

## TERM OF REFERENCE (TOR) FOR HIRING CONSULTANT

### Training and mentoring on Safeguarding and Protection from Sexual Exploitation, Abuse and Sexual Harassment (PSEAH) for Start Fund Bangladesh member agencies

---

#### **BACKGROUND:**

Start Fund Bangladesh is a civil society-owned and led, rapid emergency fund, that activates within 72 hours of a crisis. It attempts to address a crucial gap in humanitarian funding by addressing small-to medium under the radar emergencies and enabling direct access to local, national and international NGOs. It is modeled on the experience of Start Network's successful Start Fund. It was created in 2017 with support from UK Aid.

Since its inception, the Start Fund Bangladesh has grown from a membership of 20 international agencies to include 27 local and national organizations, through a comprehensive due diligence process. In terms of our legal placement, Save the Children holds the contract with FCDO as our grant custodian and Save the Children in Bangladesh (SCiBD) hosts the Start Fund Bangladesh secretariat team. Our members, local and national NGOs frequently engage with extremely vulnerable people in humanitarian response. Victims of abuse in the humanitarian sector have begun to have their concerns heard and responded to in recent decades. Many aid stakeholders have begun to put in place mechanisms and structures to mitigate safeguarding risks within the same time period. These strengthening measures, including capacity development, have been further enhanced since 2018, when allegations of major safeguarding incidents involving various large aid INGOs were brought forcibly to the public's attention. Yet, more needs to be done to systematically build the capacities of Safeguarding practice throughout the aid sector and specifically to provide ongoing training and support to those tasked with leading the safeguarding response within NGOs and suppliers (hereafter referred to as aid organizations). Training is particularly needed among smaller local and national organizations, where less human and training resources are dedicated to safeguarding and therefore it is essential that member capacity is strengthened to safeguard against harm that could be caused through the delivery of emergency response or interventions.

To ensure we are meeting our duty of care toward SFB and member staff, as well as project participants in the communities in which we work, SFB is going to provide capacity strengthening support including mentoring to its 27 national and local NGOs on Safeguarding issues. In this regard, SFB would like to hire a consultant who will be supporting member agencies to build and strengthen safeguarding approach of our member agencies by developing a safeguarding training pack, managing three days training and providing mentoring support for a three months period including assist member agencies to develop or update their policy, procedures and practices in line with SCI Safeguarding standards and supporting them based on their needs to enable them to integrate safeguarding consistently in our approach and ways of working.

#### **OBJECTIVES:**

The main objective of the training and mentoring initiative is to build and strengthen the capacity of the member organizations and its staff members on key international standards on child and adult safeguarding to prevent from and respond to abuse, neglect, sexual exploitation, and harassment (SEAH). The detail objectives of the task are

- To produce a Safeguarding training pack that should include a manual that can be used both internally and externally by staff of SFB member agencies/ safeguarding focal with minimal, contextual adaptation
- To produce a ToT training pack and facilitator’s manual to be used by Safeguarding focal points in organizational level
- To provide a 3-day Safeguarding training to selected representatives of SFB member agencies that enable them to understand the basic concept of SEAH, the correlations between power dynamics, gender and SEAH, the importance of changing attitudes, behaviours, culture and mindset; and strengthen organisational policies and procedures to prevent and reduce prevalence of SEAH
- To provide 03 months follow-up and mentoring support to the safeguarding focal points so that they can prepare and update their organizational policy & procedures as well as train other staff and department on safeguarding following training pack and finally contextualise user-friendly complaint mechanisms for project participants at community levels
- To ensure that all 27 NGO partners develop and maintain robust safeguarding systems for Awareness, Prevention, Reporting and Response that are supported by appropriate policies, procedures, standards and tools.

#### **SCOPE OF TRAINING AND MENTORING:**

In 2018, the aid sector’s failure over many years to prevent and respond to sexual exploitation and abuse and sexual harassment came into sharp relief. It had been too easy for aid workers to get away with sexual misconduct. Their actions had undermined trust in the whole sector. Cases of sexual exploitation and abuse and sexual harassment were mishandled or inadequately responded to. The evidence is clear: the aid sector must drive up standards and the time to act is now.<sup>1</sup> On the other hand, small and medium-sized member organizations of SFB are facing challenges, they have a limited number of human resources, and most of those resources are project-specific, it is difficult for them to find a specific focal for safeguarding. In most cases, an organisation appoints a safeguarding focal point from an existing project on an ad-hoc basis who serves as an organisational focal point in addition to her/his regular duties. Due to her/his limited knowledge and unique project duty, it can be difficult for her/him to orient all workers, although safeguarding is a critical concern in the humanitarian arena. Putting safety into effect at an organization can be difficult, and it's difficult to know where to begin for a safeguarding focal point. Besides, SEAH survivors at organisations and communities are not always comfortable to report and have confidence on the system e.g., confidentiality, job security, and fear of not getting justice due to alck of solid evidence. Considering the existing challenges and requirements SFB would like to address following issues under this initiative

- Enhanced Due Diligence (EDD) of FCDO
- principles/definition of Safeguarding including Do No harm, Core Humanitarian Standards, Keeping Children Safe Standards, UN Secretary General’s Bulletin 13:2013
- EDD criteria for partners
- sexual harassment
- sexual exploitation
- Child and adult safeguarding
- Beneficiary engagement and participation
- Complaints and reporting
- Survivor support in Humanitarian and Development context
- investigation

---

1

- Policy and procedure related to safeguarding and training at organizational level

#### **OUTCOME OF THE TRAINING:**

By the end of the training and mentoring support participants will be able to:

- Understand the importance of safeguarding due diligence for organizations, staffs and other representatives, as well as safeguarding obligations within an organization
- Identify key safeguarding activities within the program cycle for safe programming
- Adopt international standards and make sure they're fulfilled or exceeded
- Describe the role of the designated safeguarding focal and state key areas of responsibility to prevent and respond to sexual exploitation and abuse and sexual harassment
- Describe the key legislation and guidance underpinning the organisation's policy for responding to sexual exploitation and abuse and sexual harassment
- Decide what steps the organisation needs to take to ensure the safety and welfare of affected people in humanitarian crisis to ensuring safeguarding standards
- State the blocks inhibiting children / adults at risk from disclosing abuse and respond effectively to a child who does disclose
- State blocks to staff reporting concerns and how to overcome these
- Make appropriate decisions about action to take if staff are involved in an incident
- Explain the issues in connection with recording and sharing of information, including that of confidentiality
- State the main tenets of their organisation's policy and procedure to prevent and respond to sexual exploitation and abuse and sexual harassment
- Describe the key standards for Awareness, Prevention, Reporting, and Response systems

#### **TASKS:**

Based on the consultants' or consultancy agency experience, knowledge of best practices, and the sector's new guidance and requirements, the consultant(s) will:

- Conduct a desk review of current safeguarding and related policies, complaint mechanisms and training materials and advise SFB members on areas for improvement to its current policies and guidelines.
- Gather information (via documents or interviews with member staff) to understand our model of working, contexts, and type of work we support
- Develop a safeguarding training pack and a training manual considering rapid response that can be used for member staff with minimal adaptation for context (including a facilitator's guide, power point slides, case studies for discussion etc.)
- Produce a ToT training pack and manual for safeguarding focal points
- Conduct face to face training for members. The training is intended to be highly interactive, encouraging discussions and opportunities for interactions between staff of the member organizations with different experiences. This training workshop also identify the existing challenges of safeguarding in organizational level and develop and action plan for mentoring
- Following the training, 27 local and national organizations will receive mentorship support. The mentoring support's aim is to provide in-depth assistance to the safeguarding focal point in developing or updating policies in the organization, as well as train or orient other department or project staff to roll-out the SEAH policies at the organizational level.
- Lead in the development of contextualized complaint mechanisms for community members and partners in a few contexts

- 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

#### **KEY DELIVERABLES:**

The consultant or consultancy agency is expected to form a team who have proven experience in similar assignment in context of Bangladesh. The consultant will be expected to do the following.

- Prepare detail outlines, methodology, work plan and inception report
- Prepare a training pack of safeguarding including training manual
- Organize and conduct capacity building training for the 27 partners, facilitate self-assessment process for individual organizations and equip them with necessary tools, techniques and standards for Awareness, Prevention, Reporting and Response
- Build a monitoring system including progress tracker, preferably on-line system, and conduct follow-up visits at least 40% partner NGOs to ensure that effective safeguarding systems, standards, and tools they are put in place as per guidelines
- Make sure 27 updated policies on safeguarding from member organizations
- Prepare a report that includes documentation of key findings, best practices, successes, and challenges in general, along with future recommendations for each organization

#### **EXPECTED COMPETENCIES OF CONSULTANT:**

It is expected that the competency of the contracted consultant will include:

- Availability for at least 03 consecutive months
- Experience working on child safeguarding, protection or, gender, GBV and women's rights in development and/or humanitarian sector
- Experience of community programming and work in partnership with local organizations to affect change (preferably in humanitarian context).
- Experience of supporting the strengthening of staff/partners' capacities on safeguarding and developing training packages and activities in recent times
- Excellent grasp of current best practices in terms of safeguarding
- Understanding of safeguarding in the context of conducting research and research related activities in programmes (assessments, etc.)
- Training facilitation skills
- Ability to write succinct, high-quality training manuals in excellent English to a tight deadline
- Relevant experience would compensate for lack of educational background

#### **PROPOSED TEAM:**

The consultant or consultancy agency will propose a team for the assignment who have experience in similar kind of assignment. The consultant will provide basic information of the individual member of the team along with team leaders highlighting- education and related work experience (maximum one-two page for each).

#### **TIMEFRAME:**

The total assignment will be completed within 90 days from the date of contract sign. The consultant will submit a proposed work plan with key milestones within a week of signing the contract; this work plan will be reviewed and approved by Start Fund Bangladesh.

The Consultant will provide the level of effort required for this assignment following the below table and include it technical proposal.

SL	Deliverables	Expected Delivery date	Days
1	Preparing detail outlines, methodology, work plan and inception report		
2	Desk review including policy procedure related to safeguarding issues and share draft report		
3	Prepare training pack including manual		
4	Conduct training for member agency and provide a training report		
5	Mentoring and follow-up visit plan		
6	Updated policy on safeguarding of 27 National and local NGO		
7	Final Report		

### **PROPOSAL SUBMISSION CHECKLIST**

The consultant or consultancy agency will submit a detailed proposal for Training and mentoring on Safeguarding Against Sexual Exploitation, Abuse and Sexual Harassment (SEAH) for Start Fund Bangladesh member agencies. The proposal must reflect the methodology, tools, and plan in detail. The proposal should be divided into two parts i.e., a) technical and b) financial.

- A detailed technical proposal not more than 10 pages
- Curriculum Vitae(s) of proposed staff outlining relevant education, expertise, and experience.
- Clear reference to safeguarding, protection and gender equality experience should be made where applicable (not more than one page each).
- A financial proposal with a detailed breakdown of costs for the assignment
- A proposed timeframe detailing activities and a schedule/work plan (including a Gantt-chart), in line with time duration mentioned in this TOR.
- Profile of Lead Consultant or consultancy firm (maximum 4 page)

### **THE FINANCIAL PROPOSAL:**

A financial proposal with a detailed breakdown of costs for the assignment will be submitted along with the application. The financial proposal must include Tax and VAT as per Bangladesh Govt. rule.

### **ETHICAL CONSIDERATIONS:**

There will be nothing in the assignment, which may be harmful for respondents regarding legal or medical ground. No one would be forced to provide information for the assignment. The team members should have legal authority to work in the assignment. The information collectors will be highly committed to the respondents to keep the privacy of their information and source of data as well as will put heartiest endeavor to be unbiased in collecting data.

### **SUPERVISION/MANAGEMENT OF ASSIGNMENT:**

The consultant or consultancy agency will be required to work closely with the “Start Fund Bangladesh” hosted by Save the Children Bangladesh Office. The consultant will be directly accountable to the Start Fund Bangladesh focal person. The consultant will keep the focal person continually informed on the progress of the assignment through updates via email.

**DISCLAIMER:**

Save the Children Bangladesh reserves, the right to accept or reject any or all Proposals/applications without assigning any reason whatsoever.

**BINDINGS:**

All documents, papers and data produced during the assignment are to be treated as Save the Children property and restricted for public use. The contracted agency/consultant will submit all original documents, materials, and data to Save the Children. All information will be treated as confidential and not divulge, unless authorized in writing by SC, any information obtained in the course of the performance of the Contract.

Interested individual consultant, may submit their technical and financial proposal along with CV, TIN certificate and VAT registration copy to the following email address: [prosanta.roy@savethechildren.org](mailto:prosanta.roy@savethechildren.org). Application closing date: **December 07, 2021**.

---