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**Position: Child Protection & Adolescent Development/ Empowerment Consultant**  
(Jalpaiguri & Alipurduar)

**Employing Agency (Employer):** Inductus Limited

**Duration of the contract:** 01<sup>st</sup> December 2024 to 31<sup>st</sup> May 2025 (further extendable for 1 year)

**Remuneration:** Gross compensation budgeted for the position is very attractive. Please note that the offer made to the selected candidate shall be commensurate with qualifications, experience, and salary history. It is mandatory to mention current professional fee and expected professional fee on our job portal

**No. of Vacancy: 1 (ONE)**

**Duty Station:** Jalpaiguri & Alipurduar

**Reporting Line:**

1. Administrative Supervision- Inductus Limited
2. Technical Supervision- Child Protection Specialist/ Officer, UN ORGANIZATION

**Last Date for Application:** 13<sup>th</sup> November 2024 (Mid Night)

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### **Terms of Reference**

#### **1. BACKGROUND / RATIONALE**

West Bengal has emerged to be one of the vulnerable states in terms of early marriage with 41.6% (48.1% in rural areas) and 16.4% (19.6% in rural areas) rate of teenage pregnancy as per the latest National Family Health Survey 5 (2019-20) data and therefore it urgently requires quality technical intervention at all levels for creating a safety net for adolescents in the district. Jalpaiguri and Alipurduar shows prevalence of child marriage (18.7%) and teenage pregnancy (11.8%). The child protection deprivations also compounded by a huge population, bordering areas and 42% SC and 15% ST population with total 353 nos. of missing children in these two districts (Track Child, 2023).

The above-mentioned districts being the priority intervention area of UN ORGANISATION even in the last country programme, will continue to receive technical support with focus on the following domains:

- Strengthening national/ state Child Protection schemes and programmes for adolescents viz. Mission Vatsalya, Kanyashree Prakalpa, RKSK, School Health & Wellness Programme etc.

- Support planning, implementation, monitoring and reporting of the DWCD&SW anchored Mission Vatsalya and District Action Plan on Ending Child Marriage (DAP-ECM) along with other issues as per emerging priorities
- Capacity building of government service providers at all levels to strengthen the delivery of gender responsive child protection and adolescent friendly services,
- Building 21st century skills, life-skills, legal literacy of adolescents and support emerging needs around MHPSS, career guidance etc.
- Engaging adolescents in the decision-making process with the government, parents and community at large by promoting inter-generational dialogue and empowering adolescents as agents of change
- Technical support to P&RDD for inclusion of child protection and adolescent priorities in GPDP and promote participatory forums like Bal Sabhas, CPCs
- Strengthening Child Friendly Sanghas through District Rural Development Cell (DRDC) under West Bengal State Rural Livelihood Mission (WBSRLM) for improved prevention and response to adolescent/ CP priorities
- Strengthening community platforms like Block, Gram Panchayat and Village/Ward Level Child Protection Committees (CPCs), particularly in tea garden areas
- Promote Mental Health First Aid (MHFA) through parents, front line workers and communities particularly in tea garden areas

UN ORGANISATION being the partner of Department of WCD&SW, Government of West Bengal will provide services of a Consultant, who shall provide necessary support in planning, coordination, monitoring and documentation of adolescent/ child protection programming in the district.

## **2. PURPOSE OF ASSIGNMENT**

Strengthening and scaling up of adolescent interventions in WB for prevention of child marriage and advancing other child protection/ adolescent priorities

## **3. PROGRAMME AREA AND SPECIFIC PROJECT AREA**

Programs: Child Protection

RWP Outcome: By 2027, Children including adolescents, especially the most vulnerable, are increasingly empowered and protected from all forms of violence, abuse, exploitation, neglect and harmful practices

RWP Output 403: By 2027, children including adolescents, families and their communities have increased awareness and opportunities for participation to transform gender and social norms and prevent violence, child marriage and other harmful practices

## **4. OBJECTIVE/S**

The specific objectives of this Consultancy are the following:

- To provide technical support to the District Administration concerned regarding development and operationalisation of District Action Plan (DAP) for ending child marriage (ECM) with involvement of key stakeholders from different government line departments.
- To support the scale up of the cash plus components including adolescent girls' collectives, life and 21st century skills, career counselling etc.
- To provide support in roll out of adolescent development/ participation tools.

- To facilitate capacity development of different line departments, civil society partners and other stakeholders on adolescent and child protection priority issues at the district level for allied workforce strengthening.
- To promote community engagement for prevention of CP issues and facilitate adolescent parenting

**A. MAJOR TASKS TO BE ACCOMPLISHED (Planning, implementation support and co-ordination):**

1. Provide technical assistance to the district for implementation of planned activities within timelines
2. Technical support in preparing DAP-ECM, facilitate regular review process and support in monitoring
3. Support district administration in formation and strengthening of Child Protection Committees at the block, GP & ward level (10 at least) through trainings, development of Vulnerability assessment report with findings and action plans
4. Support in planning, budgeting and implementation of child protection activities as per theme 3/9 of GPDP with P&RD
5. Promote Adolescent participation in Kanyashree Clubs, CPCs, Gram-Sabhas etc.
6. Conduct monthly activity with at least two schools every month (School level)

**B. Capacity-building:**

1. Facilitating capacity building of government service providers, civil society and CBOs/community structures on CP/ adolescent issues
2. Conducting trainings on financial literacy package, life skills education,
3. Plan and conduct training sessions on human trafficking linked to unsafe migration, online safety and promote social protection schemes
4. Mental health first aid for service providers and referral to district Mental health services
5. Roll out of parenting/gender transformative package
6. One Master trainers' training every quarter (District level)
7. One training of teachers/ other stakeholders on Cash Plus or DAP priorities every month (Sub-division/ block level)
8. Develop 10 functional CPCs in selected vulnerable pockets in the district

**C. Documentation, Reporting, & Monitoring:**

1. Documentation of district level capacity building activities, convergence meetings
2. Submission of DAP & related documentations to UN ORGANISATION and District Administration
3. Action taken with reference to vulnerability assessment and linkage; GPDP planning, and implementation
4. Document learnings and best practices
5. Facilitate collation of data from various partners/ sources to support preparation of donor reports
6. Support preparation of monthly reports/highlights
7. Supporting quality assurance for half-yearly DMIS reports
8. Documentation of cases addressed by CPC on CR violation

**5. DELIVERABLES AND DEADLINES:**

Sl. No.	Major Task	Deliverable	Specific delivery date / deadline for completion of deliverable (please mention as date / no. of days / month)	Estimated travel required for completion of deliverable (please mention destination / number of days)
1	<ul style="list-style-type: none"> <li>• Capacity building of adolescents and community members on 21<sup>st</sup> century skills/child protection priority issues</li> <li>• Organize workshop on skill development and career opportunities for adolescents</li> <li>• Planning and execution of district level training on three issues under DAP-ECM</li> <li>• District mobilization activities around International Girl Child Day</li> </ul>	<ul style="list-style-type: none"> <li>• Adaptation of training modules</li> <li>• Facilitation of the training</li> <li>• Training reports and other documentation</li> <li>• Report on observations of International Girl Child Day</li> </ul>	October 2024	3 days
2	<ul style="list-style-type: none"> <li>• Support District Administration in the training, monitoring and documentation of child protection committees (CPCs)</li> <li>• Facilitate GPDP trainings</li> <li>• Support District administration for the observation of Child rights week in various block and district level</li> <li>• Facilitate training sessions on Cash Plus components with nodal teachers and Kanyashree peer leaders from 5 schools</li> </ul>	<ul style="list-style-type: none"> <li>• Training module and reports developed.</li> <li>• Analysis of the action plans prepared by the functional CPCs</li> <li>• Report on observation of Child rights week</li> <li>• Training reports on Cash Plus components</li> </ul>	November 2024	3 days

3	<ul style="list-style-type: none"> <li>• Preparation of training, module and facilitate sessions with PRI members on issues related to child protection</li> <li>• CP issues incorporated and budget allocated in GPDP</li> <li>• Training of GP functionaries in 5 GPs and GPPFT (Gram Panchayat Planning and Facilitating Team) on child friendly gram panchayat</li> <li>• Gender training with adolescents at the block and district level.</li> <li>• Facilitate Quarterly Review meeting of DAP/DAC/ DCPU.</li> </ul>	<ul style="list-style-type: none"> <li>• Training module, and reports for PRI members under GPDP</li> <li>• Report on implementation of child protection/ adolescent activities in selected GPs (where CPCs are strengthened)</li> <li>• Case studies on child friendly gram panchayat</li> <li>• Minutes of meeting for DAP, DCPU, DLCC and CWC</li> </ul>	December 2024	3 days
4	<ul style="list-style-type: none"> <li>• Celebration of National Girl Child Day, 2024</li> <li>• Prepare avenues of career counselling and skill development for adolescents in the district</li> <li>• Training of school children on online safety measures with Cyber Cell of WB Police</li> </ul>	<ul style="list-style-type: none"> <li>• Finalized plan and report of National Girl Child Day observation</li> <li>• Report regarding career counselling and skill development for adolescents</li> <li>• Training module/ report for children and adolescents on cyber safety</li> </ul>	January 2025	3 days

5	<ul style="list-style-type: none"> <li>• Plan display and dissemination of IEC materials</li> <li>• Support district administration regarding reporting and documentation of adolescent empowerment activities</li> <li>• Support district/block level capacity building and reporting mechanism of child friendly sangha with DRDC</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of IEC material being displayed at the significant places.</li> <li>• Documentation/report of adolescent empowerment activities under DAP for CM</li> <li>• Documentation regarding the activities undertaken by the child friendly sanghas of the district</li> </ul>	February 2025	3 days
6	<ul style="list-style-type: none"> <li>• Capacity Building of Anwasha Counsellors and health workers on child protection.</li> <li>• Analysis of activities conducted under DAP for child marriage.</li> <li>• Capacity building of child friendly sangha members regarding issues related to child protection.</li> <li>• Facilitate Quarterly Review meeting of DAP, DCPU, DLCC and CWC.</li> </ul>	<ul style="list-style-type: none"> <li>• Training module, schedule and report of Capacity Building of Anwasha Counsellors and health workers on child protection</li> <li>• Documentation/report of adolescent empowerment activities under DAP for CM</li> <li>• Child friendly sangha training report</li> </ul>	March 2025	3 days
7	<ul style="list-style-type: none"> <li>• Support District Administration for preparation and implementation of District Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Final DAP for CM and ADE to be prepared and submitted to the</li> </ul>	April 2025	3 days

	<p>for Child Marriage and Human Trafficking for 2025</p> <ul style="list-style-type: none"> <li>• Training of stakeholders (Panchayat &amp; Block officials, CPC, CBOs, frontliners) on human trafficking</li> <li>• Quality assessment of cash plus components</li> </ul>	<p>department concerned</p> <ul style="list-style-type: none"> <li>• Training module developed and training reports prepared.</li> <li>• Documentation of the Handholding support provided</li> <li>• Status report of cash plus implementation</li> </ul>		
8	<ul style="list-style-type: none"> <li>• Capacity Building of schoolteachers on Comprehensive school safety programme</li> <li>• Training, monitoring and documentation of child protection committees (CPCs)</li> </ul>	<ul style="list-style-type: none"> <li>• Training report on comprehensive school safety programme</li> <li>• Documentation of the IEC activities undertaken.</li> <li>• CPC reports</li> </ul>	May 2025	3 days
9	<ul style="list-style-type: none"> <li>• Facilitate Quarterly Review meeting of DAP, DCPU.</li> <li>• Support communication strategies, information dissemination on child marriage/ CP issues</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting schedule and minutes</li> <li>• Report on information dissemination on child marriage/ CP issues</li> </ul>	June 2025	3 days
10	<ul style="list-style-type: none"> <li>• Orientation on Skill development training of adolescents on modern career opportunities</li> <li>• Support District administration for the observation of World Day Against</li> </ul>	<ul style="list-style-type: none"> <li>• Orientation programme schedule and report</li> <li>• Documentation of cash plus best practices</li> <li>• Monthly/Quarterly/RAM/DMIS report</li> </ul>	July 2025	3 days

	<p>Trafficking in Persons at block and district level</p> <ul style="list-style-type: none"> <li>• DMIS report collated</li> </ul>	<p>submission, as may be applicable</p> <ul style="list-style-type: none"> <li>• Report on observation of World Day against Trafficking</li> <li>• Online DMIS</li> </ul>		
11	<ul style="list-style-type: none"> <li>• Orientation of children/ adolescents against VAC, trafficking</li> <li>• Orientation of Police/AHTU members on child marriage and human trafficking</li> <li>• Convergence meeting of DCPU, DLCC, DAC, CWC</li> <li>• Strengthening systems, adolescent groups and community structures in 5 tea garden areas</li> </ul>	<ul style="list-style-type: none"> <li>• Orientation programme report prepared</li> <li>• Meeting schedule and Minutes</li> <li>• Implementation report of the initiatives in the tea garden areas</li> </ul>	August 2025	3 days
12	<ul style="list-style-type: none"> <li>• Support district administration in the planning and implementation of Gram Panchayat and ULB level development plan for inclusion of child protection issues</li> <li>• Orientation of child members of the Child protection committees</li> </ul>	<ul style="list-style-type: none"> <li>• Gram Panchayat and ULB level development plan with inclusion of child protection issues are in place</li> <li>• Report on the orientation session of child members of the Child protection committees</li> </ul>	September 2025	3 days
13	<ul style="list-style-type: none"> <li>• Capacity building of children and community</li> </ul>	<ul style="list-style-type: none"> <li>• Module and report of the</li> </ul>	October 2025	3 days



	<p>members on child protection priority issues through festive activities</p> <ul style="list-style-type: none"> <li>• Training of frontline workers, parents and community on Mental Health First Aid</li> <li>• Dissemination of Resource Directory, Communication package on Mental Health.</li> <li>• Institutional strengthening for CP / adolescent furthering outcomes</li> </ul>	<p>capacity building programme</p> <ul style="list-style-type: none"> <li>• Training report on Mental Health First Aid</li> <li>• Report on the usage of Resource Directory by different target groups</li> <li>• Report on institutional strengthening activities and outcome</li> </ul>		
14	<ul style="list-style-type: none"> <li>• Support District Administration in the training, monitoring and documentation of child protection committees</li> <li>• Support District Administration for the Celebration of Child Rights Week in various block and district level</li> </ul>	<ul style="list-style-type: none"> <li>• Training reports prepared and submitted to district and UN ORGANISATION</li> <li>• Planning of CRC Week and detailed report regarding CRC week</li> </ul>	November 2025	3 days
15	<ul style="list-style-type: none"> <li>• Facilitate GPDP trainings</li> <li>• Facilitate quarterly Review meeting of DAP/DAC/ DCPU</li> <li>• Online DMIS</li> </ul>	<ul style="list-style-type: none"> <li>• Training module, schedule and reports for PRI members under GPDP</li> <li>• Minutes of meeting for DAP, DCPU, DLCC and CWC</li> <li>• Monthly/Quarterly/RAM/DMIS report</li> </ul>	December 2025	3 days

		submission, as may be applicable		
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**6. DUTY STATION:** Jalpaiguri and Alipurduar

**7. SUPERVISOR :**

**(1)** Child Protection Specialist/ Officer, UN ORGANISATION.

**(2)** The consultant is expected to work in close coordination with: DPM-Kanyashree, DPO ICDS, DSWO, DCPO, CWC, Police, DY0, Dy CMOH III, DPRDO, DRDC etc.

**8. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION) :** Travel within the districts and between the districts each month as per plan and as per approval of the Supervisor.

**9. ESTIMATED DURATION OF CONTRACT:** 01-Dec- 2024- 31-May-2025(further extendable for 1 year)

**10. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE / TECHNICAL / FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT**

- Post Graduate Degree in Social Work, Rural development, law, or related field.
- Working experience of 5-7 years on issues related to adolescents, child protection & knowledge of relevant statutes, rules related to child protection.
- Excellent writing skills in English and an ability to analyse and present information.
- Good reporting and computer skills.
- Oral and written proficiency in Bengali and English.
- Experience of working on UN ORGANISATION child protection/adolescent empowerment programme, particularly with govt system will be an advantage.

**11. PAYMENT SCHEDULE**

Payment will be linked to deliverables as outlines in the attached financial template. The consultant's payment will be made against a monthly report.