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இலங்கை மனித உரிமைகள் ஆணைக்குழு  
Human Rights Commission of Sri Lanka

### Terms of Reference for Individual Contractor

<b>Position Title</b>	Individual Consultant to Compile a Child Friendly Inquiry and Investigation Manual
<b>Project Name</b>	Support to Justice Sector Project (JURE) - Child Rights Unit, HRCSL
<b>Location</b>	Home-based
<b>Type of Contract</b>	Individual Contract
<b>Duration of Contract</b>	04 months (June 2024 - September 2024)

#### Background

The Child Rights Unit of the Human Rights Commission of Sri Lanka (HRCSL), grounded in the vision of creating a society where the rights of every child are respected, protected, and fulfilled. It has been implementing a project to promote and protect child rights in Sri Lanka under the Support to Justice Sector project (JURE) funded by the European Union and jointly implemented by UNDP and UNICEF Sri Lanka, facilitated by the Ministry of Justice.

Developing a child-friendly manual for conducting inquiries and investigations by the HRCSL is essential for ensuring a consistent, effective, and ethically sound approach. Such a manual not only establishes standardized procedures but also tailors them to address the specific needs and vulnerabilities of children. By outlining legal frameworks, ethical guidelines, and child rights principles, the manual ensures adherence to the highest standards of conduct while promoting child participation, confidentiality, and sensitivity throughout the investigative process. It serves as a capacity-building tool, equipping officers with the knowledge and skills necessary to conduct thorough, child-centered investigations that uphold the rights and well-being of children. This initiative not only supports accountability and transparency but also contributes to the delivery of justice and protection for children in accordance with international standards and conventions within the HRCSL.

The objective of preparing a child-friendly manual for the HRCSL is to establish standardized procedures that are tailored to the unique needs of children, ensuring consistency, effectiveness, and adherence to legal and ethical standards. This manual aims to promote child participation, confidentiality, and sensitivity throughout the investigative process.

Against this background, **the Child Rights Unit of the HRCSL is seeking to hire a Consultant to compile a child friendly Inquiry and Investigation Manual.**

### **Scope of work**

Under the close coordination with of the Child Rights Unit of the HRCSL, the consultant shall:

- a) Conduct in - person consultation session with the Director, Education & Special Programmes, Legal Officers, Senior Human Rights Officers and Human Rights Officers.
- b) Provide a comprehensive session plan listing tools and methodology to be used at the consultation meeting.
- c) Facilitate a consultation meeting (in -person) in Sinhala.
- d) Prepare a draft the child friendly Inquiry and Investigation Manual based on the agreed comments from the consultation meetings.
- e) Review Session on the drafted child friendly Inquiry and Investigation Manual.
- f) Finalize the child friendly Inquiry and Investigation Manual based on the comments of the Review Session.

### **Expected Deliverables**

- a) Participate in-person/online meetings with the project staff of the Child Rights Unit.
- b) Conduct consultancy meetings with Director, Education & Special Programmes, Legal Officers, Senior Human Rights Officers and Human Rights Officers of the HRCSL.
- c) A comprehensive session plan for consultation meeting which will include structured activities, time management strategies, and facilitation techniques to maximize creativity and idea generation among participants.
- d) Facilitate a consultation meeting (full-day and in-person) in Sinhala.
- e) Prepare a draft of the child friendly Inquiry and Investigation Manual for the HRCSL.
- f) Facilitate a Review Session in Sinhala.
- g) Finalize child friendly Inquiry and Investigation Manual for the HRCSL.

### **Duration**

The consultancy is expected to be completed within 04 months (June 2024 - September 2024) with flexibility depending on the scope and complexity of the activity.

### **Qualifications and Experience**

- a) Master's degree in Law, Human Rights, Social Work, International Relations, Social Sciences, or related field/s.

- b) Strong background in Human Rights, Child Rights, Child Psychology, or related field.
- c) Proven three years' experience in compiling manuals or case management or policy making.
- d) Excellent language skill in English and Sinhala/ Tamil.
- e) Excellent communication and collaboration skills, with the ability to work effectively with diverse stakeholders.
- f) Ability to work independently and collaboratively in a dynamic environment.
- g) Commitment to promoting the rights and well-being of children.

### **Reporting**

The consultant will report to the Director of the Education & Special Programmes Division of the HRCSL.

### **Allowance**

The assignment - incentives will be provided based on the completion of the deliverables.

### **How to Apply**

Interested individual consultants may send a cover letter with detailed resume and samples of previously done similar assignment/s if any to [cru.hrsl@gmail.com](mailto:cru.hrsl@gmail.com) on or before 16<sup>th</sup> May, 2024.

### **For Inquires or Additional Information**

Please contact Ms. Lasya Hettigamage - Project Coordinator/ Ms. Umesha Chavindi - Project Assistant of the Child Rights Unit at TP: 011-2505569 or email to [cru.hrsl@gmail.com](mailto:cru.hrsl@gmail.com)

\* Note- Only short- listed candidates will be notified.

Secretary  
Human Rights Commission of Sri Lanka

02.05.2024