

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	International or National Consultancy: Support to UNICEF's CSO partners in implementing systems and policies to Prevent and Respond to Sexual Exploitation and Abuse (PSEA)	
Requesting Section	HACT	
Location	Place of assignment: Home country for international consultant and Malawi for national consultant	
	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	
Contract Duration	6.5 months (mid Jun to end Dec 2021)	
Number of working days	50 working days	
Planned Start and End Date	From: 14 June 2021	To: 31 December 2021

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, sometimes 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.

In February 2020, UNICEF released a Procedure for Managing Risks of Sexual Exploitation and Abuse in Implementing Partnerships (applicable to all offices) as well as a PSEA Toolkit for UNICEF implementing partners. A key element of the new PSEA procedure was the requirement to conduct PSEA Assessments for all CSO partners.

The objective of the PSEA Assessment is to facilitate a sustained improvement in SEA prevention measures and a reduction of SEA risks in programme implementation. It is required for all CSO partners and valid for 5 years and rates organisational capacities to prevent SEA and provides organisations with a baseline for tracking progress. As per the PSEA procedure, national CSOs are assessed by the country office while International CSO are assessed globally by HQ. UNICEF Malawi Country Office has conducted PSEA assessments of all of its active national CSO partners (including a self-assessment by the partner).

As a follow-up to these assessments and to support partner's efforts' in addressing identified capacity gaps (absence or weak PSEA policies, no mandatory training, no vetting procedures, no procedures/processes in place for reporting or investigating cases of SEA etc) and improving their risk rating as identified through the PSEA assessment, UNICEF Malawi is looking for an individual international or national consultant to support UNICEF's CSO partners to strengthen their policies and procedures in relation to PSEA.

JUSTIFICATION

As a follow-up to the PSEA assessments, and to support partner's efforts' in addressing identified capacity gaps and improving their risk rating as identified through their assessment, UNICEF Malawi is looking for an individual international or national consultant to support UNICEF's CSO partners to strengthen their policies and procedures in relation to PSEA. The section is inviting applications from either national or international candidates.

PURPOSE OF THE ASSIGNMENT

The overall purpose/objective of the consultancy is to support and build capacity of UNICEF implementing partners in relation to PSEA, addressing capacity gaps as identified through the PSEA assessments.

SCOPE OF WORK/OBJECTIVES

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

1. Provide technical support and advice to Implementing Partner (IPs) on their PSEA policies and procedures in line with the UN PSEA protocols policies and procedures

- Desk review of selected PSEA assessments report of UNICEF Malawi implementing partners
- Technical review of partners existing PSEA policies and procedures and identification of gaps
- Discuss and engage with partner senior management and PSEA focal persons to understand needs and expectations
- Provide recommendations, guidance and support to address identified policy and capacity gaps
- Provide advice and coaching to partner PSEA focal points to strengthen PSEA efforts within their respective offices
- Based on identified gaps, document lessons learnt and best practices on PSEA implementation with IPs, including relevant tools/checklists
- Share findings/observations with UN PSEA Working Group

2. Design and delivery of PSEA Training of Trainers training

- Review existing policies and training materials (to be provided by UNICEF)
- Conduct a pre-training assessment
- Adapt existing materials into a Training of Trainers kit (specific to Malawi context)
- Deliver virtual PSEA Training of Trainers for UNICEF implementing partners (since the training will be virtual the content should be creative and be that which encourages participants engagement)
- Conduct a post-training assessment

3. Review of existing PSEA reporting processes/structures

- Review and map existing PSEA existing complaint and feedback mechanisms
- Identify opportunities for strengthening reporting of SEA allegations
- Provide recommendations on what UNICEF could do to strengthen SEA reporting procedures/mechanisms

The tasks will be implemented concurrently, and the consultant will be required to manage the three tasks in parallel.

REPORTING REQUIREMENTS

The consultant will report to the Implementing Partnership Management Specialist. All work will be delivered remotely, via email and Microsoft Teams/Zoom. Regular update meetings between UNICEF and the consultant will be conducted to monitor progress of activities and to identify and address any issues.

The consultant will be expected to prepare the following reports/documentation:

- Inception Report: outlining proposed methodology including anticipated risks and mitigation factors and work plan amongst others.
- Final Report: a final report of all work completed, including:
 - summary of support provided to implementing partners, including identification of key issues and recommendations for UNICEF to strengthen support to implementing partners
 - mapping and recommendations of PSEA complaint and feedback mechanisms
 - short summary of the training provided (incl. any major observations/suggestions for improvement)
- Training Materials (incl. standard PowerPoint presentation, group work exercises, facilitators guide etc)

EXPECTED DELIVERABLES

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:

Task	Deliverable/Outcome	Estimated # of days	Planned Completion date	% of total fee payable
Design and delivery of PSEA Training of Trainers training	Training Materials Delivery of training (remote)	10	30 Sep 2021	22%
Review of existing PSEA reporting processes/structures	Report (mapping and recommendation of PSEA complaint and feedback mechanisms)	10	29 Oct 2021	22%
Provide technical support and advise to Implementing Partner (IPs) on organisation policies and procedures	Final Report of support provided	30	30 Nov 2021	56%

However, as the actual starting date may impact the dates estimated in the TOR, the exact timeframes and actual delivery dates will be jointly agreed upon between the consultant and the supervisor upon contract signature.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

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

Work 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 trainings
- Relevant experience in working with the UN agencies is an asset
- Experience working with CSOs in Malawi is an asset

Technical skills and knowledge:

- Strong technical knowledge and experience in 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

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the specialist and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory trainings, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment. Prior to the issuance of the official contract, the consultant/individual contractor is requested to complete the applicable mandatory trainings.

This will be a remote consultancy. Online platforms will be used to share desk review documents, reports and presentations. The consultant will be required to have internet access and to use various communication channels including but not limited to emails, Skype, Zoom, Microsoft Teams, telephone, WhatsApp, among others, to ensure timely communication and response to requests.

CONDITIONS

- The consultancy will include 50 working days over a period of 6½ months.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.

- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be remote based.
- The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The consultant is not entitled to payment for overtime, weekends or public holidays.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The assignment is an off-site support.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant’s understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx

4. References details