**国际计划（中国）**

**“促进中国青海、安徽两省流动和留守儿童的社会保护”项目--现金转移支付研究招标书**

**2016年11月**

**国际计划**

国际计划是一家独立的、非营利性的国际人道主义发展机构，75年多以来，一直致力于推动儿童权利和女童平等。

我们与儿童、年轻人、我们的支持者和合作伙伴一起，为了一个公正的世界而奋斗，解决女童和所有弱势儿童所面临挑战的根源。

我们支持儿童从出生到成年的权利。我们让儿童有能力做好准备并应对危机和灾难。凭借自身的影响、经验和知识，我们在当地、国家和全球层面推动实践和政策变革。

我们一直为儿童建立强有力的合作伙伴关系，如今活跃在70多个国家。

**我们的目标**

我们为了一个公正的、推进儿童权利和女童平等的世界而奋斗。

我们携手不同人士和合作伙伴，旨在：

* 使儿童、青年和社区能够做出重要改变，解决导致排斥、弱势和对女童歧视的根源
* 通过我们对儿童现实状况的接触、经验和知识，推动地方、国家和全球层面的实践和政策变革
* 与儿童和社区合作，做好危机准备和响应并克服困境
* 支持儿童从出生到成年的安全和顺利成长

2016年1月至2019年6月期间， 欧盟（EU）和瑞典国际发展合作署（SIDA）共同资助国际计划（中国）和中国社会工作联合会分别在青海省和安徽省合作实施“促进中国青海、安徽两省流动和留守儿童的社会保护”项目。为了解项目地社会保护特别是现金转移支付政策的设计与执行情况和存在的问题，为后续项目活动的开展提供实证研究指引，现国际计划（中国）拟通过公开招标，寻找独立第三方承接本研究。

1. 招标名称：“促进中国青海、安徽两省流动和留守儿童的社会保护”项目--现金转移支付研究招标书
2. 招标内容：详见附件1“工作任务书”
3. 申请要求：
4. 独立法人机构证书副本的复印件或扫描件，并加盖公章
5. 以书面并加盖公章形式（也可为扫描件）描述：

从事此项工作任务的能力和优势

过往相关案例，如中文及英文调研评估报告

能够保证此项目运作质量的高效团队成员，并附团队成员背景和职责简介

根据招标内容提交的研究执行方案及详细预算

1. 投标人认为有必要提供的其他补充文件
2. 个人申请方请提供2）和3）中的文件
3. 截止时间：2016年12月23日
4. 投标方式：投标单位需将投标文件电子版或纸制版寄至国际计划（中国）国家办公室（电子邮箱及地址如下），并提前邮件或电话告知招标单位，以便确认和查收相关投标文件。
5. 联系方式：

名称：国际计划（中国）国家办公室

地址：陕西省西安市南二环东段396号秦电国际大厦七层716室

邮编：710061

收件人：崔女士

电话：（029）8810 2399转7002

邮箱：sandy.cui@plan-international.org (一般咨询)

2280739493@qq.com （接收投标文件）

* 鉴于电子版文档一般比较大，请务必发到以上QQ邮箱，以免造成漏收

**附件1：**

**TERMS OF REFERENCE**

**Research on Cash Transfer**

**for migrant and left-behind children in Qinghai and An'hui**

**工作任务书**

**针对青海及安徽流动和留守儿童的现金转移支付的研究**

**1. Background and rationale 背景与原理**

1.1 Summary of the project 项目简介

In 2015, as applicant and co-applicant, Plan International and China Federation of Social Work (CFSW) won the bid to the EU call for project on “Civil Society Organizations and Local Authorities (CSO-LA) in China”, with 75% funding support from the EU and 25% matching fund from the SIDA. The project will be implemented from January 1st 2016 to June 30th 2019. The overall objective of the action is to contribute to improved responsiveness of social protection for migrant and left-behind children, through fostering multi-actor partnerships in policy dialogues. It is envisaged that 100% of the total population of migrant and left-behind children, in the target areas, will have improved access to effective social protection policies and interventions. Policies will be developed as a result of the involvement of and dialogue between Social Service Organizations (SSOs), universities, private social service providers and the Department of Civil Affairs (DoCA). The specific objective is to improve the quality of social protection services for children, including responsiveness of cash transfer schemes for migrant children in Qinghai and rural left-behind children in Anhui, through fostering dialogue between SSOs, DoCA, universities and private social service providers, in the design and implementation of relevant public policies by June 2019.

2015年，国际计划与中国社会工作联合会作为申请人和联合申请人成功申请到欧盟“公民社会组织与地方当局”的资助，提供项目总预算的75%的支持，另外25%来自瑞典国际发展合作署（SIDA）。项目执行期为2016年1月1日至2019年6月30日。项目的总目标是通过促进多方合作伙伴关系参与政策对话，改善流动和留守儿童的社会保护有效性。在目标地区总人口中全部流动和留守儿童预计将更好的获得有效的社会保护政策和干预。通过社工组织、高校、民营社会服务提供机构的参与和与民政厅（DoCA）之间的对话，政策将被制定出来。项目的具体目标是，到2019年6月底，通过促进社工组织、民政厅、高校和民营社会服务提供机构共同参与相关公共政策的制定和实施，改善青海流动儿童和安徽留守儿童的社会保护服务质量，包括相关现金转移支付服务。

1.2 Background and rationale for the research 研究背景与原理

The 2014 *Interim Measures for Social Assistance* is the first administrative regulation in China that encompasses all forms of social assistance schemes, including the “Minimum Livelihood Guarantee Scheme,” (Dibao). Implementation of most schemes relies on the civil affairs department including the Ministry of Civil Affairs (MoCA), DoCA and Bureau of Civil Affairs (BoCA). The *Interim Measures* encourages local authorities to transfer social assistance services to the non-government sector, and include the expertise of SSOs to support capacity building, social inclusion and psychosocial service for the target groups of social assistance. It states that social service organizations (SSOs) should be supported to participate in the verification process of social assistance target groups. The *Notice on Further Piloting the Moderately Universal Child Welfare System*, issued by MoCA, encourages local authorities to further define cash transfer standards, categories and progressive implementation stages based on local contexts, as well as to enhance the functions of existing child welfare platforms to better respond to the diversified needs of children. However, both interpretation and execution of national polices vary and information on how the schemes address migrant and left- behind children is lacking. The research aims to address the gap and the findings will be used to inform the project activities implemented in Qinghai and Anhui.

2014年发布的《社会救助暂行办法》是中国第一部统筹各类社会救助制度的行政法规，包括“最低生活保障服务”（低保）。大多数服务靠民政部门来落实，包括民政部、各民政厅和各民政局。《暂行办法》鼓励地方政府将社会救助服务转移到非政府部门，运用社工组织的专业为社会救助对象提供能力提升、社会融入、心理辅导等服务。《暂行办法》规定应该支持社工组织参与社会救助目标群体的审核过程。民政部《关于进一步开展适度普惠型儿童福利制度建设试点工作的通知》鼓励地方政府进一步确认现金支转移支付服务的标准、类别，结合当地情况逐步普惠，同时加强现有儿童福利平台的功能，更好的满足儿童的不同需要。但是国家政策的解读和落实因各省而异，并且也缺失有关这些现金转移支付服务是如何对流动和留守儿童产生影响。本研究着眼于填补这一缺失，研究的主要发现将用于指导未来在青海和安徽项目活动的开展。

**2. Research objectives and questions 研究目标与问题**

The research will conduct review of relevant policies and analyze the design, management, operation of child related cash transfer schemes, with a focus on the child welfare provision from the national to local levels. The research will examine the accessibility, coverage, impact and gaps of the schemes in responding to specific needs of left-behind and migrant children in An’hui and Qinghai, and the role of social service organizations (SSOs) in optimizing the effectiveness of cash transfer in improving the wellbeing of the most disadvantaged children.

研究将回顾相关政策，分析与儿童相关的现金转移支付方案的设计、管理及执行，聚焦于从国家到地方的儿童福利的提供。研究将检验安徽和青海两省在回应留守、流动儿童的特殊需求的政策的可及性、覆盖面、影响力和不足及社工组织在改善针对困境儿童的现金转移支付政策有效性中的角色

The project areas of Qinghai and An’hui Provinces were specifically selected because of their high ratio of migrant and left-behind children. In addition Qinghai will benefit from the agreement signed between Ministry of Civil Affairs and the provincial government on strengthening civil affairs work in the areas affected by the Sanjiangyuan Eco-migration program. This shall bring additional financial resources to support the social management innovation, professionalism of social services/development of SSOs and enlarged cash transfer schemes. Anhui is MoCA’s pilot province on an improved child social protection system which supports the development of SSOs to improve social services for left-behind children. These will help build synergy among the initiatives thus improve the impact and sustainability of the project.

青海省和安徽省被确定为项目点是由于其较高的流动和留守儿童比例。此外，青海省也得益于民政部（MoCA）与省政府就加强三江源生态项目影响地区民政工作而签署的相关协议，这将带来额外的财政资源以支持社会管理创新、支持社工组织的社会服务与发展的专业化及现金转移支付服务的扩大。安徽是民政部加强未成年人社会保护体系的试点省份，该试点支持社工组织的发展以便改善对留守儿童的社会服务。这些将有助于在不同项目中建立协同作用，从而提高该项目的影响力和持续性。

In Qinghai, the research will additionally examine to what extent factors such as language and ethnicity may affect migrants’ understanding and access to social protection schemes.

在青海，研究会额外调研语言和民族等因素在多大程度上可能影响移民对社会保护政策的理解和获取。

In Anhui, the review will additionally focus on how cash grants can benefit left-behind girls and boys through social protection schemes channeled via inter-generation and alternative caregivers.

在安徽，研究将重点回顾现金补贴如何通过社会保护服务惠及留守女童和男童，链接这些社会保护服务与儿童的渠道通常是隔代看护人或者扮演看护人角色的其他人。

As part of the child welfare cash schemes in both provinces, specifically those targeting the most vulnerable groups of children such as children with disabilities, the research will review the effectiveness of these cash schemes in improving social protection for them resulting in their overall wellbeing. Implications of local policies on SSOs possibility to tap into the government social protection structure will also be investigated.

现金转移支付是两省儿童福利的组成部分，研究将回顾这些现金补贴政策，尤其是针对残障儿童等最弱势儿童的政策在改善儿童社会保护，提高儿童整体福利方面的有效性，并研究地方政策对社工组织参与当前政府社会保护服务体系方面的启示。

More specifically, the research will cover the following topics:

研究将具体涵盖以下主题：

* Situation of the cash scheme beneficiary children in Qinghai and Anhui, their access to existing cash schemes and the challenges they face

青海，安徽两省受惠于现金政策的儿童的状况，获取现金政策的渠道和面临的困难

* Review of the current national cash transfer schemes and their local versions

回顾国家和地方现行的现金转移支付政策

* Assessment of the cash transfer related policies and design issues

评估现金转移支付相关的政策和设计存在的问题

* Review of the management and operation of cash transfer schemes including the administrative processes, the institutional mechanism and delivery etc.

回顾现金转移支付政策的管理和执行，包括行政（审批）程序，制度机制和递送等

* Analysis of the impact of cash transfer schemes on migrant children and their households in Anhui and left behind children in Qinghai

分析现金转移支付政策对青海流动儿童及其家庭、安徽留守儿童及其家庭的影响

* Review the engagement of SSOs in cash transfer schemes

回顾社工组织在现金转移支付中的参与

* Identify issues and challenges of the cash schemes in response to the needs of migrant and left behind children, and conclude recommendations for: 1. Social work organizations on how to participate in the verification and delivery process of the cash transfer schemes and 2. Ministry of Civil Affairs on how to adapt to a social protection module on the way to build the Moderately Universal Child Welfare System.

发现现金转移支付政策在回应流动、留守儿童需求上存在的问题与挑战，并从以下两个角度得出总结与建议：1.社工组织如何参与到现金转移支付政策的核实和递送的过程中；2. 社会保护模式如何在民政部建设适度普惠型儿童福利体系的工作中适用。

The research will also look at the intertwining effect of other social protection cash schemes such as Dibao and social assistance and insurance such as the rural medical insurance on the wellbeing of migrant and left-behind children in the two localities. A simulation of an expanded cash transfer scheme for children (expansion of the child welfare provision) will help form the policy recommendation responsive to the government initiative to establish a ‘Moderately Universal Child Welfare System’. Based on findings and recommendations from the research, pilot actions will be designed for Anhui and Qinghai to improve the responsiveness of cash transfer programs to the needs of left-behind and migrant children through the participation of social service organizations.

本研究还将参看其他社会保护现金政策如低保和社会救助、社会保险如新型农村合作医疗制度对两地的流动和留守儿童的身心健康的交互影响。扩大的现金转移支付政策模型（儿童福利供给的扩大）将有助于就适度普惠型儿童福利制度建设向民政部门提供政策建议。基于本研究的发现和建议，将设计安徽和青海两地项目点的试点行动方案。方案将通过社工组织的参与提高现金转移支付项目对留守、流动儿童需求的回应性

**3. Research methods and stakeholders 研究方法和利益相关方**

* The research will conduct comprehensive literature review to gain an in-depth understanding of the context within which the cash scheme operates, with a particular focus on the situation of left behind and migrant children in Qinghai and Anhui provinces in China.

本研究将进行全面的文献综述以深度了解现金转移支付执行的背景，特别聚焦于青海和安徽的流动和留守儿童的状况

* Quantitative analysis will be undertaken through questionnaire survey and review of existing available database of children and its families in receipt of cash transfer schemes on their current situation and issues faced.

通过调查问卷及现有的儿童及其家庭接受现金转移支付的数据进行定量分析其现状和面临的困难

* Undertake in-depth interview and focus group discussions (FGDs) with caregivers in receipt of the cash transfer, girls and boys from the beneficiary families, a small number of similar non-beneficiaries, as well as key informants from local government, SSOs  and communities. These interviews will provide information on the situation of beneficiary families, their relations with the cash schemes, and the impact that the scheme has had on their lives.

进行深度访谈及焦点小组访谈，对象包括：接受现金转移支付的照顾者、来自受益家庭的男童及女童和一小部分相似的非受益者，以及地方政府、社工组织和社区的关键知情人。通过访谈应该能够知晓受益家庭情况、与现金转移支付的关系，及对其生活的影响

* Further key informant interviews will be conducted with government departments, including the MoCA, DoCA, BoCA, CFSW as well as the local SSOs. These interviews will provide information on government policy and the broader context within which the cash programme operates.

关键知情人访谈，包括与民政部、民政厅及民政局的相关部门、中国社工联合会及当地社工组织的关键知情人访谈。访谈可以提供现金转移支付政策和项目运作的更广阔的背景。

* Conduct analysis of the operations and implementation of the cash programme through interviews with civil affairs officials at the central, provincial and local level.

与中央、省及地方民政部门人员进行访谈分析现金转移支付项目的执行与实施。

**4. Tasks and Expected Deliverables 工作任务与产出**

Working under the coordination of Plan International China EU project team with cooperation from CFSW, Anhui Modern Social Work Development Center (AMC) and Qinghai Huimin Social Work Development and Research Center (QHC), the consultant(s) will:

与国际计划（中国）欧盟项目团队、中国社会工作联合会、安徽现代社会工作发展中心、青海惠民社会工作发展与研究中心的协调工作，顾问将：

* Prepare a detailed research plan with quantitative and qualitative methodologies to be discussed with the EU project team before its implementation. These methodologies will include literature review, sampling framework, questionnaires, focus group discussion and key informants interview etc. as mentioned in section 3.
* Fully communicate with Plan International China and pre-test interview and survey questionnaires before implementation to ensure effective research.
* Conduct the research among the target groups and areas at national level and in Qinghai and Anhui
* Analyze the data and produce a report in response to research objective and questions mentioned in section 2.
* 制定详细的研究方案、定量与定性方法，实施前需要与项目团队讨论决定，包括：文献综述、调查问卷、焦点小组及关键知情人访谈等第3部分涉及到的内容
* 与国际计划（中国）保持完整的沟通，为保证研究有效性在调研实施前进行问卷和访谈的预调研
* 在青海和安徽的目标群体和项目地区进行调研
* 进行数据分析及按照第2部分研究目标和问题进行研究报告撰写

The consultant is expected to deliver following outputs:

顾问应有以下产出：

* A detailed research plan and tools including sampling framework, interview and survey questionnaire(s) and informed consent forms
* A draft report in Chinese with a draft one to two page Executive Summary in English
* Final bilingual report in Chinese and English (no more than forty pages)
* Raw data including Excel sheets, SPSS, interview notes etc.
* Share with Plan International China and project stakeholders the research results and findings and provide recommendations on designing pilot action in Qinghai and An’hui
* 详细的研究方案及工具包括抽样框架、访谈提纲、调查问卷及知情同意书
* 含两页英文执行摘要的中文报告初稿
* 中英文报告终稿（以中文报告为准，页数少于40页）
* 原始数据包括Excel sheets, SPSS，访谈记录等
* 与国际计划（中国）和各利益相关方分享研究结果及主要发现并为在青海和安徽进行的试点行动方案提供建议

Proposed outline of research report:

建议研究报告提纲：

* Executive summary
* Objectives and intended use of the research
* Methodology (including ethics) and limitations
* Description of the programme work researched
* Main narrative of findings
* Conclusions and recommendations for SSOs and civil affairs departments
* References and Annexes including research schedule, survey questionnaire, in-depth interview and focus group discussion questions, etc.
* 执行摘要
* 研究目标及目的
* 研究方法与局限
* 项目描述
* 主要研究发现
* 结论与建议
* 参考文献和附件包括研究日程、调查问卷、深度及焦点小组访谈提纲等

**5. Timeline 时间安排**

|  |  |
| --- | --- |
| **Tasks** | **Target Date** |
| Submit the biding package including an initial research plan and budget | December 23,2016 |
| Design research plan   * Draft plan * Discussion, feedback and pre-test interview and survey questionnaires * Finalize the plan and research schedule * Ethics approval is obtained | January 6, 2017 |
| Desk review | January 13, 2017 |
| Field research in Beijing, Qinghai and An’hui | January 16-20, 2017 |
| Analyze data and submit draft research report | February 10, 2017 |
| Validation workshop | February 17, 2017 |
| Revise the report and submit the final version in both Chinese and English | February31, 2017 |
| Share research findings with project partners and design pilot actions through workshops in Qinghai and Anhui | March, 2017 |

|  |  |
| --- | --- |
| **工作任务** | **截至日期** |
| 提交投标文件，包括初步研究执行方案和预算 | 2016.12.23 |
| 设计研究方案   * 研究方案初稿 * 讨论与反馈，问卷和访谈的预调研 * 确定研究方案与日程 * 研究伦理批准 | 2016.1.6 |
| 案头回顾 | 2017.1.13 |
| 实地调研（北京、安徽、青海） | 2017.1.16-20 |
| 数据分析及提交研究报告初稿 | 2017.2.10 |
| 论证研讨会 | 2017.2.17 |
| 报告修改及中英文报告终稿 | 2017.2.31 |
| 在青海和安徽两地的研讨会上与项目合作方分享研究发现并参与设计试点方案 | 2017.3 |

**6. Selection criteria for researchers/consultants 顾问筛选标准**

The consultant (s) should have 顾问应该具有：

* A master’s degree or higher in child protection, social science, public policy or related subject.
* Proven ability in quantitative and qualitative research, including document review, questionnaires design, interview, data analysis and report writing.
* Conducted substantive research on child welfare and social protection related topics in the past 5 years, experience with international organizations is preferable.
* Experience in conducting policy research and advocacy with relevant government department(s) on child welfare and social protection is an asset
* Excellent inter-person communication skills, good at describing complex concepts with simple and easy-to-understand language.
* Knowledge of relevant statistics software, such as STATA, SPSS, CSPro, SAS, etc.
* Excellent English writing skill is preferable.
* Understanding and speaking of target area dialect is preferable.
* 儿童保护、社会科学、公共政策及相关学科硕士及以上学历
* 可证明的定量和定性分析能力，包括文献回顾，问卷设计，访谈，数据分析和报告撰写能力
* 在过去5年间从事过儿童福利和社会保护等主题的大量研究，有与国际组织合作的经验更优
* 有儿童福利与社会保护相关的经验政策研究及倡导经验的优先
* 出色的人际沟通能力，擅长将复杂的概念用简单明了的语言进行阐述
* 熟悉运用相关统计学软件，如STATA, SPSS, CSPro, SAS等
* 出色的英文写作能力优先考虑
* 能理解和说项目区方言优先考虑

**7. Budget 预算**

Please provided a detailed budget plan 请提交一份详细的研究预算

**8. Ethics and child protection 伦理与儿童保护**

* The consultant should obtain ethics approval before conducting the research

在实施调研前，顾问应确保研究方案获得相应机构的伦理审批

* The consultant should carefully read through and adhere to the “Child Protection Policy,” “Child Protect Code of Conduct” and “Research Policy and Standards” of Plan International.

顾问需要详细阅读及遵守国际计划儿童保护政策、儿童保护行为守则及研究政策与标准。

* Plan’s Child Protection policy and standards must be complied with at all times. Consultants should provide a short statement within their proposal on how they will ensure ethics and child protection in the process. This should include consideration of any risks related to the study and how these will be mitigated.

顾问在整个调研期间应一直遵守国际计划儿童保护政策和标准。在研究方案中需要有一段简短内容陈述如何确保研究中的儿童保护伦理及如何应对因研究引发的风险。