

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
International Consultant on PSEA	2023 RR	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Bujumbura, Burundi with some flexibility on teleworking remotely to be discussed

Purpose of Activity/Assignment:

Support UNICEF Burundi Country Office on risk assessment, monitoring and capacity building of Implementing Partners (IPs) and UNICEF staff as well as reporting mechanisms regarding the Protection from Sexual Exploitation and Abuse (PSEA)

Scope of Work:

Over the past few years, the UN has increased its commitments to push forward the agenda of PSEA. A UN Protocol on SEA involving IPs was issued in 2018 and a UN Victim Assistance Protocol was adopted in 2019.

In the same line, UNICEF scaled up its efforts to effectively prevent and respond to SEA. In particular, in 2018, UNICEF's Executive Director took over the role of IASC Champion on SEA and Sexual Harassment, this leading to a number of interagency and internal initiatives, including an independent review of UNICEF's work on PSEA and the development of an institutional Strategy on PSEA (issued in January 2019); UNICEF contractual agreements were reviewed to include stronger requirements for IPs on PSEA and a Procedure for Assessing SEA Risks in Implementing Partnerships and a PSEA Toolkit were issued in February 2020. More recently, new procedures for PSEA assessments of IPs have been adopted to promote interagency collaboration.

PSEA has been a key priority for the UNICEF Burundi Country Office (BCO) for several years. The BCO has an annual action plan on PSEA, has designated PSEA focal points for each section and has organized several trainings on PSEA for staff and partners over the past years. Going towards the new CPD and also in line with regional and global UNICEF guidance on PSEA, there will be a need to review in 2023 the current system within the office, including respective roles and responsibilities, notably as related to IP assessments, to improve streamlining PSEA into all work and ensuring that final quality assurance sits with relevant BCO staff. This will be conducted by the office in parallel with this consultancy and may inform some of the activities outlined below.

To support BCO's commitment to PSEA, and notably regarding its work with IPs, the BCO is recruiting an international consultant for a period of six months, starting January 2023.

The consultant will work under the direct supervision of the Chief Child Protection and in close collaboration with PME section and the Deputy Representative Programs and Deputy Representative Operations, who may each also oversee and/or validate some of the deliverables, as well as in collaboration with PSEA focal points and programme staff of all sections of the BCO to conduct the following key tasks:

- 1. Capacity building of UNICEF programme staff on IP management and awareness-raising as related to PSEA:** Deliver training on PSEA assessment and monitoring of IPs as well as on PSEA awareness-raising for IPs and beneficiaries for all UNICEF programme staff; Build the capacities of PSEA section focal points to train incoming programme staff on PSEA IP assessment and monitoring and PSEA awareness-raising; Based on existing tools, develop a training toolkit to support training of incoming programme staff on IP assessment, monitoring and awareness-raising as related to PSEA.
- 2. Provide quality assurance of IP (both international and national NGOs) assessments on PSEA based on international standards and procedures:** Support and guide BCO programme staff on the process for IP assessment on PSEA; Review draft PSEA assessments of IPs from all sections of BCO; Review and clear final IP assessments on PSEA from all sections of BCO; Review IP's follow-up action plans of recommendations from the assessments; Review and suggest amendments to strengthen the current system of PSEA focal points per

section; Provide coaching to BCO PSEA focal points and all programme staff during IP assessment procedures and monitoring; Provide coaching to relevant BCO staff on quality assurance of IP PSEA assessments.

3. **Capacity building of BCO's IPs on PSEA:** Review and ensure training materials are up to date; Develop a training plan and conduct training for IP staff on norms, standards and conduct regarding PSEA, PSEA reporting mechanisms, roles and responsibilities, and on PSEA awareness-raising activities among beneficiaries; Review existing reporting mechanisms and tools of IPs and formulate actionable recommendations to strengthen them; Provide concrete guidance and coaching to IPs to improve PSEA standards within their organization (as related to HR, information to beneficiaries, reporting mechanisms etc.) in collaboration with relevant BCO staff (HR, IP management specialist, PSEA focal point).
4. **Support inquiries and individual case management of reported cases:** In support of the PSEA focal point for BCO, provide support to inquiries of PSEA allegations and survivor assistance.
5. **Support the development of BCO Action Plan on PSEA for 2023:** In consultation with relevant BCO staff, and under the guidance of the Deputy Representative Programs, the Chief PME and Chief CP, review the implementation of the 2022 Action Plan and develop the Action Plan for 2023, in line with the UNCT Action Plan; Support implementation and monitoring of the Action plan for 2023.
6. **Support UNICEF's work as part of interagency coordination on PSEA:** In collaboration with the PSEA focal point for BCO, support UNICEF's engagement in the interagency PSEA Taskforce and contribute to the development and monitoring of the UNCT PSEA Action Plan; Explore ways to collaborate across UN agencies on the capacity building components as well as for IP assessments and follow-ups; where necessary, liaise with PSEA focal points and/ or consultants within sister agencies to explore mutualization of resources.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

☒ YES ☐ NO If YES, check all that apply:

Direct contact role ☒ YES ☐ NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

The consultant may be in regular direct contact with children during field visits and coaching of BCO staff and IPs.

Child data role ☒ YES ☐ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

The consultant may occasionally be informed on personal data of children.

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2023	Requesting Section/Issuing Office: Burundi Country Office	Reasons why consultancy cannot be done by staff: High number of assessments and adjustment in procedures requiring additional support.	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Chief Child Protection	Estimated start Date: 1 January 2023	Estimated end Date: 30 June 2023	Number of Days (working) 126
Work Assignment Overview			

Tasks/Milestone:	Deliverables/Outputs:	Timeline
1. Capacity building of UNICEF programme staff on IP management and awareness-raising as related to PSEA		
Develop and deliver training on PSEA assessment and monitoring of IPs as well as on PSEA awareness-raising for IPs and beneficiaries for all UNICEF section PSEA focal points	Training tools revised/adapted developed; first pool of PSEA focal points (for sections responsible for assessments of INGOs by February) trained and assessed pre- and post-training	By end of January 2023
Deliver training on PSEA assessment and monitoring of IPs as well as on PSEA awareness-raising for IPs and beneficiaries for all UNICEF programme staff	All BCO programme staff trained and assessed pre- and post-training	By mid-April 2023
Based on existing tools, develop a training toolkit to support training of incoming programme staff on IP assessment, monitoring and awareness-raising as related to PSEA; and build the capacities of PSEA section focal points to train incoming programme staff on PSEA IP assessment and monitoring and PSEA awareness-raising	Training toolkit developed and PSEA section focal points trained and assessed pre- and post-training	By end of April 2023
2. Provide quality assurance of IP assessments on PSEA based on international standards and procedures		
Review draft PSEA assessments of IPs (INGOs) from all sections of BCO and review and clear final IP (INGOs) assessments on PSEA from all sections of BCO	PSEA assessments of INGOs finalized	By end of February 2023
Review draft PSEA assessments of IPs (NNGOs) from all sections of BCO and review and clear final IP (NNGOs) assessments on PSEA from all sections of BCO	PSEA assessments of NNGOs finalized	By end of June 2023
Provide coaching to BCO PSEA focal points and all programme staff including Heads of Section and Heads of Unit during IP assessment procedures and monitoring; Provide coaching to relevant BCO staff on quality assurance of IP PSEA assessments	Plan to be developed at start, and update on implementation	30 June 2023 (continuous)
Review and, based on good practices in other UNICEF COs, suggest ways to strengthen the current PSEA mechanisms, roles and responsibilities in the BCO, including assessment and monitoring of IPs and PSEA focal points per section	Review of good practices + note with recommendations for BCO	31 March 2023
3. Capacity building of BCO's IPs on PSEA		

Review and revise existing training materials; Develop a training plan and conduct trainings for IP staff on norms, standards and conduct regarding PSEA, PSEA reporting mechanisms, roles and responsibilities, and on PSEA awareness-raising activities among beneficiaries	Training tools developed/ revised; At least 50% of staff of all current IPs trained and assessed pre- and post-training	By end of April 2023
Review IP's follow-up action plans of recommendations from the assessments (linked to the work under point 2).	IP follow-up plans reviewed	By end of June 2023 (continuous)
Review existing reporting mechanisms and tools of IPs (based on the IP assessments) and formulate actionable recommendations to strengthen them		By end of June 2023 (continuous)
Provide concrete guidance and coaching to IPs to improve PSEA standards within their organization (as related to HR, information to beneficiaries, reporting mechanisms etc.) in collaboration with relevant BCO staff (HR, IP management specialist, PSEA focal point)	Develop a Q&A based on recurrent questions/challenges encountered	30 June 2023 (continuous)
4. Support inquiries and individual case management of reported cases		
In support of the PSEA focal point for BCO, provide support to inquiries of PSEA allegations and survivor assistance.		30 June 2023 (continuous)
5. Support the development of BCO Action Plan on PSEA for 2023		
Review the implementation of the 2022 Action Plan and develop the Action Plan for 2023, in line with the UNCT Action Plan	2023 Action Plan adopted	By mid-Feb 2023
Monitor the 2023 PSEA Action Plan and prepare updates for BCO senior management	Monthly updates prepared for CMT	30 June 2023 (continuous)
6. Support UNICEF's work as part of interagency coordination on PSEA		
Support UNICEF's engagement in the interagency PSEA Taskforce and contribute to the development and monitoring of the UNCT PSEA Action Plan		30 June 2023 (continuous)
Explore ways to collaborate across UN agencies on the capacity building components as well as for IP assessments and follow-ups		30 June 2023 (continuous)

<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>An advanced university degree in one of the following fields is required: international development, human rights, psychology, sociology, international law, or another relevant social science field. <i>*A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.</i></p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • Fluent in French and English • Minimum of 5 years of professional experience in PSEA and child safeguarding, including conducting, supervising and/ or quality assuring PSEA assessments, preferably with the UN and/or international NGO • Experience working in development and/ or humanitarian contexts • Familiarity with the latest development in PSEA, inter-agency PSEA responses etc. • Excellent communication skills, excellent facilitation, training, networking and advocacy skills
<p>Administrative details:</p> <p>Visa assistance required: <input checked="" type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p> <p>The consultant will arrange for their own IT and communication equipment.</p>
<p>Request Authorised by Section Head</p> <p><i>Kristien Van Buyten, Child Protection Chief</i></p>	<p>Request Verified by HR:</p>
<p><i>Approval of Chief of Operations (if Operations):</i> _____</p> <p><i>Approval of Deputy Representative (if Programme)</i> _____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p>_____</p>	