

TERMS OF REFERENCE (ToR)

Call for Roster - Safeguarding Consultant

BACKGROUND:

Hamro Samman (HS) is a six-year counter-trafficking in persons (CTIP) project implemented in 10 districts in Nepal. The project is implemented by Winrock International, with generous support from the American and British people through the United States Agency for International Development (USAID) and UK Aid, since July 12, 2017. During the extended period from March 12, 2023, the project is solely funded by USAID. The objectives of the project are: Strengthening national, provincial, and local Governments of Nepal (GON) efforts to combat trafficking in persons (TIP); Improving civil society organizations (CSOs) advocacy and engagement to address TIP; Increasing private sector (PS) partnership to service TIP survivors and at-risk populations.

OVERVIEW:

The Hamro Samman Project is seeking a qualified consultant for its roster to rollout safeguarding training assessing safeguarding and SEAH minimum standards for its implementing partners as per Winrock International standards and compliance.

The Consultant will diligently work with Hamro Samman Program Team to ensure the quality delivery of the training and orientation session and conduct assessment for Implementing partners as per checklist/minimum standards and provide the recommendations to the management about any gap identified during the orientation session and assessment stage.

TASKS AND OUTPUT:

The consultant is required to undertake following duties and responsibilities:

- Prepare Safeguarding orientation materials in close collaboration with Hamro Samman Program team
- Provide participants with essential information on safeguarding measures and ways to prevent sexual abuse and harassment in the workplace.
- Orient participants on the reporting mechanisms and procedures to follow in the event of any incidents.
- Orient and aware the participants about the reporting guidelines and mechanism of HS Implementing Partners and general best practices.
- Orient on the outline of the specific responsibilities and expectations regarding safeguarding within the workplace, emphasizing the importance of a safe and respectful environment for all employees.
- Emphasize the importance of confidentiality and non-retaliation for individuals reporting incidents, encouraging a supportive atmosphere that fosters openness and trust.
- Provide clear guidelines on the roles and responsibilities of both management and workers in upholding and promoting a culture of safety and zero tolerance for harassment. Also include information on support services available to employees, such as counselling or advocacy, to address the emotional and psychological impact of harassment or abuse.
- Communicate the best practices and legal standards related to workplace safeguarding
- Conduct assessment for implementing partners as per checklist/ minimum standards

- Prepare the recommendation handout incorporating the feedback to provide to Hamro Samman Partners.
- Ensure the orientation session is not only knowledgeable, but also engaging and inclusive

TIMING, DURATION AND LOCATION:

The consultant will be engaged for the assignment as and when required by the Hamro Samman Project. The timing duration and the location of the assignment will be determined during the contracting stage. The consultancy will be on fixed-term deliverable-based consultancy contract.

POSITION QUALIFICATIONS

Education: bachelor’s degree in international development, education, gender and inclusion, sociology, or related fields.

Technical:

- The applicants must have extensive expertise in rolling out training, orientations, assessment and supporting action plans for Safeguarding and SEAH policies, procedures and compliances for non-profits and civil society organizations.
- Proven experience in designing and implementing capacity building programs around GESI, advocacy, and strategy development.
- Preferred specific knowledge and experience in the field of CTIP.
- The applicants should be familiar with the legislations and policies governing non-profits and civil society organizations and the best practices in management of different types of non-profits and civil society organizations
- The applicants should have relevant academic background and have demonstrated strong experience in safeguarding and SEAH implementation.
- Fluency in written and spoken Nepali and English with excellent communication, facilitation and writing skill.
- Strong communication skills and fluency to deliver the training as per requirement.
- Strong report writing skills.

Computer/Technical Skills:

- Computer literate in word processing, spreadsheet, presentation software, video conferencing

Communication Skills:

- Strong presentation and facilitation skills, with the ability to deliver the training in mass.
- Excellent written and oral communication skills in English and Nepali.

Required Travel:

- Readiness to travel as per the planned session.

TO APPLY:

Interested candidates who meet the above requirements are requested to email the below listed documents to HamroSammanjob@winrock.org by no later than **Monday 29 January 2024**.

- A letter of interest, outlining relevant experience, and suitability of consultancy and brief proposed methodology for the given assignment.
- Expected consultancy fee.
- CV
- PAN

All employees and consultants must adhere to USAID, and Winrock International's code of ethics, and specifically child safeguarding and trafficking in persons provisions covered in the project agreement.