



## **Terms of Reference (ToR)**

### **For**

### **Final Evaluation of the “A one-stop digital service center to address trafficking during COVID-19 in Bangladesh” Project Bangladesh**

#### **General Information:**

**Lead Organisation:** Terre des Hommes Netherlands (TdH NL) Bangladesh Country Office.

**Partner Organization:** Implementing partner INCIDIN Bangladesh, technical partner Viamo.

**Work Description:** Consultancy to conduct final evaluation.

**Funded By :** Office to Monitor and Combat Trafficking in Persons, US Department of State.

**Duration of the Assignment:** 1 November to 30 November 2023.

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#### **Overview of the Organization**

Terre des Hommes Netherlands (TdH NL) aims to protect children by preventing and stopping child exploitation and by empowering children to make their voices count. TdH NL focuses on sexual exploitation of children, the worst forms of child labour, child trafficking and migration, sexual and reproductive health and rights, and on child protection in humanitarian crises. For each of these forms of child exploitation, TdH NL is developing and implementing projects and programmes through local partners, mainly in Asia and East Africa. In Asia, TdH NL works in Cambodia, the Philippines, Thailand, Bangladesh, India, and Nepal.

Terre des Hommes Netherlands (TdH NL) is registered with the NGO Affairs Bureau of the Government in Bangladesh. Please refer to the website: [www.terre-des-hommes.nl](http://www.terre-des-hommes.nl). In Bangladesh, TdH NL works to prevent child abuse and exploitation in collaboration with the government, development partners, NGOs and networks.

#### **Background of the Project**

COVID-19 has had a detrimental effect on the rural economy of Bangladesh<sup>1</sup>, where households had to reduce their food consumption and receive food support from the government and cash support from the private sector. In Bangladesh, in each year, more than 400,000 workers leave Bangladesh for overseas employment, often

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<sup>1</sup> <https://www.adb.org/publications/changes-rural-economy-bangladesh-under-covid-19-lockdown-measures>

through illegal channels. Many face discrimination, (sexual) exploitation and abuse (Voice of International Affairs, March 2021).<sup>2</sup> Child sex trafficking remains widespread; experts estimate 20,000 children are both growing up in and sexually exploited in different brothels in Bangladesh (US TIP Report, 2021).<sup>3</sup>

Aftermath of COVID, risks such as online and sexual exploitation in private apartments, forced marriage, increased demand for child sexual exploitation materials to undocumented migrants, domestic and sex workers also are further increased.

Keraniganj Upazila in Dhaka has 177,970 households (794,360 people). The area accounts for 7.79% of the total international labor migration from Bangladesh and is a hotspot for trafficking, especially of women. There is a high concentration of women-returnee migrants, many of them victims of labor and sex trafficking. Their poverty and migration debts can create a strong push factor for re-migration along illegal channels and exploitation in general, and for their children to be trafficked. CTCs of the Upazila are now not adequately functional due to the pandemic<sup>4</sup>.

Under the State Department supported JTIP project, TdH NL and its partners have developed an innovative online trafficking reporting mechanism to report trafficking cases translating existing laws and policies into practices. The concerned stakeholders were trained to report trafficking cases. Massive offline/online awareness campaigns have been conducted to create awareness on trafficking risks, online reporting tools, availability of services at the One Stop Digital Service Center and safe migration.

## 1.1 Goals, Outcomes and Outputs of the Project

**Project Goal:** Community members in Keraniganj Upazila (Dhaka) have access to reliable information, safe reporting, and referral services that help reduce the impact of COVID-19 on trafficking in persons.

### Project Indicators:

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<sup>2</sup> <https://internationalaffairsbd.com/economic-migration-human-rights-bangladesh/>

<sup>3</sup> <https://www.state.gov/reports/2021-trafficking-in-persons-report/bangladesh/>

<sup>4</sup> [There are 20 government organisations \(GOs\) and NGOs for protection, integration, and legal services; however, victims are largely uninformed and unable to access them](#)



Level	Description	Indicator	Means of verification
<b>Goal</b>	Community members in Keraniganj Upazila (Dhaka) have access to reliable information, safe reporting, and referral services that help reduce the impact of COVID-19 on trafficking in persons	1. # child protection cases formally reported to police or other relevant officials	Annual report, evaluation report
		2. # child protection cases acted upon by relevant authority	
<b>Outcome 1</b>	CTCs, service providers, and community members in Keraniganj use the new fully functional one-stop digital service centre for reporting and referral on sex and labour trafficking	1.a. # of users of digital tools and service center	Baseline, quarterly report, annual report, final report, evaluation report
		1.b. # of cases reported	
<b>Output 1.1</b>	Protocol for CTCs and other counter-trafficking service providers to register and assist victims online is developed	1.1.a. # of protocol developed	Event report, signed MoU
<b>Output 1.2</b>	Online platform for trafficking reporting and referral set up and operational	1.2.a. # of functional online platform developed	Event report
<b>Output 1.3</b>	Existing hotlines/helplines for victim support, reporting and referral coordinated and promoted	1.3.a. # existing hotlines/helplines coordinated and promoted for victim support, reporting and referral	Report on trafficking related services from service centre, IEC materials
		1.3.b. # of cases linked with the existing hotlines/helplines	

Level	Description	Indicator	Means of verification
<b>Output 1.4</b>	New counter-trafficking one-stop service centre in Keraniganj created and operational (office with facilitators/counselors, thematic coordinator, IT specialist)	1.4.a. # of service centres operational	People visited service centre, workshop report, participants list
		1.4.b. # service centre users	
<b>Output 1.5</b>	12 CTCs (180 persons, 50% women) are trained and coached in using the new online and mobile tools and the one-stop service centre	1.5.a. # of CTC members trained and coached in using tools and service centres	Participant list, event report, photographs
		1.5.b. # of women trained/coached	
<b>Outcome 2</b>	> 50% of the community members in Keraniganj know about new COVID-trafficking risks and how to contact the service centre in case of trafficking	2.a. % of surveyed community members who indicate knowledge on trafficking risks and reporting/referral mechanisms	Baseline, quarterly report, annual report, final report, evaluation report
<b>Output 2.1</b>	600 service providers (CTC members, NGOs, school teachers, staff, community leaders) are trained on (COVID-related) trafficking risks and protection by using IVR-based remote training.	2.1.a.# of service providers receiving training	List of the trainees, audio record, training content, training report
<b>Output 2.2</b>	180,000 community members informed on trafficking issues, the platform, 5 hotline/helpline, and the new one-stop service centre.	2.2.a.# of community members receiving IVR and text messages and participants/targets of community campaigns	Event report, audio record, community campaign, SMS
<b>Outcome 3</b>	All victims that report trafficking through the one-stop service centre are referred to legal and social support from the 20 GOs-NGOs and 5 existing	3.a.# of victims provided with services through the system	Baseline, quarterly report, annual report, final report, evaluation report

Level	Description	Indicator	Means of verification
	hotlines/helplines.		
<b>Output 3.1</b>	180 representatives of 20 GOs-NGOs and 5 existing hotlines/helplines for protection & care of victims in the 8 Unions know how to use the new online tools and the one-stop service centre	3.1.a.# of NGO representatives receiving training on service centre and coordination	Attendance list, community people, event report, training module, photographs
		3.1.b.# of girls participated in school campaigns	
		3.1.c.# of boys participated in school campaigns	
<b>Output 3.2</b>	20 GOs-NGOs and 5 existing hotlines/helplines that cooperated to deliver coordinated services to victims through the one-stop service centre	3.2.a.# of GOs/NGOs and Hotlines/helplines signing Memorandum of Understanding	List of participants, workshop report, photographs

## 1.2 The Purpose of the Final Evaluation

During the inception period, TdH NL conducted a baseline survey to capture the base values of this project against the indicators of the result framework. TdH NL intends to conduct an final evaluation for measuring the progress against the base values at the end of the project. The purpose of the final evaluation therefore is to determine the relevance, efficiency, effectiveness, lessons learned, sustainability, and impact of the project. The evaluation will also help to draw key achievements and the best practices for the project stakeholders. This will ultimately contribute to further planning and designing similar projects from the learning, challenges, and recommendations of the JTIP project focusing on the following **OECD/DAC evaluation** criteria:

- Relevance,
- Coherence,
- Effectiveness,
- Efficiency,



- Impact
- Sustainability

### 1.3 Objectives of the Final Evaluation

**Objectives:** The overall objective of the final evaluation is to measure “**A one-stop digital service center to address trafficking during COVID-19 in Bangladesh**” project performance by identifying the achievements against the intended outcomes and outputs of the project as set in the Result Framework. The specific objectives of the final evaluation are given below:

1. To assess the extent to which children and youth are better protected when at risk or victim of sexual exploitation during and in the aftermath of the Covid-19 pandemic
2. To measure the changes of the project towards the specified outcome and output level indicators, and compare the findings with the value of the baseline values;
3. To assess the changes in behavior and of the project participants and other stakeholders (knowledge, attitude, and practice) through the project interventions;
4. To assess the project using 6 OECD DAC evaluation criteria;
5. To identify key achievements, innovations, best practices, challenges, and mitigation that occurred during implementation, as well as unintended outcomes (both negative and positive), document lessons learnt;
6. To provide recommendations with clear and actionable ways forwards for relevant government organisations, donors, and external audiences that will support sustainable benefits for the target communities and design similar projects in the future.

**Key Questions:** The key questions that need to be answered by this assignment including OECD DAC criteria:

Criteria	Questions
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<b>Relevance</b>	<ul style="list-style-type: none"> <li>● Is the intervention doing the right things?</li> <li>● What are the key relevant changes of context that have occurred in the project area in the last one year and what has been the influence of these changes on the awareness raising, communication, advocacy and implementation of this project?</li> <li>● To what extent were the objectives and outcomes of the project relevant?</li> <li>● Were the activities and outputs of the project consistent with the overall goal/impacts and the attainment of its objectives/effects?</li> <li>● To what extent did the project meet the needs of the target group and contribute to measuring the changes of knowledge, attitude and practice level in line with the set indicators of the project?</li> <li>● How relevant was the project strategy to the target communities and other key stakeholders?</li> </ul>
<b>Coherence</b>	<ul style="list-style-type: none"> <li>● How well does the intervention fit?</li> <li>● To what extent were context factors (political stability/instability, population movements etc.) considered in the design and delivery of the intervention?</li> <li>● To what extent was the intervention coherent with policies and programmes of other partners operating within the same context?</li> </ul>
<b>Effectiveness</b>	<ul style="list-style-type: none"> <li>● To what extent did the project effectively achieve the project objectives and indicators of goal, outcomes and output of the log frame?</li> <li>● What progress has been made towards achieving the overall project objectives/outcome as per the targets of the indicators?</li> <li>● What are the strengths and weaknesses of the project strategy and delivery?</li> <li>● What are the major factors influencing the achievement or non-achievement of the objectives?</li> <li>● How effectively does the project management monitor project performance and results?</li> <li>● In what way was the project effective to raise awareness on SEC issues as intended?</li> <li>● What opportunities for collaboration with CSOs and GOB have been utilised and how have these contributed to increased effectiveness?</li> </ul>

<b><i>Efficiency</i></b>	<ul style="list-style-type: none"> <li>● How efficient is the project in terms of achieving the intended result with the money and resources available?</li> <li>● Was the project implemented in the most efficient way in terms of allocated resources?</li> <li>● Were the activities implemented cost-effective in achieving the impact?</li> <li>● How adequate were the reporting and monitoring systems of the project?</li> <li>● How efficient is the project in achieving the intended result within the scheduled time?</li> </ul>
<b><i>Impact</i></b>	<ul style="list-style-type: none"> <li>● What were the expected and unintended positive and negative impacts in the lives of project beneficiaries?</li> <li>● What difference has the activity made in terms of improving the lives of project beneficiaries?</li> <li>● What is a replicable model for the government of Bangladesh intervention?</li> </ul>
<b><i>Sustainability</i></b>	<ul style="list-style-type: none"> <li>● What sustainability and exit plans are in place and followed to ensure sustainability for the project beneficiaries?</li> <li>● How sustainable are the results at the beneficiary level?</li> <li>● To what extent will the results of the project be sustained after the donor ceases funding?</li> <li>● How are the community, local partners and other relevant stakeholders prepared and supportive to continue with the project outcome?</li> <li>● What were the major factors which influenced the achievement or non-achievement of sustainability of the project?</li> </ul>

Besides, the consultant will document lessons learned as mentioned below:

- What are the replicable practices and what needs to be avoided?
- What are the areas of improvement of the project?
- What are the key lessons generated during the life span of the project?

The consultant/consulting firm may update the list in consultation with and approval from TdH NL.

#### **1.4 Geographic Location of the Final Evaluation**

The final study will be conducted in the Keraniganj Upazila involving 12 unions under Dhaka district.





## 1.5 Methodology

The final evaluation will be a mixed method approach, integrating quantitative and qualitative methods to achieve the final objectives. The consultant/firm will use different methods such as desk review, observation, survey (for children, youth and community), key informant interviews (KIIs), in-depth interview (IDI), focus group discussion (FGD) (for other stakeholders including CTCs, CSOs and government representatives and officials) to collect data from the community and institutions level. Besides, the consultant/firm will do case studies for the victims of trafficking. The consultant/firm is expected to propose appropriate methodology with the required number of nationally representative samples for the quantitative part maintaining standard statistical formula. For the qualitative survey, the consultant/firm must consider the survey prerequisites, individual verbatim for triangulation. However, all data collection methodologies and determination of sample size should be considered in line with the discussion and agreement between the survey team, TdH NL and partner organisations. It is expected that all methods will be conducted by taking into consideration child safeguarding and ethical standards regarding the gathering of data from all relevant stakeholders.

## 1.6 Category of the Beneficiaries

The target of beneficiaries of the project:



Types of beneficiaries/stakeholders	Total beneficiary/ stakeholders covered under the project
# CTCs members are trained and coached in using the new online and mobile tools and the one-stop service centre	12 CTCs ((180 persons with 50% women)
# Service providers (CTC members, NGOs, school teachers, staff, community leaders) are trained on (COVID-related) trafficking risks and protection by using interactive voice recorder (IVR)-based remote training.	600 service providers
# of community members receiving IVR and text messages and participants/targets of community campaigns.	180,000 Community members
# representatives of GOs-NGOs and # existing hotlines/helplines for protection & care of victims in the 8 unions know how to use the new online tools and the one-stop service centre	180 from 20 GOs-NGOs and 5 existing hotlines/helplines
# of NGO representatives receiving training on service centre and coordination	180 civil society members
# of girls participated in program activities	50 girls
# of boys participated in program activities	50 boys

### 1.7 Sample-size and Role of the Target Group

Target group and the key stakeholders of the project will be involved in this evaluation by participating as respondents and discussants to provide real and authentic data and information to evaluators. The consultant/consultancy firm will be requested to take an appropriate sampling from the mentioned beneficiaries/stakeholders.

### 1.8 Time Frame

The consultancy will be completed **from 3 November to 15 December 2023**. The consultant/consultancy firm will be expected to complete all the related tasks and final report submission of the survey within this timeframe.

### 1.9 Scope and Focus of the Consultancy Work



The following tasks, but not limited to, are to be undertaken:

- Conduct an inception meeting for the assignment and prepare an inception report with detailed methodology, timeline, team plan and draft data collection tools, analysis plan and outline of final report;
- Collect and review of existing project documents, such as result framework and other related documents from TdH NL;
- Design the survey in consultation with staff of TdH NL and partner NGO;
- Define a detailed approach and methodology for gathering and analysing data;
- Prepare draft report and share the findings with TdH NL and partner NGO for feedback;
- Incorporate the feedback and finalise and submit the evaluation report;
- Document innovations/best practices developed by the project.

### **1.10 Key Indicators to be Measured the Benchmark in the Evaluation:**

The End-Line Evaluation, within the framework of OECD/DAC criteria of Relevance, Effectiveness, Efficiency, Sustainability, Lessons learned and Impact, will specifically estimate and utilize the benchmark by capturing gender disaggregated data on the following key indicators (but not limited to):

- # child protection cases formally reported to police or other relevant officials;
- # child protection cases acted upon by relevant authority
- # of users of digital tools and service center;
- # of cases reported;
- # of protocol developed;
- # of functional online platform developed;
- # existing hotlines/helplines coordinated and promoted for victim support, reporting and referral;
- # of cases linked with the existing hotlines/help lines;
- # of service centres operational;
- # service centre users;
- # of CTC members trained and coached in using tools and service centres;
- # of women trained/coached in;
- % of surveyed community members who indicate knowledge on trafficking risks and reporting/referral mechanisms;
- # of service providers receiving training
- # of community members receiving IVR and text messages and participants/targets of community campaigns;
- # of victims provided with services through the system;
- # of NGO representatives receiving training on service centre and coordination;
- # of girls participated in program activities;



- # of boys participated in program activities;
- # of GOs/NGOs and hotlines/helplines signing Memorandum of Understanding.

**Note:** The consultant/firm will strictly follow all the output and outcome level indicators mentioned in the Result Framework of this project.

### 1.11 Key Deliverables:

The consultant will provide the following deliverables:

- An inception report with the detailed work plan, table of contents of the final evaluation report, appropriate tools and methodology, sampling, timing, roles and responsibilities of researchers of the particular assignment;
- Final tools/instruments in English and Bengali (Bangla);
- A cleaned dataset of raw quantitative survey both in Excel and SPSS format;
- Hard copy of filled-in questionnaire and checklists/guidelines;
- Analysis table for all the variables of the questionnaire and checklists/guidelines;
- Transcripts of raw qualitative data;
- All electronic files with all raw data in 2 CDs;
- Draft final report;
- Final evaluation report in English addressing all comments/ inputs from TdH NL;
- Slide presentation of final evaluation;
- Documentation of five innovations/best practices.

**Note:** All deliverables will be submitted in 2 copies; in hardcopy and softcopy in editable form.

### 1.12 Profile of the Consultant

- A minimum of ten years experience and expertise in performing survey/ assessment/ review/ evaluation and sound understanding of survey concepts, methodologies and tools;
- The lead consultant and the relevant members of the team should have have proven track record in conducting similar type of assignment;
- Knowledge and experiences on child abuse and exploitation, trafficking and COVID-19 will be given preference;



- The consultant should have experiences on fact finding of victim together with experience with child safeguarding;
- Ability to work collaboratively with multiple individuals, groups and team;
- Demonstrable expertise in both quantitative and qualitative data analysis;
- Excellent data interpretation and report writing skills; and
- Evidence of having undertaken similar assignments.

### 1.13 Expressions of Interest

Interested **Individual Consultant or Consultancy Firms** are invited to submit an Expression of Interest (EOI) for delivery of the assignment. The EOI should include:

- **Both** Technical and Financial proposals;
- **A** detailed technical proposal (no longer than 8 pages) will include proposed methodology indicating the overall process for undertaking the survey;
- **A** clear work plan including outputs/deliverables and detailed time frames;
- **A** financial proposal will include a detailed budget containing total costs as per man-day rates, initial work plan and any other costs anticipated in undertaking the process of the assignment including VAT and Taxes;
- **A** cover letter outlining the suitability of consultant or consultancy firm for the assignment, motivation and summarising relevant experiences;
- **Up to date** CV of the consultant/consultancy firm including team members with full description of the profile and experience;
- **Contact details** from at least two independent referees with in-depth and proven knowledge of the applicant's expertise and relevant work experience;
- **Description** of relevant studies previously produced.

### 1.14 Selection Process and Evaluation Criteria

Expression of interest including a technical and financial proposal for the baseline survey will be asked through an open bidding. Consultant/consulting firm for the assignment will be primarily selected based on the relevant experience of the consultant, technical and financial proposal which will be compared among the applicants.

Shortlisted proposals/applicants will be subject to an interview including a presentation of their proposal, clarifying questions on the proposal and validation of information. Final selection will be done based on the interview and by staff of TdH NL. Technical proposal will carry 35% marks for relevant experience of the consultant; 50% marks for adequacy



of methodology and work plan; and 15% marks for financial proposal during the proposal assessment.

### **1.15 Budget and Payment Method to the Consultant/Consultancy Firm**

Approximately 30 days are budgeted for this consultancy. The financial proposal should clearly identify, item wise summary of cost for the assignment with detailed breakdown. TdH NL will deduct VAT and Tax at source according to the Government of Bangladesh rules and deposit the said amount to the government treasury. The consultant/consulting firm is expected to provide a justified budget, which is consistent with technical proposals.

The payment schedule will be as follows:

- 30% on submission of inception report
- 40% on submission of draft report
- 30% on submission and acceptance of final report

The consultant/consulting firm is expected to provide services within the stipulated period as well as submit the final report maintaining the quality. If for any reason, the consultant/consulting firm fails to deliver services within stipulated time, the consultant/consulting firm needs to inform TdH NL in time with a valid and acceptable explanation. Failing to do this may evoke the payment on time.

### **1.16 Submission of Proposal**

Interested individuals/organizations are requested to submit the proposal with the relevant documents on or before **30 October 2023 by 05:00 PM (GMT+6)** with “Eol on final evaluation of a one-stop digital service center to address trafficking during COVID-19 in Bangladesh project in Bangladesh” as subject. The full proposal and supporting documents should be uploaded via this **Homerun LINK**: <https://bit.ly/3txGOMA> and should include any required attachments or annexes.

### **1.17 Management and Logistics**

The consultant is solely responsible for developing the module and administering the training.

**Cross Cutting Issues:** The assignment should take into account the following cross-cutting issues: Gender: the specific threats, vulnerabilities, and resilience experienced by boys, girls and children with diverse SOGIE. Children with disabilities: how their inclusion has been addressed by the project. Child participation: the capacity of the project to engage with children in a meaningful way, including in co-creating advocacy messages.



## **Intellectual**

## **Property**

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc) belonging to the client, which the service provider may come into contact with in the performance of his/her duties under this consultancy shall remain the property of TdH-NL who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of TdH-NL.

TdH NL team will work closely with the consultant or firm throughout the assignment and provide regular feedback, guidance, advice and take major decisions associated with the assignment. The Program Coordinator (Research and Knowledge Management), TdH NL will be the main focal point between the consultant/consultancy firm and TdH NL, and coordinate relevant activities to ensure the proper implementation of the assignment. Programme Coordinator - PME, TdH NL and Fundraising along with other relevant staff from TdH NL will provide survey design and implement related input. The Country Director will provide overall supervision and guidance during the process of the assignment. The consultant or firm will report directly to the Country Director, TdH NL.

### **1.18 TdH NL Integrity Framework**

The consultant shall sign and abide by the TdH NL Integrity Framework including Safeguarding Policy, Conflict of Interest Policy, Global Code of Conduct, its related procedures and will be required to disclose any prior convictions and undergo or present an up to date and valid criminal background check.

### **1.19. Ethical Standards and Intellectual Property**

There will be nothing in the study which may be harmful for the respondents in terms of legal or ethical ground. No one would be forced to provide information for the study. The objectives of the study will be clearly explained to all the respondents before collecting data from them. S/he will be abstained from data collection from any person who will deny or show any reluctance in providing information. Verbal and written consent of the respondents would be taken before collecting data and for using photographs. The constant will be highly committed to the respondents to keep the privacy of their information and source of data as well as will put heartiest endeavors to be unbiased in collecting data. The baseline report will not reveal the identity of the respondents.

Ownership and copyright of all data, drafts and final products of the assignment will be the sole and exclusive property of TdH NL. The consultant or firm will submit all original documents, materials and data to TdH NL with the final report



## 1.20 Child Safety Measures

Being child focused organisation child safeguarding measures are:

- Signing informed consent form for young people aged 16 and over might be obtained directly while consent from those who are younger will be obtained through their parents, guardians, care givers, or other appropriate adults;
- Make sure that children understand fully what they are going to participate in and that their participation is voluntary;
- As researcher hear that children are in immediate danger or have committed crimes, a mandatory reporting is needed;
- The child/ participant will have the freedom to withdraw from the study at any time, if he/she feels uncomfortable to provide information. Besides, saffron will accompany the children as he/she travels for study purposes;
- Individual data (for example, case study) will be reported unanimously;
- Avoid photographing children if not part of the research method or part of showing respect to the participants' expectations. Even in such a situation, consent is required;
- Participants are asked to provide written consent to being photographed and for the photos to be recorded and shared;
- Where children are photographed, the previously mentioned process of obtaining informed consent from young people applies and Child Protection Policy Guidelines are observed;
- In case of using quotes from the children, informed consent will be obtained and to ensure anonymity, nicknames will be used;
- Questions, attitudes or comments that are judgmental, insensitive to cultural values, that place a child in danger or expose a child to humiliation, or that reactivate a child's pain and grief from traumatic events will be avoided;
- Attention will be paid where and how the child is interviewed;
- Check up questions will be added to see if the child is still okay or comfortable. The length of the interview will be based on informed consent which is acceptable to the child and the child will be asked if they are Okay and comfortable;
- The number of interviewers will be limited. Make certain that children are comfortable and able to tell their story without outside pressure, including from the interviewer. Ensure that the child would not be endangered or adversely affected by showing their home, community or general whereabouts. Take enough time to make sure that the child feels comfortable.





### 1.21 Disclaimer:

TdH NL reserves the right to accept or reject any or all proposals of the final evaluation without any reason whatsoever.

### Others

TdH NL aims to attract great talent that not only fits the job but also our high standard of values and principles to prevent and eradicate any type of misconduct including sexual harassment, exploitation and abuse, any other type of misuse of power or lack of integrity and financial misconduct.

TdH NL in particular is committed to keeping children and vulnerable individuals safe and does not accept any form of (child) abuse. Every TdH NL employee/service provider is bound by the TdH NL Integrity Framework including Safeguarding Policy and Protection from Sexual Exploitation and Abuse (PSEA) Policy, part of our Code of Conduct. Child safeguarding measures are part of our selection and recruitment process.

All offers of employment/service will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks, or integrity screenings/references relating to misconduct and disciplinary actions in prior employment. By submitting your application you accept that TdH NL will conduct such pre-employment screening for successful candidates. TdH NL participates in the Inter-Agency Misconduct Disclosure Scheme.

*Terre des Hommes Netherlands is committed to keeping children safe. We therefore implement child safeguarding measures as part of our selection and recruitment process.*

