

TERMS OF REFERENCE

Individual Consultant for Prevention of Sexual Exploitation and Abuse (PSEA) for India Country Office (open to National Consultants only)

Duty Station: New Delhi (home based with mission travels)

Contract Duration: 12 months

Closing Date: 18th October 2023

1. BACKGROUND AND PURPOSE

The purpose of this assignment is to support the country office in establishing their specific process for preventing, responding, and reporting on sexual exploitation and abuse in line with UNICEF's global guidance, and to support the UNICEF staff and implementing partners in understanding what sexual exploitation and abuse is and their responsibilities. The consultant will support the implementation of cross-sectoral measures to reduce the likelihood or impact of sexual exploitation and abuse, which may arise from UNICEF's personnel, associates (suppliers, implementing partners), or work. The consultant will also work in close coordination with the UN Resident Coordinator's Office (UNRCO) in providing technical inputs and guidance to any PSEA-related work being coordinated by the office.

2. OBJECTIVES

- i. Systematic Training of Staff, Consultants, and Implementing Partners (IPs) of the UNICEF India Office on PSEA
- ii. Specific support to IPs on risk management of PSEA
- iii. Finalizing guidance on various PSEA aspects and a strategy note
- iv. Coordination and support to UNRCO on PSEA

3. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED

The consultant supports the development and preparation of PSEA activities, processes, and documents (including guidance) in India Country Office and is responsible for supporting the implementation, monitoring performance, and providing the necessary technical support for staff to fulfil their PSEA requirements.

- i. Orient the Long-Term Agreement (LTA) agencies on expectations and processes as per the latest guidance of assessment of 8 core standards of Implementing Partners (IP) assessment
- ii. Revise the guidance note based on the Joint UN process and represent UNICEF in network meetings and other related platforms like the regional and global brown bags and submit brief reports regularly
- iii. Do quality assurance of assessment reports submitted by the LTA agency/done by staff
- iv. Orientation and refresher training for PSEA Focal Persons (FPs) on PSEA assessment
- v. Refresher training for all program staff and consultants on PSEA assessment
- vi. Guidance notes on key points to focus on mainstreaming PSEA as part of partnership documents/ any indicator, also include it in the reporting processes, etc.
- vii. Reports on different training sessions on a regular basis
- viii. Victim Assistance protocol / handling chatbot
- ix. Guidance on community engagement for IPs, train and handhold IPs to ensure compliance to PSEA
- x. Regular coordination with the UNRCO on PSEA-related activities and tasks
- xi. Developing a brief strategy for UNICEF on PSEA based on the above activities to take this work forward

4. DELIVERABLES AND DEADLINES

Work Assignments Overview (Include Major Tasks and Activities)	Deliverables/Outputs	Timeline/Date for submission of Deliverable
<p>1) <u>Capacity building and Refresher Clinics</u></p> <ul style="list-style-type: none">- 5 training sessions for Implementing Partners (IPs)- 5 PSEA refresher clinics for staff, consultants- Quarterly planning and debrief meetings with PSEA Secretariat	10 Reports after each session conducted	End of the month after one month of the start of the consultancy 31 st December 2023 to 31 st August 2024
<p>2) <u>Support to Implementing Partners (IPs)</u></p> <ul style="list-style-type: none">- Needs assessment of gaps in PSEA compliance and capacity of IPs- Handholding support to IPs for managing PSEA risk and compliance on a need basis	Needs assessment gap and analysis report	31 st September 2024
<p>3) <u>Inter-UN coordination on PSEA</u></p> <ul style="list-style-type: none">- Provide regular support and inputs to UNRCO for UN-wide PSEA rollout processes and need-based coordination support- Quarterly meeting participation and provide regular updates from PSEA meetings to the secretariat	Quarterly meeting notes and slides	31 st December 2023/March/June/September 2024
<p>4) <u>Strategy development on PSEA</u></p> <ul style="list-style-type: none">- Developing a brief strategy note for UNICEF on PSEA based on the above activities undertaken- Draft a strategy note and prepare a slide deck on the work done so far and way forward for UNICEF on PSEA	Strategy Note and Slide deck on completion	31 st October 2024 (end of the assignment)

5. DUTY STATION

New Delhi (home-based with mission travel)

6. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

There will be 5 trips (by air) with total 20 days of outstation travel.

7. ESTIMATED DURATION OF CONTRACT

12 months, from November 2023

8. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Qualification:

Master's in Social work, sociology, psychology, human resources, social sciences, gender studies

Experience:

- i. A minimum of 7 years of proven experience in working on the prevention and response to sexual exploitation and abuse, including but not limited to advice, coordination, monitoring, prevention, detection, and response intervention
- ii. Demonstrated experience advising organizations on the implementation of the POSH Act, 2013. Having this experience in the non-profit industry is an asset
- iii. Experience in implementation and capacity development related to POCSO and other rights-based laws, policies, and treaties
- iv. Experience operationalizing response plans and codes of conduct, ideally in a related area
- v. Experience developing standard operation procedures, ideally in a related area
- vi. Experience designing and conducting trainings, remotely and in person on GBV and PSEA with established credentials and references
- vii. Strong understanding of human rights and law, especially gender equality and child rights. Experience working with the implementation of CEDAW, CRC is an asset
- viii. Experience working with international organizations. Experience working with the UN is an asset

9. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

Technical and Financial ratio is 75:25 (technical proposal-75 points and financial proposal-25 points)

S. No.	Evaluation Criteria	Max. Marks	Min. Marks
1.	Educational Qualification	10	41
2.	Years of Experience in implementation and capacity development related to POSH and POCSO and other rights-based laws, policies, and treaties	20	
3.	Experience in designing and conducting training, remotely and in person on GBV and PSEA with established credentials and references	20	
4.	Experience working with international/bilateral/UN organizations	05	
	Sub-Total	55	41
3.	Interview	20	n/a
	Total	75	57

Note: Candidates scoring 41 marks (out of 55) will be invited for interview. Qualifying score in technical evaluation is 57 out of 75 marks.

10. PAYMENT SCHEDULE

Payment will be made on submission and acceptance of 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

11. IMPORTANT NOTES

- 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 health insurance (and visa if applicable) 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.

HOW TO APPLY:

The application to be submitted through the online portal and must contain three separate attachments, as follows:

1. A cover letter (max 2 pages) outlining understanding of the scope and activities, motivation to undertake it and demonstrating fit for the assignment **(to be uploaded online under “Cover Letter” tab)**
2. An updated CV demonstrating all requirements stated above **(to be uploaded online under “Resume” tab)**
3. A financial proposal indicating all-inclusive amount (professional fee + travel cost as applicable) against each of the deliverable, as per the template attached. Please do not forget to specify your name in the file while saving **(to be uploaded online under “Financial Proposal” tab).**

Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

Without all the above 03 documents, your application will be considered incomplete and invalid and will not be considered further.

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.

For any clarifications, please contact:

UNICEF

Supply & Procurement Section

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