

TERMS OF REFERENCE – CONSULTANCY

National expert or team of experts

Adapting and developing Report Template for personality study office

1. Terre des hommes Iraq – Access to Justice Program

Tdh is a leading Swiss child rights agency present in the MENA region since 1973. Currently, Tdh operates in Lebanon, Jordan, Egypt, Palestine, and Iraq. Afghanistan and Pakistan belong programmatically and operationally to the MENA portfolio at Tdh as well. Within the region, Tdh has in place 3 specialized programs: (1) Access to Justice for Children and Youth, within which a 'Gender Justice' specialized programmatic thematic is carried out, (2) Children and Youth Affected by Migration, and (3) Child and Maternal Health. Those programs, in addition to the specialized technical staff within each of them, are supported by a Child Protection Transversal Unit as well as a Quality and Accountability Unit.

More information can be found here: <https://www.tdh.ch/en>

Since January 2019, Tdh has been a pioneering actor in justice for children programming in Iraq. Within the current Access to Justice program, Tdh aims at promoting justice practices which incorporates a restorative component as to provide appropriate solutions to (re)establish the concept of positive and child-friendly justice among offenders, victims, witnesses and their communities, but also towards the stakeholders in country, from authorities to national civil society involved in child justice matters. The complementary objectives are to ensure (1) the application of strong legal principles such as specialized justice systems for children, diversion and alternatives to detention, (2) the best interest of the child at all stages of the judicial procedures including post-release/aftercare, (3) psychological, sociological and criminological theories that take into account the comprehensive development of children and youth, (4) the setting up of safe and effective reintegration pathways from the first contact with the justice systems till long after their release in order to ensure the continuum of care, sustainability and minimize the risks related to re-offending/recidivism.

Tdh activities mainly focus on: providing specialized support to foster safe and sustainable reintegration processes for children in contact with the law and their families, reinforcing the child justice system through promoting their access to child-friendly legal aid, fostering synergies between formal and informal justice actors, reinforcing child protection community-based mechanisms, and providing specialized capacity building to juvenile judges pertaining to different stages/practices of child justice proceedings.

2. Rationale of the consultancy

The legal system in Iraq puts children and youth at a disadvantage as the domestic legal framework is not fully aligned with the Convention on the Rights of the Child (CRC) and the

principles of justice for children. Despite being a signatory to the CRC, Iraq fails to adequately protect children from violence, abuse, and neglect and ensure humane treatment and respect for their dignity during detention. By addressing these issues and implementing appropriate reforms, Iraq can work towards providing a system of justice that safeguards the rights and well-being of children and youth, preventing further violations and offering them opportunities for a brighter and more secure future.

In close consultation with UNICEF's Child Protection Unit, Tdh will develop a comprehensive training program specifically tailored for the social service workforce in juvenile facilities. Through this consultancy, Tdh aims to enhance the existing reporting template for the personality study office within the juvenile court system in Iraq, driven by the necessity to align with international standards and best practices. The adapted/developed template will ensure compliance with global conventions, such as the Convention on the Rights of the Child (CRC), emphasizing the integration of legal and ethical considerations crucial to the juvenile justice system. The proposed enhancement focuses on improving information gathering to achieve a more comprehensive understanding of a juvenile's background, mental health, and social environment. This, in turn, will facilitate the development of targeted rehabilitation plans, contributing to well-informed court decisions and the successful reintegration of juveniles into society. In close collaboration with diverse stakeholders in the juvenile justice system, the consultancy aims to deliver a user-friendly and standardized reporting tool. Furthermore, the consultancy commits to ongoing improvement within a specified timeframe, employing an on-the-job training approach, and incorporating periodic reviews by experts to adapt the reporting based on emerging field best practices. The final version will seek approval from the high judicial council and relevant departments for official usage.

3. Objective of the consultancy

Under this consultancy, Tdh seeks the services of a national expert or a group of experts to adapt and develop the personality study office's reporting template. The primary focus is on the key actors involved in the judicial proceeding with juveniles as well as the social workforce. The national expert or team of experts will work closely and collaboratively with the Tdh team, the High Judicial Council MoJ/MOLSA/Mol, and UNICEF.

The scope of the work includes elevating the reporting template for the personality study office within Iraq's juvenile court system. Central to this effort is the initiation of a comprehensive literature review that will encompass all global initiatives related to initiating, developing, or adapting reporting templates for personality studies of juveniles and children who are in conflict with the law. This entails a thorough examination of lessons learned and best practices in the field, drawing upon international experiences to inform and enrich the enhancement of the reporting template. Primarily, the consultancy seeks to align the reporting template with international standards, particularly the Convention on the Rights of the Child (CRC), with the overarching goal of enhancing the juvenile justice system's adherence to global best practices. Ensuring strict compliance with legal and ethical considerations, the objective is to develop an adapted or new reporting template that upholds the rights and wellbeing of juveniles. The enhancement will focus on improving information gathering, providing a more comprehensive

understanding of a juvenile's background, mental health, and social environment, with an emphasis on factors contributing to delinquent behavior. This detailed assessment is designed to facilitate the development of targeted rehabilitation plans, contributing to better informed court decisions and the successful reintegration of juveniles into society. Collaborating closely with diverse stakeholders in the juvenile justice system is another key objective, ensuring the reporting template meets the needs of professionals involved and fostering a collaborative, multidisciplinary approach. Additionally, the consultancy aims to transform the reporting template into a user-friendly and standardized tool, streamlining the assessment process and ensuring consistency in personality study evaluations. A commitment to continuous improvement is embedded in the objectives, with an on the job training approach for professionals and periodic reviews by experts to adapt the template to emerging research and field best practices.

4. Scope of the consultancy and deliverables

The **scope of work** is to adapt and enhance the reporting template for Personality Study Offices. This involves a comprehensive literature review focused on initiatives related to the initiation or development/adaptation of such templates. Additionally, a review of global best practices in personality studies for the rehabilitation and reintegration of juveniles and children in conflict with the law will be conducted. The consultancy will commence with an inception report, summarizing findings from a desk review of existing tools and SOPs, including recommended best practices, drafts of proposed data collection tools, and a detailed work plan. Subsequently, Focus Group Discussions and interviews with key actors, complemented by a quantitative questionnaire, will be undertaken. Tdh lead will accompany and facilitate this process. A needs assessment of major stakeholders involved in rehabilitation and reintegration, specifically regarding capacity building and the implementation of the new reporting template, will be carried out. The consultancy will also encompass facilitating workshops for the development or review of the adapted reporting template, coupled with on the job training for staff responsible for its utilization. The final phase involves working on developing the capabilities of relevant stakeholders to endorse the adapted reporting template within their respective departments. Through these concerted efforts, the consultancy aims to align the reporting template with international standards and contextual needs, thereby enhancing its effectiveness in inform the decision of the juvenile judges.

Deliverables summary:

1. <u>Conduct a workshop with the relevant ministries and departments to present the initial draft of the new developed reporting template in coordination with HJC</u>	
Tasks	Timing
Literature review for all the work done in initiating or developing/adapting Personality study offices reporting template for the Iraq context.	Feb 2024 –

• Review of the global lessons learned, and best practices on personality studies for rehabilitation and reintegration for juvenile and children in conflict with the law. • Inception report composed of a summary of the desk review of existing tools/SOPs and assessment, a summary of the best practices recommended, drafts of the data collection tool to be used and the work plan. • Focus Groups Discussions (FGD)/Interviews with key actors, including children and their families, as well as the community members and private sector as per the need. The FGD is to be complemented by a questionnaire for quantitative data. A concrete list is to be proposed in the technical proposal. The process will be accompanied and facilitated by Tdh lead. • Conduct a needs assessment of the main stakeholders involved in the rehabilitation and reintegration of the juveniles and children process related to their capacity building and implementation of the new developed template. • Facilitating the first workshop with the relevant stakeholders for developing/adapting Personality study offices reporting template and collecting their feedback • On the job training to the concerned staff who are using the reporting template.	July 2024
2. <u>Conduct a final workshop to secure endorsement for the adapted reporting template with the relevant departments in coordination with HJC</u>	
Tasks	Timing
• Review and adapt the developed reporting template according to the field test and collected feedback. • Formatting and designing the final version of reporting template. • Facilitating the final workshop with the relevant stakeholders to present the final version of the developed template handing over the responsibility to officially endorse the developed reporting template to the relevant departments	Feb 24 – July 24

5. Methodology

The consultant will strictly follow the work plan and the time schedule agreed with Tdh in undertaking the consultancy assignment.

An appropriate methodology will have to be determined by the consultant and submitted with the consultancy technical proposal. It will be reviewed by Tdh and adjust accordingly with the consultant if needed prior to the signature of the consultancy contract.

6. Timeframe

The consultant is expected to use own computer and other equipment required for the task.

The duration of the consultancy contract shall be for a maximum of 7 working days between February 2024 – July 2024. Final deliverable shall be submitted (on the agreed language with the Tdh focal point) on the agreed timeline with Tdh and the relevant departments:

- Inception Report and workplan – Feb 2024
- Draft 1 of the new developed template – Feb 2024
- First workshop – Feb - March 2024
- Final Version of the reporting template – Jun 2024
- Final workshop of the reporting template – Jun 2024

7. Profile of the consultant: qualifications and experience

- A post-graduate or equivalent qualification/degree in social work, criminology, Human rights, Political Science, Development Studies, Humanities or any other relevant discipline. Excellency level of psychology expertise in country would be prioritized.
- Substantial experience and expertise in the field of juvenile justice, including a deep understanding of international standards, conventions, and best practices related to the rights and welfare of children within the justice system
- In-depth knowledge of legal and ethical considerations related to juvenile justice.
- At least 6-9 years of prior work experience in child protection, social work, juvenile justice ,Children in contact with the law, children in conflict with the law, and children at risks.
- Proven sound experience on drafting similar deliverables (providing concrete examples and when possible, excerpts/samples).
- Proven skills in producing evidence-based reports within the field of personality studies, psychological studies, juvenile justice, or social rehabilitation
- Strong research and analytical skills for conducting literature reviews, needs assessments, and synthesizing information into actionable recommendations.
- Skill in facilitating workshops, training sessions, and focus group discussions with diverse groups of participants.
- Excellent written and speaking skills in English.
- Fluency in Arabic is strongly recommended.

8. Application procedure

Consultants/firms that meet the requirements should submit expression of interest, which should include the following:

1. Cover letter including the consultant's/firm's suitability for the assignment and current contact information (max. 1 page)
2. Include 1-2 samples of previous similar work
3. Technical offer; detailed response to the Terms of Reference herein, with specific focus addressing the purpose and objectives of the assignment, methodology to be used and key selection criteria (max. 7 pages)
4. Financial offer; detailed budget breakdown based on expected daily rates and initial work plan. (max. 2 pages)
5. Initial draft of the proposed work plan (max. 4 pages)
6. Sign and Stamp of published Term of Reference PDF.

Prerequisites for accepting financial offers:

- Prices are to be submitted in IQD and are valid for 30 days starting from the applications' closing date. Prices have to be inclusive of taxes. The daily fee should be inclusive of travel costs and accommodation.
- The quotation must be detailed and based on the work mechanism proposed by the consultant.

All offers must be e-mailed to irg.tenders@tdh.ch no later than 14th of February 2024 at 11.59 pm (Baghdad time). Applications will be reviewed on a rolling basis, with priority given to the earliest received applications.

Mention in the e-mail object the title of the consultancy: Revision and adaptation of Case Management SOP / guidelines for juvenile facilities.

Only proposals that include all the required documents will be assessed. Only short-listed candidates will be contacted.
