**Terms of Reference**

**Development and Printing of the Child Friendly Version of the Child Care and Protection Act 2011**

1. **Background and Purpose of consultancy**

The purpose of this consultancy is to develop and print the child friendly version of the Child Care and Protection Act 2011 (CCPA).

The CCPA was enacted by the First Parliament during the 7th Session on 31st May 2011. The R&R for the CCPA was finalized in collaboration with partners from the government and non-government sectors. The Commission of the NCWC endorsed the R&R during the 5th Commission Meeting held on 4th July, 2014. The R&R will lay down systematic procedures for all agencies dealing with children to implement the Act and also establish mechanisms to facilitate the provision of support to promote and monitor the wellbeing of children.

The NCWC has in plans the implementation of stakeholder consultations and sensitization and awareness workshops for targeted populations and the printed versions of the documents will be used during these programmes. Copies of the R&R will also be circulated to all the stakeholders.

In order to ensure that children are able to comprehend the provisions of the CCPA, a legislation that has a direct implication on their lives, a child friendly version of the CCPA is to be developed and disseminated nationally. This is an activity that is also carried as a follow up to the recommendations from consultations held with children on child protection issues as well as with partners working for and with children in the government and non-government sectors.

The aim is to ensure that awareness is created amongst all children on the Act and are thus able to access effective and efficient services and support required.

1. **Work Assignment:**

The NCWC is seeking submissions from suitably qualified and experienced firms based in Bhutan to conduct the following work.

1. Child Friendly Version of the CCPA:
	1. Develop a child Friendly version of the CCPA
	2. Design cover and lay out of the CCPA
	3. Print the child friendly version of the CCPA
2. **Duration:**

The general timeframe for completion of the work is 30 days from the day of awarding the work**:**

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| **Timeline** | **Milestones/Outputs** |
| March 10, 2015 | Signing of quotation, declaration of results and signing of contract |
| March 25, 2015 | Submission of samples of the child friendly version of the CCPA to the NCWC for approval |
| April 9, 2015 | Submission of approved printed copies of the child friendly version of the CCPA |

1. **Copyright**

The copyright of the final product of the assignment shall remain with the National Commission for Women and Children, Thimphu, Bhutan.

1. **Confidentiality of Information**

The firm is required to exercise the utmost discretion in all matters of official business of the organization. Unless otherwise authorized by the appropriate official in the office concerned, the firm shall not communicate at anytime to the media or to any institution, person, Government or order authority external to NCWC, any information that has not been made public and which has become known to them by reason of their association with the NCWC.

The firm may not use such information without the written authorization of NCWC nor shall the firm use such information for private advantage. These obligations do not lapse upon the completion of this assignment. If the firm should fail to abide by these rules, then necessary action shall be taken as per provisions in the relevant laws of the Kingdom.

1. **Correspondence**

Any correspondence related to this should be addressed to Ms. Phintsho Choeden, Director General, NCWC, PO Box 556, Thimphu Bhutan.

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**Direct point of contact for anything related to this assignment:**

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