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| **CARITAS CZECH REPUBLIC**  **Terms of Reference** |
| **I. Position Information** |
| Job title: (Inter)national expert in the field of child social protection Supervisor: Program Manager for Moldova  Duty station: (not tied to place)  Time Allocation: app. 35 days in total  Expected duration of assignment: November 30th 2014- May 30th 2016  Contract: Service contract (not employee position)  **Submission Deadline: November 15th, 2014; 12.30 pm CEST** |

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| II. Organizational Context |
| Caritas Czech Republic (CCR) Department for Humanitarian Aid and Development Cooperation (HPRS) is a Department of the General Secretariat of CCR in the Czech Republic. HPRS cooperates with diocesan organizations and other Caritas structures in the Czech Republic to deliver humanitarian aid and development assistance abroad. In addition, HPRS also works to share information about development assistance in the Czech Republic through Global Development Education.  CCR is a respected member of the Caritas Internationalis network, and enjoys a strong relationship with global CI partners. In line with the vision of Caritas Europa, CCR works in the Czech Republic and aboard to realize a vision of a civilization of love and justice where every human person can flourish and live in peace and dignity as part of one human family.  CCR has been active in Moldova since 2002. We are currently implementing development cooperation projects aimed at health and social issues, support to the development of sustainable small enterprises or on active civic participation in rural areas. |

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| **III. Project Description** |
| Since October 2014, Caritas Czech Republic with CIC Sociopolis has been implementing the project *Strengthening qualification of persons providing social protection services to children and youth in Moldova*.  In connection with the planned project activities, **CCR is launching a Request for Proposals for an external (inter)national expert in the field of child social protection in order to assist the project team and experts.** All information related to the assignment and to the project is included in the ToR for external (inter)national expert in the field of child social protection. **The ToR will be provided by e-mail to interested candidates upon request.**  The objective of the project is to contribute to promoting system of social protection of vulnerable children in Moldova which will have a positive impact on the reform of foster care for children left without parental care in Moldova. The project includes elaboration of didactic materials and curricula for initial and continuous trainings of 850 persons working in the field of social protection of children (parent-educators from CCTF, Foster Care Assistants, specialists from community centers, specialists from the Territorial Structures of Social Assistance). These materials will reflect the results of a large survey on training needs of the above mentioned workers and thus the real needs in the given area. The team of experts from Moldova will follow also international experience and examples of "best practices" applicable in Moldova. |

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| **IV. Responsibilities** |

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| The contractor will perform the tasks of specialized advisor (International expert in the field of child welfare and protection), being hired for provision of consultations to the project´s experts team, in order to bring his expertise and support to the project experts and share with them the best international practices in the area of development of efficient, child focused and child friendly educational/caring skills of professionals from child protection services from Moldova, in order to better meet children’s specific and individual needs related to their psycho-emotional, relational, intellectual and physical development.  The international expert will be selected by the project team in collaboration with MLSPF. He/she will work closely with representatives of organizations Caritas Czech Republic and SOCIOPOLIS, as with the appointed representatives of MLSPF.  The international expert will assist the local projects experts team during the process of training needs identification, planning and development of training materials, training methods and approach.  The international expert will undertake two visits to Moldova. During the first visit lasting 7 days, the expert will aim to assess the local situation, understanding the development issues foster services in Moldova is facing. The international expert will meet with: representatives of MLSPF, representatives of local structures responsible for development/monitoring of foster care/day care/temporary community placement services and experts in the area of child protection. During the second visit lasting 3 days, the international expert will participate in the final conference of the project.  There is proposed to be elaborated one version of training materials for both trainers and trainees. However for the trainers there will be included in the training material a GuideBook that will have a different approach (based on how to teach/train) including specifics and instructions on: what competences/ knowledge/ skills the trainees need to gain/improve at the end of the course, training methods and tools, evaluation modules etc. |

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| **V. Recruitment Qualifications** | |
| Education: | * Hold an MA/university degree in the field of psychology, psycho-pedagogy (PhD degree will be a strong asset) |
| Experience: | * Minimum of 7 years of relevant professional experience in the area of child care and protection * Proven experience in quantitative and qualitative research in the area of child development care and protection * Demonstrated experience in the CEE/CIS region is a strong asset |
| Qualifications: | * Proven up-to-date knowledge of international child rights standards and practices (United Nations and European standards) * Expertise/authoring/coauthoring in development of training methodologies and support materials in the area of child psycho-emotional development for foster care/child protection professionals * Good inter-personal and negotiation skills * Ability to work in a multi-cultural environment |
| Language Requirements: | * Excellent command of English, both oral and written * Working command of Romanian and/or Russian will be a strong asset |

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| **VI. Expert will be provided with** |
| * Copies of all necessary project documentations and existing data * CCR and local partner organization’s assistance during trips to Moldova * Financial coverage off all eligible costs related to the travel and work in the field, including travel costs, accommodation and based on eligible supporting documents |

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| **VII. What else CCR offers** |
| * Possibility of self-realization * International/intercultural work experience * Organization with long experience in the field |

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| **VIII. Application process** |
| Candidates interested to participate in this tender must e-mail to [jobs@caritas.cz](mailto:jobs@caritas.cz) the Letter of Interest specifying in the subject “External expert” accompanied by a personal resume/CV, both in English. The **price offer** with a budget related to the field expenditures **must be indicated in the Letter of Interest** as well.  CV and Letter of Interest should be labeled as follows:   * Last Name, First Name, Expert Moldova - CV * Last Name, First Name, Expert Moldova - Letter   Only proposals conforming to the requirements set out above should be submitted no later than **November 15th, 2014; 12.30 pm CEST**. Proposals must state that they are valid for a period of at least sixty (60) days from the closing deadline.  **Please note that only candidates selected for an interview will receive a response.**  Interviews: will be scheduled directly with selected candidates |