



## Federal Ministry of Justice: Terms of Reference (ToR) for Mapping and capacity Assessment

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|--------------------------------------|---|
| <b>Job Code Title</b>                | Conduct a mapping and capacity assessment on rehabilitation and reintegration centers for children and youth/adolescents in Somalia |
| <b>Location</b>                      | Banadir/Mogadishu,  |
| <b>Type of Contract</b>              | National Consultancy Firm.  |
| <b>Languages Required</b>            | English, Somali   |
| <b>Duration of Initial Contracts</b> | 45 Working Days   |

### Summary of Introduction

The Federal Ministry of Justice and Constitutional Affairs (MoJCA) is Somalia's lead institution for the administration of justice, responsible for legal drafting, correctional oversight, legal advisory services, human rights protection, and justice sector reform. A core mandate of MoJCA is advancing children's access to justice and protecting child rights, particularly through child justice reforms. Under national laws, including the Prison Law, Juvenile Court and Reformatory Law, and the newly enacted Juvenile Justice Bill (2025), MoJCA oversees rehabilitation and reintegration facilities, ensures separation of juveniles from adults in detention, and promotes education, psychosocial support, and vocational training in custodial settings, while the Custodial Corps manages facilities under MoJCA supervision.

Somalia continues to face a range of social and economic challenges that affect children's well-being, including poverty, insecurity, limited access to education, and unemployment. These conditions can increase children's exposure to risk and their interaction with protection and justice systems. While Somalia ratified the UN Convention on the Rights of the Child in 2015 and has taken steps to strengthen its legal framework, further efforts are needed to support effective and consistent implementation, including the practical application of the "best interests of the child" principle.

Through its partnership with UNICEF, MoJCA is implementing the Child Access to Justice Programme and has delivered key reforms, including the Juvenile Justice Bill, diversion policy, age verification guidelines, and detention standards. However, major gaps remain, including the absence of community-based diversion and reintegration programmes, limited institutional capacity, reported human rights violations in some private rehabilitation centers, and the lack of reliable nationwide data on existing facilities.

To address these gaps, MoJCA seeks a qualified consultancy firm to conduct a 'mapping and capacity assessment of rehabilitation and reintegration centers for children and youth', to identify existing facilities, assess compliance with legal and human rights standards, and inform evidence-based policy and programme reforms.

### Description of Responsibilities

#### Purpose of the Assignment

The overall purpose is to map, evaluate, and analyze the legal, institutional, and operational capacity of public and private rehabilitation and reintegration centers for children and adolescents.

The assessment will provide evidence-based recommendations to strengthen:

- Legal and procedural compliance;
- Quality of care and rehabilitation services;
- Institutional management and staffing capacities;
- Inter-agency coordination and referral systems;
- Monitoring, accountability, and safeguarding mechanisms.

## **Objectives**

### Mapping Objectives

1. Develop a comprehensive inventory of rehabilitation and reintegration centers serving children and adolescents.
2. Categorize centers by type, ownership (public/private/NGO/faith-based), licensing status, target populations, and services provided.
3. Document geographic coverage, accessibility, and referral pathways.

### Legal and Procedural Objectives

1. Assess alignment with national laws, child protection policies, juvenile justice standards, and international frameworks (CRC, UN Rules for the Protection of Juveniles, etc.).
2. Review existence and quality of internal procedures (SOPs, case management, safeguarding policies, admission/discharge protocols, complaints procedures, data protection, etc.).
3. Identify regulatory gaps, compliance challenges, and capacity needs for meeting statutory requirements.

### Capacity Assessment Objectives

1. Evaluate organizational capacity, governance, staff qualifications, supervision systems, and training needs.
2. Assess infrastructure, safety, security, and child-friendly standards.
3. Review psychosocial, educational, health, legal aid, and vocational services provided.
4. Analyze coordination with justice, health, education, and social welfare systems.
5. Identify strengths, weaknesses, and opportunities for improvement.

### **Scope of the Assignment:**

More specifically, the assignment is expected to be conducted in a participatory manner to the greatest extent possible. The consultant firm (s) will lead on the execution of the assignment from inception to final reporting. The geographical areas to be covered are: Banadir/Mogadishu.

The Consultant Firm will conduct the following tasks:

**Desk Review:** Review relevant laws, policies, regulations, licensing criteria, national standards for care, and child protection frameworks. Review previous assessments, operational guidelines, and administrative records. Develop assessment tools (questionnaires, checklists, interview guides) focusing on legal/procedural compliance and capacity indicators.

**Mapping of Centers:** Identify and catalogue all rehabilitation and reintegration facilities. Collect basic data on services, staffing, population served, governance, and capacity. Geographically map centers and document coverage gaps.

**Field Assessments:** Conduct site visits to a representative or full set of centers. Assess compliance with legal and regulatory requirements. Conduct interviews with management, staff, beneficiaries (as appropriate), community actors, and government partners. Review center-level documentation (admissions, case files, SOPs, HR files, protocols, safety procedures).

**Capacity Analysis:** Evaluate organizational and management capacity. Assess staff competencies, training, workload, and supervision. Review infrastructure, equipment, referral pathways, and data systems. Analyze availability and quality of psychosocial, education, health, and reintegration services. Assess safeguarding measures, child participation, and accountability systems.

**Legal and Procedural Assessment:** Examine compliance with statutory requirements (licensing, reporting obligations, child protection mandates, staffing norms). Evaluate alignment with international child-rights standards. Identify legal bottlenecks, procedural gaps, and risks.

**Reporting:** Present preliminary findings to stakeholders for validation. Prepare a comprehensive final report with recommendations and a capacity-building plan.

### Deliverables of the assignment:

The Consultancy firm is expected to produce the followings:

1. **Inception Report** (methodology, workplan, tools, ethical protocols).
2. **Mapping Database** of rehabilitation and reintegration centers.
3. **Assessment Tools** tailored to legal/procedural and capacity indicators.
4. **Draft Assessment Report**, including mapping results, legal/procedural analysis, capacity gaps, and preliminary recommendations.
5. **Validation Workshop** presentation.
6. **Final Report** with:
  - o Detailed mapping results;
  - o Legal/procedural compliance analysis;
  - o Institutional capacity assessment;
  - o Risk assessment and safeguarding analysis;
  - o Recommendations and priority actions;
  - o Capacity-building and training plan;
  - o Policy and regulatory reform suggestions.
7. **Executive Summary** (5–7 pages) and **PowerPoint Presentation**.

### Methodology for undertaking the assignment

The methodology for this assignment includes a mixed-methods approach, including:

- Desk review of legal and regulatory frameworks;
- Structured facility assessments (checklists, observations, documentation);
- Key Informant Interviews (government officials, judges, social workers, NGOs, staff, community actors);
- Focus group discussions (where appropriate, ethically approved);
- Geographical Information System (GIS) mapping;
- Quantitative and qualitative data analysis.

#### • Ethical considerations required.

This assignment requires ethical clearance as well as very strong safeguarding mechanism. The consultant firms need to elaborate clearly how ethical considerations will be applied when conducting research involving with children, ensuring their protection, safety and avoiding harm in the proposal and during inception meeting.

### Institutional Arrangements

- o The consultant/consultancy firm will report to the MoJCA FGS
- o Contractually the consultant/consultancy firm will report to the MoJCA for final signing of the deliverables and processing of fees.
- o The consultant/consultancy firm's work shall be undertaken through field-based work and desk review.
- o The MoJCA FGs will be responsible for liaising with the consultant/consultancy firm to set up interviews with key actors, including line government entities, UNICEF, CSOs.
- o The consultant/consultancy firm will provide a summary overview of the main deliverables identified by the partners during the consultations to the whole stakeholders.

### Duration and Timeline

| Deliverables  | Target Due dates             | Review and approvals Required |
|---|------------------------------|-------------------------------|
| The assessment is expected to take <b>45 working days</b> | Clearly defined by applicant | MOJCA, UNICEF                 |

The interested qualified consultancy firms are expected to submit a technical and financial proposal for this consultancy.

### Competencies

#### Core Competencies

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Excellent analytical and organizational skills

#### **Experience and qualification requirements**

- Advanced degree in law, social work, child protection, public administration, psychology, or related field.
- Proven experience (5-10+ years) in child protection, juvenile justice, institutional assessments, or social service reforms.
- Experience conducting legal and policy reviews related to child rights.
- Experience with organizational capacity assessments.
- Strong qualitative and quantitative research skills.
- Knowledge of international standards for alternative care, rehabilitation, and reintegration.
- Excellent analytical, writing, and communication skills.
- Fluency in relevant languages.

#### **Languages**

Fluency in English and Somali.

*MoJCA is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidentiality.*

#### **Evaluation Process and Methods**

The interested qualified firms will be selected pursuant to a review based on below criteria:

- Relevance and quality of previous work: Team composition and experience/CV or consultancy firm's profile & experience background of similar assignments.
- Understanding of the project objectives: Review applications based on understanding of the TOR or objectives of the assignment.
- Proposed methodology and approach. Each proposal will be assessed first on its technical aspect such as methodology and approach merits
- Cost-effectiveness. First reviews the technical proposal and subsequently the financial proposal.
- The Evaluation Team first reviews the technical aspect of the offer followed by the review of the financial offer of the technically compliant vendors. (70% technical aspect and 30% for financial aspect)
- The proposal obtaining the overall highest score after adding the scores for the technical and financial proposals is the proposal that offers best value for money and will be recommended for award of the contract.

#### **VIII. How to apply**

***Qualified Consultant Firms with the required skills and qualifications are invited to submit:***

- CVs of key experts/team composition and experience
- Consultancy Firm Profile & experience background/ Examples of previous work, especially related to child protection.
- A Detailed Technical proposal outlining the approach and methodology and work plan.
- Financial Proposal for the Training manual development.
- Valid Government Registration
- Tax clearance Certificate (TCC).
- 2 Reference with their detail

Interested candidates should submit their applications via e-mail [procurement@moj.gov.so](mailto:procurement@moj.gov.so) and Cc [info@moj.gov.so](mailto:info@moj.gov.so) Not later than **22-30-Dec 2025** at **12:00AM** in Somalia time.

