

**UNICEF State of Palestine
TERMS OF REFERENCE
FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

Title	National / International Consultants (team leader and senior expert): Technical assistance on development and implementation of PSEA (Prevention of Sexual Exploitation and Abuse) standards of practice in State of Palestine
Purpose	Technical assistance to implementing partners to meet global PSEA standards of practice in the SoP with follow-up and support of implementation of 40 individual partner action plans, reassessment of SEA risks and assistance to consult targets groups on SEA complaint mechanisms.
Location	Jerusalem
Reporting to	Marta Agosti, PSEA Specialist
Duration	56 days between 30 th November 2021 to 30 th June 2022
Start Date	30 th November 2021

I. PART ONE – External

1. Background

The Secretary General in its 2017 Report on special measures for protection from sexual exploitation and abuse¹, 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. In line with UNICEF's commitments for a zero-tolerance policy, partners are requested to attain equal standards of practice for prevention of SEA. UNICEF's partners went through a first cycle of assessments and risk mitigation, where they developed their own PSEA annual working plans.

In addition, recently, the HCT PSEA Interagency mechanism has endorsed the standard operating procedures for the Joint Community Based Complaint Mechanism (CBCM), which foresees partners' engagement to operate under the same quality standards with regard to: consultations with affected people into their preferred ways to report SEA; awareness raising; roles and responsibilities of humanitarian agencies; referral for assistance; and investigations. In this same line, funding requirements for the Humanitarian Response Plan (HRP) in SoP have established three mandatory activities for the coming period:

- Projects need to adopt a safe complaint channel(s) for beneficiaries based on consultations with the beneficiaries and accessible to different groups (Number of beneficiaries and percentage against your target group);
- Projects have to build in activities involving development and dissemination of PSEA awareness raising material including information on rights and safe complaint channels available to beneficiaries and that awareness raising targets all project sites (Number of beneficiaries and percentage against your target group);
- Projects have to build-in clear process for receipt and referral of complaints of PSEA, in accordance with the oPt PSEA SOPs on Inter Agency Referrals.

Building on previous capacity building exercises to address PSEA gaps in UNICEF's partners, and in line with the commitments made at the interagency level, UNICEF SoP seeks the

¹ "Special measures for protection from sexual exploitation and abuse: a new approach". A/71/818.

assistance of a consultancy firm or a team of two consultants fluent in Arabic (written and spoken) to support UNICEF partners to meet UNICEF'S MOS-PSEA, commitments in the CBCM and assistance to accomplish the three mandatory activities reflected in the HRP.

2. Purpose of the Assignment

Provide technical assistance to UNICEF implementing partners to meet global PSEA standards of practice in the SoP, including reassessing PSEA capacities of 40 partners and follow up with tailored support to meet expected PSEA deliverables. The support will include training sessions on main PSEA standards of practice to address PSEA gaps and develop materials when necessary based on background documents provided by UNICEF.

3. Major Tasks to be accomplished:

1. One report with the assessment of current status of UNICEF partners, list of activities to implement in this consultancy and timeline of implementation to attain: accomplishment of AWP; meet SOP- CBCM standards; and Technical Assistance needs to deliver on HRP commitments.

In reaction to the assessment conducted by UNICEF in November 2020, the selected candidates in coordination with the partner(s) will revise existing actions plans, SOPs and HRP requirements and propose a methodology to address the necessary activities to meet these goals. Priority will be given to partner most in-need. It is estimated that 40 organisations will require support.

2. Support 40 partners to deliver at least 2 awareness sessions and consultative meetings with their beneficiaries.

Tailor and implement joint activities with partners on core areas of PSEA, elaboration of materials in Arabic, deliver one to one consultations, and capacity development to enable partners to deliver awareness sessions with beneficiaries on rights of beneficiaries, PSEA code of conduct, safety and confidential channels and referrals for assistance. By the end of the consultancy UNICEF partners should have carried at least two awareness sessions with beneficiaries where PSEA systems in place are made accessible in a safe and confidential manner. This means support to partners to deliver at least 80 awareness sessions.

3. Risk assessment of 40 partners. In coordination with UNICEF programme officers and partners the selected consultants will reassess 40 UNICEF's partners.

Following UNICEF's SEA assessment tool, by the end of this consultancy, all UNICEF partners should have attained a low risk rating of SEA. The selected candidates will provide Technical Support and coordinated actions to address gaps in partners assessments, as reflected in task one of this document.

4. Organise one (1) plenary session to convey to UNICEF staff and partners results from the consultancy

The incumbent will organise and conduct online plenary sessions for UNICEF staff and partners' staff involved in the consultancy with the purpose of sharing the results and recommendations.

5. One final report with and evaluation of the consultancy and recommendations for next steps.

4. Deliverables:

1. One (1) preliminary assessment report with detailed list of the materials and activities that will be elaborated for the purpose of this assignment
2. Coordination, technical assistance and materials developed as agreed in deliverable One. Evidence of the 80 awareness sessions
3. 40 SEA Risk Assessments.
4. One Online session
5. One final report

5. Methodology:

Selected candidates must present a technical and financial proposal attached to their CVs. Candidates will redefine their methodology as part of the deliverable number one. Financial proposals should include daily fees and other expenses such travel.

UNICEF will provide the contact details of partners and candidates should be able to coordinate and work independently.

UNICEF will provide all the necessary background documentation.

Regular meetings will be held with the PSEA Specialist in UNICEF for quality assurance and coordination.

The PSEA Specialist must be informed prior to the implementation of any activity that involved partners and particularly when this also involve beneficiaries.

The PSEA specialist will oversee the consultancy working on close cooperation UNICEF's partners and chief of sections.

The incumbent's duties and timeframe are outlined below and are to be undertaken in line with UNICEF rules and regulations.

The consultants will be engaged to perform tasks and duties for a period of 7 months during which they will distribute the working days.

The consultants are expected to visit partners' premises in East Jerusalem, West Bank and Gaza. If travel is not possible, UNICEF could consider alternatives such as on-line meetings and workshops.

6. Deliverables and deadline(s) for submission:

	Deliverables	Number of Days
1.	One (1) preliminary assessment report with detailed list of the materials and activities that will be elaborated for the purpose of this assignment	12
2.	Materials developed as agreed in deliverable One	30
3.	40 Risk assessments	10
4.	One (1) Online session	1
5.	Final Report	3
	Total	56 days

Frequency of Reports: The team leader is responsible to communicate with UNICEF PSEA Specialist on progress made every two weeks. Communications can be via phone call, email or pre-set up meetings,

Recourse:

UNICEF reserves the right to terminate the contract and/or withhold all or a portion of payment if the rules and the regulations regarding confidentiality, ethics and procedures of UNICEF and the partners are not followed, the performance is unsatisfactory, or work/deliverables are incomplete, not delivered or fail to meet the deadlines. The deliverables will remain the copyright of UNICEF. The consultant must respect the confidentiality of the information handled during the assignment. Documents and information provided must be used only for the tasks related to these terms of reference.

7. Estimated duration of contract and Tentative Dates

Duration: 56 working days over a period of 7 months

Dates: 30th November 2021 – 30th June 2022

8. Terms of Payment

- 20% payment upon completion of deliverable 1
- 50% payment upon completion of deliverable 2,3
- 30% payment upon completion of deliverable 4,5,

9. Duty Station: East Jerusalem,

10. Official Travel Involved:

West Bank, Gaza and East Jerusalem

APPLICATION AND EVALUATION PROCESS

Each team of consultants will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both technical and financial aspects. UNICEF first reviews the technical aspects of the offer, followed by review of the financial offers of the technically compliant applicants.

The applicants should submit both a CV and cover letter explaining why they are well placed to undertake this work in the State of Palestine as well as a technical and financial proposal for the assignment, outlining all-inclusive fees (including professional fees and other professional expenses, etc.).

The Financial proposal should include the daily rate expected for each member of the team and the lump sum per consultant for the full period of the consultancy. If travel to the State of Palestine is considered feasible the consultants should include the cost of any travel. UNICEF will issue an individual contract to each of the consultant.

Qualification or Specialized Knowledge/Experience Required:

UNICEF is looking for a team leader and a senior consultant. The consultants will work with and be supervised by UNICEF, which will provide the consultants with any needed support, materials, and guidance. They will be responsible to determine and agree on whether the consultants' 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 Consultants:

The work envisaged to take place will require two consultants, one leading expert and a senior consultant, both with experience and knowledge in the area of SGBV, violence or protection. Reports will be provided in English while the elaboration of materials addressing partners will be in Arabic.

The Leading expert will be responsible for:

- Coordinating with UNICEF
- Coordinating with partners
- Writing up the reports for this assignment
- Provide technical expertise
- Lead on the elaboration of the materials
- Lead on the assessment of partners

The senior consultant will support:

- The Lead consultant in the implementation of this assignment
- Technical Assistance
- Elaboration of materials
- Provide input to reports
- Assess partners

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: Excellent English and Arabic language skills.

Core values:

- Care, Respect, Integrity, Trust and Accountability

Functional Competencies

- Applying Technical Expertise
- Analysing
- Formulating Strategies and Concepts