



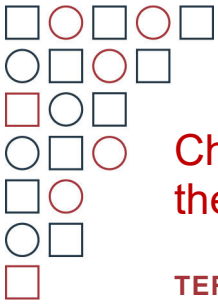
Terms of Reference

Child safeguarding audit of policy, procedures, tools and their application in Tanzania and Senegal

November 8, 2024

Deadline for receipt of proposals:
November 22nd, 2024 at 17:00PM Ottawa EST





Child safeguarding audit of policy, procedures, tools and their application in Tanzania and Senegal

TERMS OF REFERENCE

Nutrition International is recruiting an individual consultant to perform the duties specified in this ToR. Nutrition International is committed to the fundamental principles of equal employment opportunity.

BACKGROUND AND RATIONALE

In 2022, Nutrition International established a Safeguarding Working Group as a multi-disciplinary team to be accountable for evaluating, updating and implementing Nutrition International's Child Safeguarding Policy and practical guidelines. The intent of the working group is to create a safeguarding community of practice which focuses on the prevention of sexual harassment, exploitation, and abuse including child safeguarding.

As part of Nutrition International's commitment to upholding its duty of care to protect and promote the welfare of communities it comes into contact with through its programs and partnerships, including children and young people, Nutrition International is embarking on a global review and update of our Child Safeguarding Policy, practices and tools to ensure that they are effective, relevant, and compliant with international/sectoral standards.

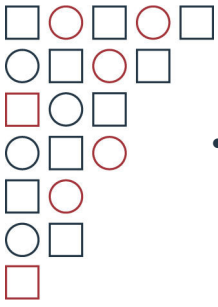
The consultancy is expected to last between 20 - 30 days between November 2024 and completed in February 2025. The consultant will work closely with Country Leadership and project teams, Project Directors, the Safeguarding Committee and the Global Portfolio Director of Complex Nutrition Projects. The consultant will report to the Manager of Global Safety and Security within the People and Culture Unit.

OBJECTIVES OF THIS CONSULTANCY

The overall objective of this consultancy is to conduct a thorough audit of Nutrition International's Child Safeguarding Policy, practical guidelines and associated tools and to build a set of recommendations for the organization globally and for the country offices of Tanzania and Senegal to ensure they fit for purpose, aligned with international/sectoral standards and able to be operationalized by country and project teams.

The specific objectives are:

- To gain a clear picture of what resources Nutrition International Tanzania and Nutrition International Senegal have and whether the resources are effective and relevant for both safe programming, and PSEA/H, including project partner resources.
- To better understand which resources, tools and policies for safeguarding are needed by the projects.
- To better understand the level of effort/staff required to operationalize safeguarding frameworks, including monitoring and evaluation of safeguarding, to ensure alignment of global best practices and the do no harm principle.

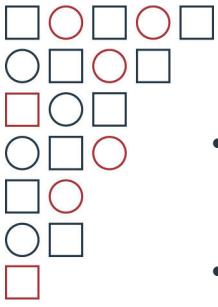


- To conduct an audit of Nutrition International's Child Safeguarding Policy, procedures and associated tools and produce recommendations assessing whether they are fit for purpose globally; contextualized appropriately at country level (procedures and tools); aligned with international/sectoral standards and aligned with the nature of Nutrition International's programming and delivery models (drawing on examples from Tanzania and Senegal).
- To develop together with the country teams of Tanzania and Senegal comprehensive costed safeguarding action plans that will move forward a full operationalization of the organization's policy (inclusive of any specific HR requirements, specialized expertise and/or capacity building requirements).

SCOPE OF WORK

The scope of this safeguarding audit includes:

1. a. An assessment of Nutrition International's Child Safeguarding Policy and practical guidelines for staff and all associated tools and training
 - Identification and review of all safeguarding and/or safe programming, related policy, procedures and tools at global and country level
 - Identification and review of all safeguarding action/operational plans in Tanzania and Senegal as well as project specific action plans. This includes mapping of safeguarding risks in Tanzania and Senegal based on project activities, operational models and partnership arrangements. This should specifically include identifying all the areas in which young adults are involved within the work of projects, including areas in which young people are directly participating and where staff come in contact with young people in carrying out their official duties.
 - Evaluate the level of resourcing of safeguarding efforts in Tanzania and Senegal
 - Documentation of all training activities that have taken place in Tanzania and Senegal and any training specifically within the projects including identification and documentation of existing staff who have been formally trained on safeguarding.
- b. An assessment of current structures and practices in place for safeguarding:
 - Documentation of the existing safeguarding leadership structure in place in Tanzania and Senegal i.e. Mapping of responsibilities/accountabilities, mapping of specialized safeguarding skills, list of safeguarding focal points, understanding of how different units integrate safeguarding and how they apply safeguarding policy
 - Documentation of examples of how and when we effectively implement safe programming and the enabling factors
 - Review the status, quality and functionality of complaint and feedback mechanisms at country level and within the existing projects
- c. An assessment of Nutrition International safeguarding in operational and partnership contexts:



- Analyze how safeguarding is addressed when working with and through partners and government entities, including documentation of how safeguarding is integrated into our partnership arrangements and contracts
- Analyze how/whether Nutrition International has implemented safeguarding/safe programming in the various delivery and operational models of Nutrition International (direct implementation and upstream technical assistance work)
- Identify gaps and challenges in Nutrition International’s current approach

DELIVERABLES

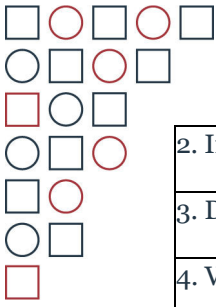
The consultant will deliver the following:

1. Inception report outlining the consultant's understanding of the Terms of Reference, including a proposed methodology, list of informants, revised tools to be used, work plan, and timeline of agreed-upon tasks and responsibilities.
2. Draft safeguarding audit report (maximum 25-pages) and costed action plans for Nutrition International Tanzania and for Nutrition International Senegal:
 - Provide detailed recommendations for Nutrition International globally and for Nutrition International Tanzania and Nutrition International Senegal on enhancing safeguarding policy, practices and tools, as per scope of work (inclusive of suggestions of practical ways to resource safeguarding efforts more effectively)
 - Recommendations for implementing safeguarding in the various delivery and operational models of Nutrition International (direct implementation and upstream technical assistance work).
 - Costed safeguarding action plans for Tanzania and Senegal with clear responsibilities and accountabilities defined
3. A validation meeting to present the findings with the safeguarding committee and key country and regional focal points within Nutrition International to present the findings and gather further feedback to refine the recommendations.
4. Final safeguarding audit report with all recommendations and feedback from the Safeguarding committee fully integrated

TIMEFRAME

The timeframe for this scope of work will be the following:

Key Actions/Objectives	Timeframe (2024)	
1. Inception report	Early December	



2. Implement audit	December-January	
3. Draft safeguarding audit report	January/February	
4. Validation meeting	February	
5. Final safeguarding audit report	February	

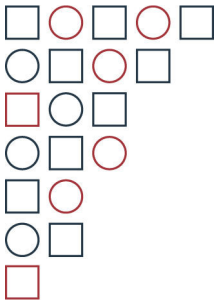
SKILLS AND QUALIFICATIONS

The consultant should possess the following skills and qualifications:

- **Safeguarding expertise:** The consultant should have a strong understanding and experience of safeguarding principles, policies and practices, particularly in the context of international development and humanitarian response.
- **Research and analysis skills:** The consultant should be able to conduct a thorough desk review of existing policies and procedures, as well as collect and analyse data from primary and secondary sources.
- **Communication and facilitation skills:** The consultant should be able to facilitate focus groups and key informant interviews with young people and other key stakeholders and communicate effectively with Nutrition International staff and partners.
- **Project management skills:** The consultant should be able to manage the consultancy project, including developing a work plan, setting deadlines and tracking progress.
- **Cultural sensitivity and awareness:** The consultant should be able to work in a culturally sensitive manner, particularly in relation to working with young people and vulnerable populations.

CONTRACTOR REQUIREMENTS: PERSON SPECIFIC

- A master's degree in a relevant field such as international development, humanitarian studies, or social sciences.
- Experience working with international organisations, NGOs, or government agencies and with different operational models of project/program implementation (within with and through partners/direct implementation).
- Experience of conducting safeguarding audits for I/NGO's, CSO's and/or government organizations
- Demonstrated knowledge of current international and/or country specific safeguarding legislation, policy and practice relating to children and adults at risk, including working knowledge of inclusion, equality and anti-discrimination.
- Safeguarding qualification and/or 8+ years of relevant experience with CAP-PSEAH and Safe Programming, particularly in African context is an asset.



- Strong analytical capacity and proven ability to write compelling reports.
- Excellent interpersonal skills, cultural sensitivity, and ability to communicate fluently and effectively in English and French
- Ability to adhere to tight deadlines, exercise discretion and maintain confidentiality.

ADDITIONAL REQUIREMENTS

- Ability to work independently and collaboratively as part of a team.
- Strong attention to detail and organizational skills.
- Ability to meet deadlines and work under pressure.

DURATION

The estimated duration of the consultancy is 20-30 working days.

CONSULTANCY FEE

Eligible candidates should provide a detailed budget for the specified work.

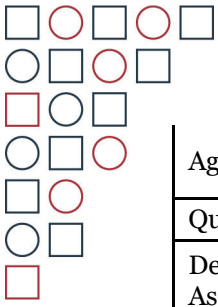
APPLICATION PROCESS

Interested Consultants are invited to submit the following by email to <mailto:peyzaguirre@nutritionintl.org> or before November 22, 2024, 17:00pm, Eastern Standard Time (Ottawa time):

- Up-to-date curriculum vitae (CV)
- Technical proposal: 3 pages or less, describing understanding of the task, proposed methodology, and summary work plan setting out proposed timelines for activities and deliverables.
- Financial proposal: including daily fee rate (in a table format as annex at the end of the technical proposal; and if accepted will also be required in excel). Submissions without technical and financial proposals will not be reviewed.

Evaluation Criteria

Assessment Category: Technical Proposal	Maximum points possible



Agency's/person's previous experience on undertaking similar assignments	30
Qualifications of the consultant/consultants to undertake the work	30
Demonstrated ability, through proposal, to fulfill the technical components of the Assignment	40
Total Score - Technical Proposal	100
Overall weightage -Technical - 80%	80%
Assessment Category: Financial Proposal	
Demonstrated consideration of all potential expenses (i.e. no major omissions)	40
Reasonable estimate for each of the activities	60
Total Score - Financial Proposal	100
Overall weightage – Financial – 20%	20%