### UNICEF State of Palestine

###### TERMS OF REFERENCE

###### FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

|  |  |
| --- | --- |
| **Title** | National consultancy: Technical & institutional need assessment among PNGO members for prevention of sexual exploitation and abuse in the State of Palestine |
| **Purpose** | Undertake a SEA needs assessment of CSOs partner to identify gaps and needs in policies and practices to strengthen accountability measures for the Prevention of Sexual Exploitation and Abuse (PSEA) and make recommendations to build CSO capacities. |
| **Location** | Jerusalem with travel to Ramallah and Gaza |
| **Reporting to** | Matthew Dalling, Child Protection Chief UNICEF |
| **Duration** | 30 days over 3 months |
| **Start Date** | 1 April to 30 June 2020 |

1. **PART ONE – External**

###### Background

The UN Secretary General in its 2017 Report on special measures for protection from sexual exploitation and abuse[[1]](#footnote-1), has confirmed and strengthened the United Nations’ commitment to take action for prevention, response and ending of impunity for Sexual Exploitation and Abuse (SEA) by UN staff and related personnel. UNICEF has developed Minimum Operating Standards for Protection from Sexual Exploitation and Abuse (MOS-PSEA), which establishes necessary measures for the organization to meet its responsibilities and accountability regarding SEA.

Towards advancing PSEA the UN Humanitarian Country Team jointly developed and approved an inter-agency PSEA action plan which includes prioritized activities to improve safe and accessible reporting, access to survivor-centred assistance, and enhanced accountabilities, including country-level investigations. The plan includes a mapping of PSEA efforts amongst partners, awareness raising in local communities and coordination of reporting responsibilities, establishment of a complaint mechanism and victims assistance, development of hiring practices and engagement with authorities through the HCT to strengthen prevention and response to SEA.

PNGO is one of the stakeholders identified with the capacity to support a mapping of PSEA efforts among their CSO members and to identify capacity building needs to inform the development of an improvement plan.

PNGO is composed of the leading and older NGOs in Palestine. It is the largest umbrella network consisting of 147 national NGOs in both the West Bank and Gaza Strip, which work in different development and humanitarian arenas. It is a civil and democratic gathering which strives to support, consolidate and strengthen Palestinian civil society, based on the principles of democracy, social justice and sustainable development. Among the existing national platforms, it is the one with the most experienced and the strongest organizational structure. In addition to coordinating the thematic networks and launching common advocacy campaigns, PNGO plays a pivotal role as a “coordination committee” among national platforms. In this framework, PNGO is supporting other networks, often as a coach.

Towards achieving zero tolerance for SEA, the needs assessment will serve to identify CSO strengths and gaps at country level in the areas of safe and accessible incidents reporting, quality and accessible survivor assistance, and accountability and investigation. The findngs of the assessment will feed into the development of an improvement plan for Palestinian NGOs to strengthen PSEA response capacity at a national level.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Purpose of the Assignment

Technical and institutional needs assessment conducted among PNGO members on their policies and practices of accountability and protection from sexual exploitation and abuse at all levels of their interventions. The assessment will make recommendations for improved survivors’ access to safe and accessible reporting, quality and accessible survivor assistance, and accountability and investigation measures.

The need assessment specifically intends to:

* To gather relevant information on the availability of PSEA measures within the NGOs mandates, policies, procedures and interventions.
* Identify general strengths and weaknesses in the current response in terms of PSEA, including on feedback.
* Identify good PSEA practice within members of PNGO, thus allowing for their replication.
* Develop an improvement plan for 2020.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Major Tasks to be accomplished:**
2. Consultatively develop and design the need assessment methodology;
   1. Conduct the assessment with support from the PNGO focal point in both the West Bank and Gaza.
   2. 147 members of the PNGO network need to be targeted and included in process
   3. Potentially undertake a survey, and key informant interviews depending on methodology agreed upon
3. Conduct validation workshop with various stakeholders to present the initial finding and finalization.
   1. Consultative opportunity to review findings, seek inputs and reach consensus on key priorities to be included in the planned improvement plan
4. Produce the need assessment study report.
   1. Share an outline for the assessment prior to populating it
   2. Share with stakeholders and ensure opportunity for feedback
   3. Ensure recommendations are informed by evidence and findings from the assessment.
5. Provide suggestions on improvements related to findings.
   1. Develop an improvement plan with clear outcomes, outputs, activities and accompanying M&E framework

**Key Deliverables:**

The consultant will be expected to provide concrete results of the need assessment study in compliance to the following key deliverables:

|  |  |  |
| --- | --- | --- |
|  | Deliverables | # of days |
| 1 | Inception Report: Detail Work Plan, Tools/Methodology and Questionnaires, and recommended sample size.  May require ethnical approval depending on guidance from UNICEF | 10 days |
| 2. | Validation Workshop Reports for Gaza and the West Bank | 5 days |
| 3. | Submission of draft assessment report with findings | 10 days |
| 4. | Submission of draft improvement plan with clearly identified outcomes, objectives, activities and accompanying monitoring and evaluation matrix | 5 |
| Total estimated # of days | | **30 days** |

**Frequency of Reports:** Not applicable

**Recourse:** UNICEF and PNGO reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines.

1. **Estimated duration of contract and Tentative Dates**

Duration: 30 working days over three-month period commencing 1 April ending 30 June 2020

1. **Terms of Payment**

30% - Upon signing of contract and submission of draft inception report

40% - Upon completion of presentation and validation of the key findings, documents, data and improvement plans.

30% - Upon submission and approval of Final Report.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Duty Station:** Jerusalem with travel to Ramallah and Gaza

The consultant when in office will be based at the PNGO offices in Ramallah.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Official Travel Involved:**

Official in-country travel will be involved, as required.

The consultant will be based at PNGO offices and any transport should be arranged and covered by the consultant.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Qualification or Specialized Knowledge/Experience Required:**

The consultant will work with and be supervised by UNICEF and PNGO PSEA focal points, which will provide the consultant with any needed support, materials, and guidance. They will be responsible to determine and agree on whether the consultant’s proposed methodology is addressing the desired outcomes, thus, they will give a go-ahead or propose some changes to ensure that the desired results are achieved. They will also be responsible for quality control of process, documentation and reporting.

**Expected Profile for the Consultant:**

The work envisaged to take place will require an expert with experience and knowledge in the area of SGBV, violence or protection.

**Qualifications:** Advanced university degree (Master's Degree or equivalent) in social sciences, gender or another related field.

**Experience:** At least 10 years of experience in the area of justice for SGBV and Violence ideally with a focus in humanitarian and developing country context settings. Experience in social research including in data generation and analysis.

**Language**: Fluent in English and Arabic language with strong English writing skills.

**Functional and Core Competencies**

**Core values:**

* Care, Respect, Integrity, Trust and Accountability

**Core competencies:**

* Communication
* Working with people
* Drive for result

**Functional Competencies**

* Applying Technical Expertise
* Analysing
* Formulating Strategies and Concepts

1. “Special measures for protection from sexual exploitation and abuse: a new approach”. A/71/818. [↑](#footnote-ref-1)