report according to the feedback

Task 5: Determine the Roles, Responsibilities and Qualifications of the Full-time Staff of the CRCs

- Define the roles and responsibilities of the full-time staff of the CRCs
- Determine the qualification and selection standards of the full-time staff of the CRCs
- Prepare the terms of reference and job advertisements for the full-time staff of the CRCs

Task 6: Prepare Fundamental Guidelines, SoPs, Methodologies, and Internal Rules of Procedures

- Develop comprehensive guidelines for the training activities, referral process, supervision protocols, strategic litigation approaches, and monitoring and reporting mechanisms within CRCs.
- Draft SoPs for various activities, including case handling, data management, management of legal aid services, engagement with government agencies and other relevant actors and activities related to children's rights
- Design methodologies for the training programmes designed for the action, effective referral of child-related cases, strategic litigation planning, and evidence-based monitoring and reporting procedures and providing financial resources for the CRC and related studies.
- Determine clear and concise internal rules of procedure to ensure consistency, accountability, and professionalism within CRCs.
- Submit the draft report to UTBA& UNICEF and prepare the final report according to the feedback

Task 7: Prepare Practical Tools and Materials for Outreach, Awareness Raising, Data Collection, and Planning

- Create outreach and awareness-raising materials targeting, children, parents, legal representatives and caregivers and other relevant stakeholders, such as brochures, presentations, videos, and social media content.
- Develop tools for effective, reporting, data collection and analysis, enabling CRCs to track cases and outcomes related to child-friendly justice.
- Design planning tools to assist CRCs in setting objectives, establishing timelines, and monitoring progress.

Task 8: Standardize Child-Sensitive Information Materials on Judicial Process, Rights, and Legal Aid

- Design child-sensitive information materials explaining the judicial process, legal rights, and available legal aid services in a language and format suitable for children and their families.
- Collaborate with child psychologists and experts to ensure the appropriateness of the materials for different age groups and cultural contexts.

Task 9: Final Report and presentation to UNICEF, UTBA and relevant actors

- Prepare the final report on the analysis and proposed key points on the CRC's
- Conduct a workshop and present the report and the outcomes to UNICEF, UTBA and Bar Associations

TASKS		DELIVERABLE	LANG.	TENTATIVE* PERIOD/DEADLINE
1	Analyze the Current Situation of Institutional Capacities and CRC Modalities of Bar Associations	Inception report	TUR	5 days
3	Determine Minimum Standards and Overall Structure of CRCs	Determination of the structure	TUR	10 days
4	Determine Roles and Responsibilities of CRCs, Members, and Key Staff	Draft Guideline/Final Guideline	TUR	5 days/5 days
5	Determine the Roles, Responsibilities and Qualifications of the Full-time Staff of the CRCs	Qualification and selection standards	TUR	5 days
6	Prepare Fundamental Guidelines, SoPs, Methodologies, and Internal Rules of Procedures	Draft Guideline/Final Guideline	TUR	5 days/5 days

7	Prepare Practical Tools and Materials for Outreach, Awareness Raising, Data Collection, and Planning	Practical Tools and Materials	TUR	7 days
8	Standardize Child-Sensitive Information Materials on Judicial Process, Rights, and Legal Aid	Proofreading of all the materials prepared	TUR	7 days
9	Final Report Preparation and Set of Recommendations	Final Report	TUR	7 days

METHODOLOGY & LOCATION:

The tasks described in this ToR are expected to be completed mostly with remote work, but the consultant is expected to attend face to face meetings and workshops which the consultant will be notified on the location before the event.

The travel and accommodation expenses will be separately reimbursed by UNICEF based on actual receipts as long as they are in line with the DSA limits of UNICEF.

QUALIFICATIONS:

Minimum required qualifications are as follows:

- At least Phd degree in law
- A minimum of five year of professional experience in legal services (as a registered lawyer),
- Proven work with/for children and sound experience in relevant projects
- Proven experience as a trainer on trainings given to lawyers and legal professionals
- Proven experience on Child Right Cycles of Bar Associations
- Sound expertise in child justice and child protection, as well as a multidisciplinary approach to the issues
- Knowledge, skill and experience in the delivery of contemporary child-centered, child-focused and child-inclusive practices.
- Good command in Turkish and English.
- Well-developed written work including report writing, case notes and data collection.

Skills and personal traits:

- Sensitivity towards ethics with regards to human and child rights issues, different cultures, local customs, religious beliefs and practices, personal interaction and gender roles, disability, age, and ethnicity.
- Strong analytical, organizational, and inter-personal skills.

- Ability to work closely with national and international actors with tight deadlines, and to facilitate coordination of a process.
- Computer literacy.