

OFFICE OF THE DISTRICT MAGISTRATE
DISTRICT CHILD PROTECTION UNIT
COOCH BEHAR

No. DCPU/CBR/T-9/ III-27

Date: 30/01/2018

Notice No- DCPU/CBR/T-9/ III-27
(2nd Call)

EOI is invited from the reputed Agencies/ NGOS for District need Assessment with Vulnerability mapping of children in Cooch Behar District to identify the situation of children, the risk factor and causes of vulnerabilities.

Interested NGOS/ reputed Agencies are requested to submit sealed proposal along with the Cost involved to the Undersigned on or before 13.02.2018.

Nature of the work: The details of the task is attached herewith

Area of Work: 12 Block

Duration of the Work: 90 days

TERMS & CONDITIONS

1. The NGOS/ reputed Agencies or firm should be registered under West Bengal Society Registration Act.
2. The NGOS/ reputed Agencies or firm should have working experience (At least 5 years) in the field of Child Welfare.
3. The NGOS/ reputed Agencies or firm should have last Three (03) years audit report.
4. Approval of Executive Committee


Additional District Magistrate (SW)
Cooch Behar

Memo No. DCPS/ CBR /24/3/II-27/18
Copy forwarded for information to:-

Date: 30/01/2018

1. The District Magistrate, Cooch Behar
2. The DICO, Cooch Behar with request to ensure to Upload the Notice in District Website
3. Office notice board.


Additional District Magistrate (SW)
Cooch Behar

DISTRICT NEEDS ASSESSMENT

District Need Assessment for Child Protection (What)

Each district is unique with its own set of needs and services available and its own set of child related issues and problems.

Need Assessment Study is a systematic study of the district that determines needs of children and need of related services.

2 important reasons to conduct DNA for child protection = understand child protection concern + identify those agencies with capacity to respond on child protection issues and needs

DNA- Why?

- To institutionalize essential services and strengthen structures.
- To enhance capacities at all levels.
- To create database and knowledge base for child protection services.
- To strengthen child protection at family and community level.
- To ensure appropriate inter-sectoral responses at all levels.
- To raise public awareness.

Scope of DNA

- Carry out a comprehensive District Need Assessment of Child Protection (DNACP) to identify child protection issues or concerns in the districts and available resources.
- Estimation of children coming under CNCP category & CCL.
- Analysis of gaps existing in both the ICPS and JJ System –focusing on the Service delivery mechanisms.
- Mapping of Child Care Institutions registered or not registered under JJ System.

Principles in Assessment

- The tool is based on the DNA tool developed by the MWCD
- Systematic Information Gathering –attempt to develop understanding by examining a situation fully and not from a single, personal view point.
- A mixture of quantitative and qualitative information gathering required.
- Avoid making assumptions without carefully checking them out.
- Information can be cross checked by collecting information in different ways by using different tools and techniques
- Making the process of assessment transparent

STEPS

STEP 1- PRELIMINARY MEETING

*Presence of relevant authorities:
District Magistrate, Additional District Magistrate, District Social Welfare Officer,
District Child Protection Officer*

- Entire plan of the DNA process will be briefed.
- Relevant templates will be shared (which needs to be filled up by concerned statutory authorities prior to the pre consultation workshop) and make presentations during the pre-consultation workshop.
- Sharing templates where the information can be ascertained from District Administration's office
- Similarly also sharing the templates which the required authorities are required to fill and present during the block level consultations.
- Finalizing date of Pre consultation

Step 2: Conducting the Pre Consultation workshop in the district

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| <ul style="list-style-type: none"> • Identifying and getting lead for the child protection related issues and available services/resources. (Why and How the DNA) • Sharing of all the relevant templates with the line departments • Understanding both administrative and status of pendency cases in the district through presentations by relevant statutory services. • To finalize list of most vulnerable blocks for further study. • Finalizing dates for the block wise consultations and the plan | <p>Help sought from District Authorities:</p> <ul style="list-style-type: none"> • Letter issued to relevant statutory authorities to fill up templates and also to present during pre consultation meeting. (CWC, JB and 1098), CCI etc. • Issuing letter to relevant authorities to be present during the meeting • Providing the venue to conduct the meeting • Finalizing date to conduct the meeting | <p>Decisions taken:</p> |
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Step 3: Conducting the Block level Consultations and also FGDs in identified vulnerable sansads with the representatives of the community based child protection committees and also with the children.

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| <ul style="list-style-type: none"> • To understand the status of the community based institutional and service delivery mechanisms. • To understand gravity of child protection issues prevalent in the block/ villages/ specific pocket. Cause of such vulnerability, other factors affecting CP issues. Need and type of intervention required etc. • To understand the trends in migration • Focus Group discussions will be conducted and information will be gathered in identified sansads with relevant representatives and children | <p>Help sought from District Authorities:</p> <ul style="list-style-type: none"> • Letter issued to relevant statutory authorities to fill up templates and present during pre consultation meeting. • Issuing letter to relevant authorities to be present during the meeting • Providing the venue to conduct the meeting • Finalizing date to conduct the meeting | <p>Decisions taken:</p> |
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Step 4: Conducting visits to the statutory structures and services for noting observations and conducting FGDs

Qualitative Data Collection

- Primary data will be collected through the visits and observations of the Structures and Institutions of the Juvenile Justice System and the Integrated Child Protection Scheme System as per the developed formats.
- FGDs will also be conducted with the children and the CPC members of identified sansads

- **Step 5:** DNA report preparation (Based on information gathered DNA report will be finalized (data entry and report preparation)
- **Step 6:** DPAC on child protection (Based on the findings of District Need Assessment, DAP on child protection shall be prepared. The district action plan will be prepared by CINI representatives along with the DCPO with support of the consultants)
- **Step 7:** *Post – Consultation at district level* will be the process of sharing the findings & reports and finalizing the District Action Plan focusing on Child Protection, with the district authorities. (Draft DAP to be shared with District Administration).

Based on his/her inputs, DAP shall be finalized and shared with district level key stakeholders.

- Finalization of District Action Plan and sharing with district level stakeholders