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**Bangladesh Red Crescent Society**

National Headquarters

684-686, Red Crescent Sarak, Bara Moghbazar, Dhaka-1217

Hiring a Consultant for Policy Development on Prevention and Response to Sexual Exploitation and Abuse (PSEA)

**Terms of Reference (ToR)**

**1. Summary:**

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| --- | --- |
| Name of Assignment | Develop Prevention and Response to Sexual Exploitation and Abuse (PSEA) Policy |
| Type of Contract | Service Contract |
| Commissioners | This assignment is commissioned by the Bangladesh Red Crescent Society (BDRCS) |
| Reports to | Focal Person of Protection Gender and Inclusion of BDRCS |
| Location (Primary) | Bangladesh Red Cross Society, National Headquarters,  684-686 Red Crescent Road, Bara Moghbazar, Dhaka 1217 |
| Duration | 60 Days |
| Expected Start Date | 15/03/2020 |
| Methodology summary | The methodology will be comprehensive proposed by the consultant with covering desk review of relevant internal and external documents, resources and policies (BDRCS, IFRC and PNSs) including national policy, interview and questionnaire survey with BDRCS staff, management, governance, volunteers, and its partners (internal/external), meeting/ consultation sessions with relevant stakeholders, humanitarian/development agencies, interaction with Unit(Branch) level officers/staff and volunteers, beneficiaries for drafting and finalization of the policy. |

**2. Introduction:**

*2.1 About BDRCS:*

**The Bangladesh Red Crescent Society (BDRCS) is part of the world largest humanitarian organization, The International Red Cross and Red Crescent Movement and constituted on 31 March 1973 by the President's Order No. 26 of 1973 with retrospective effect from the 16 December 1971. The name and emblem were changed from Red Cross to Red Crescent on 4th April 1988. As an auxiliary to government, BDRCS is guided by the fundamental principles of the RCRC Movement** i.e. Humanity, Impartiality, Neutrality, Independence, Voluntary services, Unity and Universality.

**BDRCS has been rendering its humanitarian services since its foundation and actively contributed in reducing human sufferings, saving lives and properties of millions of people in Bangladesh** through mobilizing resources in emergencies and normal time**. T**raditionally, BDRCS responds to all kinds of disasters and assists the victims with food, emergency shelter, water, medicine, cash grant and daily needs of life. Nowadays, along with traditional forms of response, BDRCS implements various risk reduction and preventive activities including the cyclone prepared programme (CPP), Mother & childcare activities including MHM, blood bank through various health institutions and general hospitals. To ensure these humanitarian services BDRCS is prioritizing on gender and diversity, community engagement and accountability, staff and volunteers’ safety security and child protection as cross cutting issues by following seven principles and mobilizing the power of humanity which is the vision of BDRCS.

*2.2 Background Information:*

In 2015, International Conference Resolution 3 called on all Movement members ‘to adopt and enforce zero-tolerance policies on sexual exploitation and abuse of beneficiaries by their staff and volunteers and subject these individuals to sanctions for their actions.’ The IFRC Prevention and Response to Sexual Exploitation and Abuse (PSEA) Policy was adopted in June 2018 and has committed to supporting National Societies in developing their own policies. As an obligation, BDRCS is focusing greater attention with enforcing “zero-tolerance policies” to prevent, response and mitigate of sexual exploitation and abuse during all programming and services and also in emergencies. Therefore, it is highly recommended that PSEA policy is essential to develop for the staff, volunteers and the people of the community to measure their safety and security from sexual misconduct and abuse.

**3. Rationality to develop PSEA Policy:**

Now a days SGBV is crucial social, health and human rights issue that happens in any circumstance and goes worsening during armed conflict, disasters and other emergencies. Particularly women, girls, children and persons with differently able always remain at high risks in normal situation and particularly in emergencies as well. SGBV has devastating consequences for victims/survivors, their families and communities. Most of the time it can be life threatening and have a lasting impact on a survivor’s, dignity, access, participation, health, livelihood and overall their well-being. Protective systems and law enforcement mechanisms, special services for survivors of SGBV are not enough and often disrupted.

It is a critical humanitarian issue to prevent, mitigate and providing support through appropriate response to the victims/survivors, their families and communities. As a one of the largest and leading humanitarian organization BDRCS is not solely working in emergency situations but it has multi-sectoral long-term development projects by which BDRCS is trying to reduce hard-core poorer’ s sufferings and improve their living standards through endless efforts. Most of the time, BDRCS staff, volunteers and others who are working with BDRCS directly provide services and try to ensure safe humanitarian access to the vulnerable people without knowing safety and security issues for them or for the community people which expose high risks for both the aid workers and community people as well. Any sexual misconduct can be happened in inside the organization and outside of the organization which breach the humanitarian laws and human rights. Regarding on this BDRCS is focusing its’ greater concern to sensitize and capacitate to the movement staff, volunteers and others who have contact with BDRCS on SGBV prevention and response and develop safeguarding policy for ensuring safe and secured working environment for all. This policy will create a safe, secured and trusted working environment for all and will strength their capacity to prevent and providing appropriate response and services to the victims/survivors.

**4. Purpose of the PSEA Policy:**

* A safe and trusted environment which protects all who have contact with the BDRCS particularly the staff, volunteers and the beneficiaries those who would be connected through the programme and services
* Safeguarding against sexual exploitation and abuse through best response and prevention measure.

**5. Scope of Work and Expected Outputs:**

The policy will be applied to all employees, volunteers, governing bodies stakeholders and partners, of BDRCS. The policy will provide a clear instruction/guideline for BDRCS. Therefore, following outputs are expected:

1. Review, collect, and analyze all the necessary data from the secondary documents and existing national legislation and policy and RC/RC movement PSEA policy to fully understand the functionality and implementation modality of existing BDRCS gender and other policies.
2. Review, collect, and analyze all the necessary information to fully understand the administrative framework for approving any initiatives.
3. Carry out stakeholder analysis (internal and external) to bring out the roles and responsibilities of key players and institutions inside RCRC movement as well as external actors.
4. Contextual improvement is essential with detailed specifications.
5. Consider additional guidelines and procedures required to develop policy and also specify the possible distinctions between domestic and international work and BDRCS code of conduct.
6. Consider Community Engagement and Accountability (CEA) mechanism that how SEA complaints are dealing.
7. Relevant reporting methods and timeline should be maintained.
8. Draft a PSEA policy which meets sectoral minimum standards and relevant BDRCS context with Identifying and mapping out relevant survivor assistance and referral mechanisms.
9. Facilitate one consultations workshop with key personnel of BDRCS including governing body, IFRC and partner national societies to discuss and finalize the policy.
10. Develop a well-written and comprehensive PSEA policy including:
11. Both version Bangla and English as per agreement and ToR.
12. Incorporation of comments and inputs from different department.

**6. Key deliverables:**

The consultant should submit following key deliverables -

* Inception report including outlining detail of activities with proposed methodology and timeline/road map
* Schedule of meetings, field visits, workshop (including session plan)
* Final version of PSEA Policy including practical headings and necessary annexes.
* The language of the final document will be in Bangla and English.
* Final report with detailing the process of how the policy has been updated and who were consulted, etc.

**7. Methodology:**

The methodology will be comprehensive proposed by the consultant with covering desk review of relevant internal and external documents, resources and policies (BDRCS, IFRC and PNSs) including national policy, interview and questionnaire survey with BDRCS staff, management, governance, volunteers, and its partners (internal/external), meeting/ consultation sessions with relevant stakeholders, humanitarian/development agencies, interaction with Unit(Branch) level officers/staff and volunteers, beneficiaries for drafting and finalization of the policy.

The consultant will work closely with BDRCS **PSEA taskforce (cross-departmental team)** and will coordinate with in-country RCRC partners i.e. ICRC, IFRC and PNSs) in setting up interviews with their key/relevant staff. The consultant’s work will be concluded with a feedback session where initial findings are presented for concerned persons of BDRCS and its partners for their comments. Furthermore, the consultant will prepare an inception report through proposed methodology, a matrix and instruments that will be used for the purpose of having strategies, conducting interviews, organizing workshops, conducting desk study, collecting field data and proposed timetable for the entire process.

**8. Required expertise and qualifications:**

Applicants will be shortlisted based upon their expression of interest, budget, experience and resume. The selection system might be as follows:

* Experience in development of policy/guidelines
* Familiarity with Bangladesh context and humanitarian environment
* Experience in working with BDRCS and depth knowledge on RCRC Movement context
* Proven facilitation and communication skills
* Sexual exploitation and Gender-based Violence expertise and experience, preferably in writing policy documents

**9. Application Procedures:**

Interested consultant (individual or firm) must submit application material and includes:

1. **Cover letter** clearly summarizing experience as it pertains to this assignment, package rate, and at least two professional references.
2. **Expression of Interest (EoI)**
3. **Curricula Vitae** (CV) for all members of the team applying for consideration.
4. **A brief description** of the firm (for applicants other than individual consultant)
5. **Draft Concept Note** not exceeding five pages expressing an understanding and interpretation of the ToR, the proposed methodology, and a time and activity schedule
6. **Financial proposal** itemizing estimated costs for services rendered (package including seven districts/ fields travel cost), payment modality. The financial proposal must include VAT/Tax as applicable.
7. TIN/Registration Certificate
8. At least one example of a **policy/guideline or document developed** most similar to that described in this ToR.

**10. Proposed Timeframe:**

The consultant should follow the below timeframe:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Proposed Activities | Time Frame | | | | | | | |
| Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 |
| Submit a concept paper/proposal to formulate the policy |  |  |  |  |  |  |  |  |
| Sign the agreement |  |  |  |  |  |  |  |  |
| Sharing details methodology and inception Plan of Action with the concerned department and incorporate feedback |  |  |  |  |  |  |  |  |
| Information collection for updating the policy |  |  |  |  |  |  |  |  |
| Drafting the policy (narrative writing of1st Draft) |  |  |  |  |  |  |  |  |
| Conduct workshop sharing and validation |  |  |  |  |  |  |  |  |
| Incorporate feedback and comments |  |  |  |  |  |  |  |  |
| Final policy submission |  |  |  |  |  |  |  |  |

**11. Ethical standards:**

The consultant should take all reasonable steps to ensure that the Policy and Guideline is designed in a transparent and impartial manner and contributes to organizational learning and accountability. It is also expected that the consultant will respect the seven **Fundamental Principles of the Red Cross and Red Crescent.** Consultant will maintain confidential of the data and information will be used during interviews, meetings and/and any other interactions.

**12. Deadline for Submission of Application:**

Applications must be received by BDRCS through email of contact person no later than the dated mentioned in circular.

**13. Modification and Withdrawal:**

The applicant may modify through resubmission (if needed) or withdraw the application before the above-mentioned deadline. In case of any other situation, please contact through email to the concerned department.

**14. Contact Person:**

Ms. Farzana Akther

Assistant Director and Focal Person for PGI

Bangladesh Red Crescent Society

684-686 Red Crescent Sarak, Bara Moghbazar, Dhaka-1217

Email: [farzana.akther@bdrcs.org](mailto:farzana.akther@bdrcs.org)

**15. Submission of Proposal**

Interested consultant/ consulting firms are requested to submit a technical and a financial proposal through email at [hr@bdrcs.org](mailto:hr@bdrcs.org) with subject line- **Consultant for Review and Develop Policy on PSEA**. A cover letter should be given with the proposal addressing the Secretary General, Bangladesh Red Crescent Society. The deadline of proposal submission is before 4.00PM on the 27th February 2020.