

Consultant for Safeguarding Investigation

Terms of Reference (ToR)

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information/context

Save the Children applies zero tolerance policies towards any form of exploitation, abuse or harassment against any person. Save the Children commits to applying the same standard to all its employees and everyone associated with it. Save the Children Nepal CO has received allegations on potential violation of SCI Safeguarding policies. Based on this principle, the investigation team will impartially conduct the investigation against the alleged party. For the investigation, the investigation team will be guided by SCI Code of Conduct and key Safeguarding Policies. In addition to this, in the case involving alleged partner organization, the investigation will be also based on the applicable policies of partner organization.

Details of allegation will be shared during contract signing.

Objective

- The objective of this assignment is to generate evidence in relation to the allegation that would assist in providing the facts.
- To conduct a thorough and objective pursuit of truth regarding the allegations.
- To propose corrective and preventive actions should there is any gap in internal controls.

Location and official travel involved

The consultants will work in SCI office and will have to visit SCI project implementation site in Madhesh Province. Office space will be provided, when and if needed, but the consultant is

responsible for bringing his/her own IT equipment. Any required travel will need pre-approval by SCI in accordance with SCI's Travel Policy and applicable Country Office Expense Policy. This arrangement is subject to COVID restriction imposed by Nepal government and safety measures adopted by SCI Nepal management.

Services the Supplier will provide

The detailed scope of work will be provided later.

The following are the scope of the investigation. However, this is not exhaustive and subject to be revision during the investigation if required. This will be agreed between Country Safeguarding Focal Point and consultant.

- Review investigation workplan and formation of investigation team.
- Mobilization of investigation team
- Collect adequate supporting evidence.
- Preparation and submission of investigation reports
- Briefing of investigation findings and report to SCI.

In this process the team will have to review and verify relevant documents and evidence, interview relevant staff and stakeholder.

Experience and skill set required

- *Demonstrated experience of investigation.*
- *The lead investigator must have LL.B degree with 10 years of experience in practicing law.*
- *Other team members should have LL.B degree.*
- *An excellent command of the English both written and oral.*
- *Ability to produce quality investigation report.*
- *Experience in working and managing complex situation considered a strong attribute.*

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title	Description	Format and style
1	Investigation File	All documents relating to the investigation-confidentiality agreement, COI declaration, evidence files, interview sheets.	Template, files and folders based on administrative investigation procedures provided by SCI
2	Draft Report	Comprehensive investigation report draft	Template based on administrative investigation procedures provided by SCI

Timeline

Estimated Commencement Date: 19 October 2022

Estimated End Date: 18 November 2022

<i>Deliverable number</i>	<i>Deliverable title</i>	<i>Submit to</i>	<i>Delivery date</i>
1	<i>Investigation File</i>	<i>SCI focal points</i>	<i>Update and share regularly</i>
2	<i>Draft Report</i>	<i>SCI focal points</i>	<i>18 November 2022</i>

Out of Scope

Will be updated later in consultation with consultant, if required.

Status updates/reporting

The consultant shall provide the below status updates for the duration of the services:

- *Regular progress update with SCI focal point.*

Acceptance

- *Deliverable 1 – complete documents to be handover to SCI, consultant will not retain a copy of it.*
- *Deliverable 2 – to be accepted by focal point*

The consultant will maintain confidentiality and strictly abide by SCI policies.

General assumptions and dependencies

SCI will have direct oversight on the assignment.

Budget

The consultant is required to provide the amount to complete the assignment. The total amount should be Inclusive of VAT.

Per diem (DSA), accommodation rate and travel cost during field visits will be provided as per SCI policy.*

**Travel cost (Air Ticket, Bus Ticket etc.) will be paid as per actual submission of travel ticket and boarding pass (in case of air ticket).*

Other:

The investigating team should comprise of at least 3 members.

Proposal Evaluation and Scoring Criteria

Criteria	Weightage	Sub Criteria
Essential	NA	Firm Registration Tax registration (PAN / VAT) Tax clearance certificate of FY 2077/078
Commercial	40%	Proposed total cost (Budget)
Capability	60%	Post Qualification Experience of Team Leader Post Qualification Experience of Other Team Members Earlier Availability of consultant Number of investigations conducted in last 5 years

How to apply for the services:

Deadline for proposal submission: 16 October 2022

- Required Documents-
 - Filled out Consultancy Proposal Form (enclosed with this ToR)
 - CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.
 - For firms: Copies of- Firm registration certificate, VAT registration certificate, Latest tax clearance certificate. For firms that are tax exempted by the government, a copy of tax exemption certificate should be submitted.
 - For Individuals (Nepali): Copies of citizenship certificate and PAN/VAT registration certificate.

If an individual is a full-time staff member of another organization, a no objection/consent letter signed by the organization head must be submitted along with the proposal. This is not applicable for proposals sent through a firm.

Proposals should be submitted via email to: eoiconsultant.nepal@savethechildren.org