

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
International consultant – Protection of Sexual Exploitation and Abuse (PSEA)	WBS:	Consultant (50 days within 5 months)	Home-based with in-country travel

Purpose of Activity/Assignment:
 The purpose of this consultancy is to provide technical support for the implementation of the Ghana’s UN PSEA Action Plan, particularly with focus on developing inter-agency Standard Operating Procedures (SOP) for common complaint and reporting mechanism and strengthening the capacity of key government counterparts and service providers in Ghana on identification, reporting and victims’ support.

Scope of Work:
 Under the direct supervision of the PSEA Coordinator (currently assigned to the UNICEF Ghana Child Protection Specialist), the consultant is expected to work closely with the Ghana’s UN PSEA Network members in supporting of the following tasks:

1. **Deliver training on PSEA for staff who operate the selected hotlines and helplines and service providers in the region/districts affected by the Sahel crisis and its spillover:** This will entail the development of training materials (POWER POINT) on key concepts of PSEA, reporting and referrals. The target audience will include staff who operate the Ministry of Gender, Children, Social Protection (MoGCSP)’s Helpline of Hope and the Domestic Violence Victim Support Unit (DOVVSU) hotline at the national level, and Departments of Social Welfare and Community Development (DSWCD) and DOVVSU in the five districts of the Upper East region.
2. **Develop inter-agency Standard Operating Procedures (SOP) for common complaint and reporting mechanisms:** Key steps will include:
 - a. Conduct Key Informant Interviews (KIIs) with key stakeholders, including the Government of Ghana, INGO/CSOs and UN agencies
 - b. Map out existing information sources on: a) complaint and reporting mechanisms; and b) available child protection and Gender-Based Violence (GBV) services; and
 - c. Conduct a desk review;
 - d. Develop the SOP, which will need to be contextualized based on the results of KIIs and a desk review , describe clear procedures, roles and responsibilities of parties involved in prevention and response to Sexual Exploitation and Abuse (SEA), and the minimum standards for prevention and response to SEA.
3. **Deliver training on PSEA for a wider group of key Government and INGO/CSO staff:** This will entail the development of training materials on SEA identification, reporting, referrals and victim support in line with the inter-agency SOP for common complaint and reporting mechanisms and the UN protocol on the provision of assistance to victims of sexual exploitation and abuse. The target audience will include, but not limited to, the National Child Protection in Emergency Working Group members.

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:


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):

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

Budget Year: 2023	Requesting Section/Issuing Office: Child Protection	Reasons why consultancy cannot be done by staff: Staff do not have the capacity (technical expertise and time) to carry out all the tasks described in the “scope of work” section above in the Terms of Reference.
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 Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director’s approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension:		
Supervisor: Miho Yoshikawa, Child Protection Specialist (Harmful practices, gender and adolescents)	Start Date: 15 November 2023	End Date: 14 April 2024

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget (US\$)
1. Deliver training on PSEA for staff who operate the selected hotlines and helplines and service providers in the region/districts affected by the Sahel crisis and its spillover	<ul style="list-style-type: none"> • Develop training materials (POWER POINT) • Facilitate training at national level and in the Upper East region • Submit an outcome report 	31 December 2023 (15 days)	
2. Develop inter-agency Standard Operating Procedures (SOP) for common complaint and reporting mechanism	<ul style="list-style-type: none"> • Submit draft SOP • Present draft SOP to the Ghana's UN PSEA Network and relevant partners • Submit final SOP with feedback incorporated 	29 February 2024 (20 days)	
3. Deliver training on PSEA for a wider group of key Government and INGO/CSO staff	<ul style="list-style-type: none"> • Develop training materials (POWER POINT) • Facilitate training at the national level • Submit an outcome report 	31 March 2024 (15 days)	

Estimated Consultancy fee			
Travel International (if applicable)  for every child			
Travel Local (please include travel plan)	Travel to the Upper East to facilitate training as part of the first deliverable: Local travel to the Upper East (Air fare): US\$		
DSA (if applicable)	The consultant will be expected to stay in the country for a total of 15 days to facilitate training as part of the first and third deliverables:		
Total estimated consultancy costs¹			
<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>Enter Disciplines:</p> <p>An advance university degree in one of the following fields is required; international development, human rights, psychology, sociology, international law, or another relevant social science field.</p>	<p>Knowledge/Expertise/Skills required *:</p> <p>Experience:</p> <ul style="list-style-type: none"> At least 5 years of professional experience in social development planning and management, particularly in the area of PSEA, GBV and protection, at the international level, is required Previous work experience with international development organizations and/or government agencies is an advantage. <p><u>Knowledge and Skills:</u></p> <ul style="list-style-type: none"> Demonstrated knowledge of PSEA, gender-based violence and child protection Proven knowledge and understanding of the Ghana context and the Sahel emergency context Knowledge of UN systems programming is an advantage Excellent management, interpersonal, planning and coordination skills Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships <p><u>Competencies:</u></p> <ul style="list-style-type: none"> Communication Working with people Drive for results Relating and networking Applying technical expertise Formulating strategy and concepts <p><u>Languages:</u></p> <ul style="list-style-type: none"> Fluency in spoken and written English. 		

<p>*Minimum requirements to consider candidates for competitive process</p>	<p>*Listed requirements will be used for technical evaluation in the competitive process</p>
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (e.g. maximum 75 Points) B) Financial Proposal (e.g. maximum of 25 Points)</p> <p>- Education background (20)</p> <p>- Relevant work experience (35)</p> <p>- Competencies (20)</p>	
<p>Administrative details:</p> <p>Visa assistance required: <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Home Based <input type="checkbox"/> Office Based</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>
<p>Request Authorised by Section Head</p> <p>Name: Lucia Soleti</p> <p>Title: Chief of Child Protection</p> <p>Date:</p> <p>Signature:</p>	<p>Request Verified by HR:</p> <p>Name: Evelyn Lamptey</p> <p>Title: Human Resource Manager OIC</p> <p>Date:</p> <p>Signature:</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>	

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

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 selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-

endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.
