

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

NATIONAL CONSULTANCY to provide technical support for PSEA

1. **Background:**

All forms of sexual exploitation and abuse (SEA) are a violation of human rights and an abuse of a position of power over a vulnerable population that the United Nations and other humanitarian and development actors have pledged to protect. SEA can lead to serious, life-long, adverse consequences for the survivors, particularly for child survivors. UNICEF is fully committed to ensuring the vulnerable are protected from sexual exploitation and abuse (PSEA).

UNICEF's approach to PSEA focuses on three primary programmatic outcome areas: (i) safe and accessible reporting mechanisms, (ii) quality, survivor-centred support, and (iii) accountability for every child and adult survivor in all humanitarian responses. Delivering on these commitments involves ensuring UNICEF and its partners have adequate safeguards and take appropriate action to tackle SEA.¹

In February 2020, UNICEF released a Procedure for Managing Risks of Sexual Exploitation and Abuse in Implementing Partnerships (applicable to all offices). A key element of the new PSEA procedure was the requirement to conduct PSEA Assessments for all CSO partners. In January 2024, **Protection from Sexual Exploitation and Abuse (PSEA): A Practical Guide and Toolkit for UNICEF and Partners** was developed. This toolkit is primarily intended to provide technical advice and support to UNICEF partner organizations to develop/adapt their PSEA procedures and mechanisms.

2. **Purpose of Assignment:**

The overall purpose of the consultancy is to support UNICEF in taking appropriate actions to tackle sexual exploitation and abuse by providing technical assistance in developing training and awareness-raising content on PSEA, IP assessments, and capacity building of partners.

3. **Scope of Work:**

The consultant is expected to complete the following tasks and submit deliverables in line with the work calendar below:

- Develop content for 4 PSEA short videos for organizations, parents, children, and the communities including the MDTs using existing awareness-raising materials; and support making the videos.

¹ Protection from Sexual Exploitation and Abuse (PSEA): A Practical Guide and Toolkit for UNICEF and Partners, June 2023

- Develop an e-learning course content that is composed of a set of lessons designed to raise awareness about Sexual Exploitation and Abuse, familiarize with a range of measures to combat Sexual Exploitation and Abuse, help understand the impact of Sexual Exploitation and Abuse on victims and the consequences for UN Personnel who commit Sexual Exploitation and Abuse. This course will be intended for UNICEF partners including social workers, MDT members, teachers, etc.
- Support conducting PSEA assessments of UNICEF IPs using the 8 core standards provided in the UN Common Assessment tool and support implementation of the Action Plans

The consultant will work closely with other contractors who will make the videos for 4 target groups, and who will turn the e-learning content into multimedia and interactive content.

- 4. Contract duration:** 9 months
- 5. Type of engagement:** Deliverable based consultant
- 6. Deliverables, Timeframe and Payment Schedule:**

In alignment with the scope of work, as described above, the consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Assignments	Deliverables/Outcome	Estimated date of delivery	Payment Schedule and Payment Date
Development of the content for 4 videos on PSEA	1. Content of the videos available for 4 target audiences	By 30 Nov 2024	20% within two weeks upon receipt of the deliverable 1.
Development an e-learning course on PSEA with 4-5 modules including UN standards, Obligations of the partners, Consequences, and Responsibilities.	2. A 90-minute self-paced e-learning course is available for pilot testing with the staff of GADPFC.	1 Dec – 31 Jan 2025	30% within two weeks upon receipt of the deliverable 2.
	3. E-learning course content is finalized for interactive and multimedia content.	1 Feb-31 March 2025	30% within two weeks upon receipt of the deliverable 3.



PSEA assessments and support Action Plan implementation	4. Submission of Assessment Forms completed	1 Nov 2024 – 30 July 2025	20% within two weeks upon receipt of the deliverable 4.
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7. **Travel plan:** The consultant is not expected to travel to the field during the contract period.

8. Project Management:

Direct supervisor: Child Protection Specialist
 Frequency of performance review: Monthly

9. Qualifications and requirements:

Minimum qualifications required:

- Advanced university degrees in international development, human rights, social science, psychology, and other relevant degrees

Relevant working experience:

- At least five years of relevant professional experience working on gender, PSEA, GBV, human rights, child protection, safeguarding etc.
- Experience in designing and delivering training
- Relevant experience in working with the UN agencies is an asset

Knowledge/expertise/ skills required:

- Strong technical knowledge and experience in the prevention of sexual exploitation, abuse, and harassment
- Good understanding of rights-based approaches and gender equality
- Strong analytical and conceptual thinking.

Languages: Fluency in English

10. Evaluation Criteria

A two-stage evaluation process will be employed:

1. Technical Evaluation:

- a. The technical proposals will be evaluated first, with a weight of **70%**.
- b. Only candidates who attain a minimum of 70points in the technical evaluation will be considered technically qualified.

2. Financial Evaluation:

- a. The financial proposals of those candidates who meet the technical evaluation threshold will then be reviewed and evaluated, with a weight of **30%**.



- b. The maximum number of points for the financial proposal will be awarded to the lowest-priced proposal among the technically qualified candidates. Other financial proposals will receive points in inverse proportion to the lowest price.

3. Cumulative Analysis Method:

- a. The Cumulative Analysis Method (weighted combined score method) will be used for the final evaluation and selection.
- b. The contract will be awarded to the candidate who achieves **the highest combined technical and financial scores, subject to satisfactory reference checks.**