

Protibondhi Community Centre (PCC)
45, K.C. Roy Road,
Kanchijhuly, Mymensingh

Terms of Reference (TOR) for consultancy to Develop Organizational Policy

Title	PCC 05 policy formulation
Type	Consultancy
Reporting	The consultant will report to Program Coordinator, PCC.
Expected start/end dates, number of work days	11 May to 30 May 2021 (20 working days)

1. Background

Protibondhi Community Centre (PCC) is a local, non-government social development organization established in 1997 in the city of Mymensingh by a group of people with disabilities and some of their friends who had no disabilities. Since then, PCC has been working as a unique organization in the Mymensingh district for people with disabilities and their families at community level to promote the rights of disabled people who are looked down, neglected and oppressed in many ways in the society.

PCC covers by its projects and programs the people of all faiths irrespective of caste, creed and religion. PCC exists to establish rights and justice of the people with disabilities and vulnerable no-disabilities and reduce their disability burden through providing education, health, medical service and empowering through self-help groups. PCC believes in human potential, creativity and dignity. Besides, safeguarding the children and vulnerable adults that PCC serves is foundational to all of PCC's activities and program.

In such circumstances, in order to run the organization smoothly ensuring the quality of services, good governance, safeguarding to the beneficiaries and clear direction in project implementation developing some policy are very urgent issue. So, considering the aforesaid issues PCC is seeking the services of a Consultant to develop the following new policies for the organization:

1. Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy (new)
2. Whistle-Blower policy (new)
3. Counter terrorism policy (new)
4. Human Rights policy (new)
5. Anti Corruption policy (new)

2. Overall Purpose of the consultancy:

PCC is committed to offering a safe and trusted work environment, and meeting the duty of care it owes internally (its staff, volunteers and board), and externally to its stakeholders (the beneficiaries, community people, donors, Governments, regulatory authorities and consultants). To achieve this, PCC has initiated a process to develop

protection, safeguarding and related policies. PCC expects that the policy will lead to a safer and trusted environment for its staff, beneficiaries and stakeholders.

03. Expected Deliverables and Output:

The Consultant is expected to deliver:

- Prepare and present a written holistic policy for PCC on the following subjects.
 - Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy (new)
 - Whistle-Blower policy (new)
 - Counter terrorism policy (new)
 - Human Rights policy (new)
 - Anti Corruption policy (new)

The policies will incorporate the following subjects;

- Ensure standard operating procedures to ensure that safeguarding processes and standards are also upheld for PCC, communities, partners, contractors or suppliers.
- Develop a framework and plan to build a safeguarding culture that should address:
 - Staff capacity development on safeguarding and assist PCC to develop criteria for identifying internal staff that can be mentored and coached..
 - Child and Adult Safeguarding policies on Sexual exploitation and abuse.
 - Ensure it establishes procedures and compliance with safeguarding in recruitment, induction and training of all staff on safeguarding.
 - Provide mechanisms for identification of internal designated safeguarding officers.
 - Develop procedures to prevent and respond to safeguarding achievements, learning and violations.
 - Risk assessment framework and scope of application (risk register).
 - Complaints' procedure to report, record and respond to reports/allegations of violation of safeguarding (Safeguarding incidents and response protocols).
 - Disciplinary procedures for staff, partners, consultants, suppliers and service providers.
 - Communication strategy for PCC and downstream stakeholder and partners.
 - Develop PCC policy implementation accountability framework which should highlight provisions for;
 - Implementation, monitoring and management of the policy.
 - Review framework (rationale, period and circumstances).
 - Specify the components necessary for safeguarding policy review and guidelines.
 - Management culture requirements necessary for implementing of safeguarding policies.
 - Produce a ToT training pack and manual for safeguarding focal points and trainers in PCC offices.
 - Suggest internal designated safeguarding officers within PCC existing human resource framework and establishment.
 - Develop a safeguarding training pack and a guideline (facilitator's guides, case studies, power-point slides, for discussion) etc. to be used by safeguarding focal points in PCC.
 - Develop a final report with recommendations on staff and partner training frequency, refresher training, and further capacity development that may be needed based on observations and field visits.
 - Develop a final report with recommendations on staff and partner training and capacity development requirements.

04. Time and Schedule:

The duration of the consultancy will not exceed 20 days. The Consultant will develop a detailed work plan for implementation based on his/her proposal and submit with the expression of interest.

05. Reporting and methodology:

The consultant will be responsible to and report to the PCC Program Coordinator for all correspondence related to this work.

The policy consultant is accountable for meeting the requirements for the content, format, or length of the final report, overall quality and approved timelines. The successful consultant will produce a comprehensive report that assesses the relevance, coherence, coverage, effectiveness, efficiency, so far and provide prioritized recommendations to maximize results.

The contract will be deliverables-based, and final payment will be contingent on receiving the agreed outputs in their final versions at acceptable quality standards.

The consultant is expected to produce 1 hard copy and an electronic copy of a draft report written in understandable English for review and 1 week from commencement of the work.

06. Terms of Payment

Payment will be made after receiving final report and hard copy of policies by PCC.

07. Consultants Profile:

Candidates who apply for this consultancy should ideally possess the following skills, qualifications and experience:

- Masters or post graduate degree with a professional qualification and/or experience in a relevant field.
- Over 5 years proven experience in building and strengthening safeguarding systems, policies and frameworks.
- Excellent understanding of current safeguarding best practices and activities.
- Experience of supporting the strengthening of organizations, staff/partners' capacities on safeguarding and developing training packages and activities.
- Understanding local context in Bangladesh is essential.
- Possess advanced oral and written skills.

How to apply:

Expressions of interest to conduct this consultancy are invited from suitably qualified and experienced consultants. Interested consultants/consultancy firm should submit their proposal that include:-

1. A short (maximum two pages) expression of interest outlining relevant experience and suitability for the consultancy and the methodology the Consultant(s) would use for the assignment.
2. A technical proposal demonstrating understanding of the assignment.
3. A detailed work plan.
4. CV and contact details with two referees.

5. Prior experience with similar work. Please include attachments/links to a sample of previous similar work and share the contact information for referees directly relevant to this assignment.
6. Budget proposal with all related costs for this consultancy.

If you wish to apply for this consultancy, send your EOI to cchmymensingh@gmail.com by 9 May 2021 addressing the Board Chairman, PCC. PCC is an equal opportunity employer. Only short-listed EOI submitted Consultant/firm will be contacted.