

Expression of Interest (EoI) for engagement of Consultant

Jayaprakash Institute of Social Change (JPISC) intends to engage a consultant for the project titled 'Together for Children: Advancing Care Reforms, Mental Wellbeing, and Ending Child Marriage' in five districts of West Bengal, supported by UNICEF, Kolkata, from January 2026 to March 2027

Title of Consultancy: Development of Training Package on Care Reform, Alternative Care, and Deinstitutionalization for the Child Protection Workforce

Location: Kolkata (with possible field consultation with relevant institutions if required).

About Jayaprakash Institute of Social Change (JPISC):

Founded in 1973, the non-governmental organization JPISC is a leading social work education and research institute in eastern and northeastern India. It offers degree programs in social work, psychological counselling, and child protection affiliated with Vidyasagar University, accredited by UGC. JPISC is active in the areas of child protection, mental and physical health, gender issues, and livelihood security, contributing to shaping policy frameworks. The Institute works with a wide range of stakeholders at different levels to strengthen service delivery and support systems for children and families.

Background:

India's child protection system is evolving to ensure that every child has the right to grow in a safe, nurturing, and family-based environment. Alternative forms of care and deinstitutionalization are key priorities under national & international child protection policies, with institutional care considered only as a last resort.

The frontline child protection workforce, including staff of Child Care Institutions (CCIs), Child Welfare Committees (CWCs), District Child Protection Units (DCPUs), Child Helpline personnel, and NGOs, requires standardized, practical, and contextually appropriate training materials to support care reform initiatives. This consultancy aims to develop a comprehensive training package, including facilitator guidelines and IEC materials, to strengthen the capacity of Child Protection (CP) personnel in promoting alternative care practices and facilitating the process of deinstitutionalization effectively.

Objectives of the Consultancy:

1. To develop a structured **training package** for the Child Protection (CP) workforce covering:
 - Principles of care reform and deinstitutionalization
 - Roles and responsibilities of various CP actors
 - Alternative care options and family-based care models
 - Dos and Don'ts while facilitating child protection trainings
 - Training methodology and participatory approaches
2. To develop IEC (Information, Education, and Communication) materials to support awareness and learning on care reform and alternative care.
3. To provide practical guidance on facilitation techniques for trainers using the training package.

Scope of Work:

The consultant will:

1. Review existing literature, national guidelines, and previous training materials/modules on care reform and alternative care.
2. Develop a detailed **training package** including:
 - Training modules and topics to be covered

- Guidelines for facilitators on methodology, interactive techniques, and participatory approaches
 - Dos and Don'ts in facilitating sessions on sensitive issues.
 - IEC materials, including brochures, posters, handouts, and visual aids.
3. Prepare a user-friendly facilitator manual with instructions, case studies, role plays, and exercises to ensure effective learning.
 4. Submit draft and final versions of the training package, incorporating feedback from JPISC and relevant stakeholders.

Deliverables:

1. An inception report outlining the proposed structure, content, and methodology.
2. Draft **training package**, including facilitator manual and IEC materials, submitted for review.
3. Finalized **training package** (training kit), including facilitator manual and IEC materials, ready for implementation.
4. A concise facilitator guide with instructions, participatory techniques, and key messages for conducting sessions.

Target Group:

The training package will be designed for the Child Protection (CP) workforce, including:

- Staff of Child Care Institutions (CCIs)
- Members of Child Welfare Committees (CWCs)
- Staff of District Child Protection Units (DCPUs)
- Child Helpline personnel
- NGOs engaged in child protection and alternative care

Ethical Considerations:

The consultant must strictly adhere to JPISC's Child Safeguarding Policy and Code of Conduct. Any breach of this policy or code of conduct will result in immediate termination of the consultancy, without any financial liability on JPISC.

Ownership of Materials

The Consultant may note that all outputs including the study data, reports, sets of tools, training manuals, any other allied materials etc. produced as part of this assignment will fully remain the exclusive property of JPISC. The raw data and filled-in interview schedules would become property of JPISC. The data files should be submitted to JPISC.

Qualifications of the Consultant

Applicants may be individual consultant or an agency. Applicants must have at a minimum the following qualifications:

- Master's Degree in Social Work, Psychology, Sociology or significant professional qualification in related field.
- At least 7-10 years of experience of developing training module particularly on the issues of children and young people and preparing relevant IEC materials on care reform and alternative care
- Experience of working in child protection issues
- Good speaking and writing skill in English and Bengali
- Strong facilitation skills and proven ability to lead participatory processes

The consultant will work in collaboration with JPISC on the field, and finalize all tool kits and training materials in consultation with JPISC and UNICEF. The Consultant may have to undertake field visits to the

districts of Jalpaigudi, Malda and Purba Medinipur for consultation with the CCI staff, DCPU, CWC and other relevant stakeholders.

Application Procedures

The Application comprising of technical and financial proposal in not more than 3 pages in pdf version should be sent to The Executive Director, Jayaprakash Institute of Social Change via e-mail at **jpisc1973@gmail.com**

The subject line of the e-mail should read: **'Development of Training Package on Care Reform_ YOUR NAME'**

Duration of the Consultancy period: 26 days

Process of Submission of EoI:

Please send the proposal comprising I) Request for Proposal (RfP) including, and not limited to, background and rationale of the training, target audience, contents of the training package, duration of each sub-module, contents of the Facilitator's guide, training methodology with practical instructions, training materials to be used, lesson plan, Hand Outs , Posters and FAQ on foster care and Brochure, assessment criteria covering all aspects of care reform, alternative care and deinstitutionalization II) an updated CV of the Consultant, III) a financial proposal detailing itemised fees for developing the training package and administrative costs, IV) an example of similar module prepared (if possible), V) contacts of 2 references. Sub-contracting of the assignment is strictly prohibited.

Last date for submission of EoI: 16.02.2026

Only short-listed candidates will be contacted for an interview.

Reporting:

The consultant will report to the Executive Director, JPISC, and coordinate with the relevant project team for inputs, reviews, and finalization of deliverables.