

TERMS OF REFERENCE FOR CONSULTANTS

1. The Asian Development Bank (ADB) will recruit one international and five national consultants on an individual and intermittent basis for the knowledge and support technical assistance (TA) project. Consultants will be recruited in accordance with ADB Procurement Policy (2017, as amended from time to time) and will work under the guidance of the Ministry of Civil Affairs (MOCA) and ADB.

2. **Team leader and specialist in social work for children** (national, 8 person-months). The specialist should have a postgraduate degree in social sciences or related fields with at least 10 years of relevant experience in social development, a good understanding of the needs of vulnerable children in the People's Republic of China (PRC), and sound evaluation skills. The individual should also be fluent in English and the Chinese language. The specialist will be the team leader of the group of consultants and report to MOCA and ADB to perform the following tasks:

- (i) Review national literature on social work services for vulnerable children, including from a gender perspective.
- (ii) Review and report on ongoing pilot experiences in social work services for vulnerable children in the PRC including from a gender perspective.
- (iii) Carry out relevant field visits in the PRC to study the experience with social work services for vulnerable children in close coordination with MOCA.
- (iv) Arrange and carry out workshops for MOCA and civil affairs bureau representatives for training on guidelines for service standards and for training guidelines for social workers.
- (v) Oversee the preparation and finalization of the TA study report on national and international best practice and recommendations and guidelines for social work services for vulnerable children.
- (vi) Organize and participate as an advisor in the overseas study tour on the development, planning, financing, implementation, and monitoring of social work services for vulnerable children.

3. **Senior specialist in social work for children** (international, 4 person-months). The specialist should have a postgraduate degree in social sciences with multi-country experience in social work for children. She/he should have at least 10 years of relevant work experience on children's issues and experience with planning, implementation, and evaluation of social work services. Relevant project or research experience in the PRC is required. Working proficiency of the Chinese language is desirable. The specialist will report to ADB, MOCA, and the team leader and perform the following tasks:

- (i) Review international literature on social work services for vulnerable children, including a gender perspective.
- (ii) Advise MOCA and the team leader on organizing an overseas study tour for development, planning, financing, implementation, and monitoring of social work services (including through outsourcing the private sector and social organizations and other modalities) for vulnerable children.
- (iii) Prepare and finalize the TA study report on national and international experience and recommendations for guidelines for social work services for vulnerable children, with inputs from the team leader and rest of the team.
- (iv) Prepare a bilingual knowledge product on social work services for vulnerable children in the PRC and a dissemination plan in coordination with national consultants.

4. **Specialist on service training guidelines** (national, 4 person-months). The specialist should have a postgraduate degree in the social sciences with experience working on training guidelines for social work services. At least 5 years of relevant experience working on social programs for children in the PRC is required. A good command of the English language is desirable. The specialist will report to ADB, MOCA, and the team leader and perform the following tasks:

- (i) Study current training guidelines for social workers in the PRC and internationally.
- (ii) Identify current gaps in social work training in the PRC based on surveys conducted with social workers and other relevant stakeholders incorporating a gender perspective.
- (iii) Identify relevant training challenges for social workers when working with vulnerable children including vulnerable girls.
- (iv) Prepare gender-responsive training guidelines for social workers to provide services to vulnerable children.

5. **Information technology specialist** (national, 5 person months). The specialist should have a postgraduate degree in the social sciences with experience in designing information technology systems. At least 5 years of relevant experience in the PRC is required. A good command of the English language is desirable. The specialist will report to ADB, MOCA, and the team leader and perform the following tasks:

- (i) Identify necessary information needs of managers, decision makers, and contracted organizations implementing social work services for vulnerable children
- (ii) Identify needs to develop an IT system for the collection of sex-disaggregated data.
- (iii) Define indicators that can be measured through information technology database.
- (iv) Prepare an assessment report on the needs to develop an information technology system that can link social workers to vulnerable children.

6. **Specialist on service standards and models for social work for children** (national, 5 person-months). The specialist should have a relevant postgraduate degree in the social sciences with experience on modeling and service standards for social programs. At least 5 years of relevant experience in the PRC is required. A good command of the English language is desirable. The specialist will report to ADB, MOCA, and the team leader and perform the following tasks:

- (i) Conduct a survey which includes sex-disaggregated data, on the needs of male and female vulnerable children in the PRC and key considerations for social workers.
- (ii) Identify relevant social work services to address the needs of vulnerable children.
- (iii) Review and recommend good practices on social work service delivery modes (public, private, nonprofit, or outsourced delivery).
- (iv) Prepare guidelines for social work services.
- (v) Prepare an implementation framework for gender responsive social services guidelines for vulnerable children and will do guidelines for training requirements and service standards.

7. **Administrative Assistant** (national, 6 person-months). The assistant should have qualification in administration and finance and 3 years of experience. She/he should be fluent in English and the Chinese language. The assistant will report to ADB, MOCA, and the team leader and perform the following tasks:

- (i) Assist MOCA in organizing workshops, TA final conference, training sessions, study tour, logistics for field trips, and the final conference.
- (ii) Assist MOCA in promptly administering ADB finances and prepare regular liquidation reports in line with ADB procedures.

- (iii) Liaise with ADB's PRC resident mission and ADB headquarters as required to fulfill the tasks.
- (iv) Assist MOCA in dissemination of knowledge products, in accordance with the dissemination plan.