



Terms of Reference (TOR) for Child Safeguarding Training Consultant - Kakuma

1. Introduction and Background

Lutheran World Federation/World Service (LWF/WS) is a faith-based humanitarian International Non-Governmental Organization operating programme in emergency relief, rehabilitation and development in 32 countries across the world.

In Kenya, LWF/WS works through its Kenya-Somalia program with operational field Area programmes in Kakuma, Dadaab and Kismayu. LWF has been present in Kakuma since 1992 and works in the areas of pre-primary and primary education, Reception centres, Youth Protection and Development, Child Safeguarding, Social Cohesion and Livelihoods.

In the Kakuma area programmes we work in partnership with other agencies to support children, by identifying and addressing child protection and safeguarding concerns in schools. Therefore, it is essential that staff capacity is strengthened to safeguard against harm (intentional or non-intentional) that could be caused through the delivery of programmes or interventions. In order to ensure this, LWF is looking for a seasoned consultant with broad knowledge in child safeguarding. The consultant will conduct a functional assessment of existing safeguarding action plans in schools to determine if teachers, counsellors and safeguarding officers are able to address safeguarding in schools along the parameters of early identification, early warning, early prevention, and intensive intervention with the development of a scorecard for the staff self-assessment use in the future.

Objectives of the assignment

The overall objective of the consultancy is to conduct a functional assessment of the existing safeguarding structures to determine their capacity to identify and address safeguarding concerns for children. LWF manages multiple primary and pre-primary schools in Kakuma refugee camp, youth and children sports activities and reception centers; therefore, this consultancy must address the safety of children and cover all aspects of child safeguarding during assessment and validation, in order to determine the safeguarding staffs' capacity to conduct early identification, early warnings, early prevention and intensive intervention of intentional or non-intentional harm that could occur in delivery of LWF programs or interventions across all thematic areas.

Objectives of the assignment

- To conduct clear, easy to understand functional assessment of existing safeguarding action plans in schools to determine if teachers, counsellors and safeguarding officers are able to

address safeguarding in schools alongside the parameters of early identification, early warning, early prevention and intervention.



Expected Deliverables

Deliverables and responsibilities of the consultant

- To deliver clear, easy to understand functional assessment of existing safeguarding action plans in schools to determine if teachers, counsellors and safeguarding officers are able to address safeguarding in schools.
- To conduct a one-day validation of the assessment's findings.
- To produce and deliver a scorecard manual in English language for teachers, counsellors and safeguarding officers' self-assessment and use in future. The scorecard should be that which can be used both internally and externally by staff with minimal adaptation of context.
- To conduct a one-day training to teachers, counsellors and safeguarding officers on understanding and adoption of a scorecard.
- Participants evaluation and conclusion
- Develop a final report outlining objectives, schedule, methodology, training points, and recommendations on staff training frequency, refresher training and further capacity development that may be needed based on observations and findings from the assessment.

Deliverables and responsibilities of LWF

- Mobilize participants for functional assessment.
- Mobilize and ensure participants attend the training according to the timetable provided by the consultancy team
- Provide for financial arrangements stated in this TORs.
- Provide for the location and space for scorecard adoption training;
- Provide stationary necessary for the scorecard adoption training;
- Guidance and technical support as required throughout the training.
- Comments and feedback on, and approval of all deliverables within agreed timeline.
- Payment in accordance with the contract.

2. Approach and Methodology

The assignment will involve conducting a two (2) days functional assessment across the 21 primary schools with the support of six (6) enumerators targeting two safeguarding assistants, six counsellors and 42 safeguarding focal points teachers, 6 children from the social advocacy team and the child rights clubs. A one-day validation workshop to be held for the assessment of findings

and one-day training on scorecard adoption for self-assessment to be attended by six (6) counsellors, two (2) safeguarding assistants, and six (6) additional representatives from education sector. The consultant is expected to conduct a comprehensive functional assessment and provide highly participatory scorecard adoption training to ensure assignment is completed within the specified time line. The assessment participants will include both refugee and national staff; therefore, delivery methods should be appropriate. The scorecard adoption training should be highly interactive and the participants should be able to demonstrate an understanding of the use of a scorecard for easy self-assessment and future use.

□□ Location of the training

The training will take place at the in Kakuma. LWF will procure the training venue



Duration of the functional assessment consultancy

The schedule for the consultancy will be as follows:

The duration of the consultancy is within a month; the consultant is expected to deliver the expected deliverables as stipulated below, (subject to review by consultant)

DAY	ACTIVITY
Day 1	Travel to KAKUMA
Day 2	Meeting with Enumerators and planning
Day 3 & 4	Conduct functional assessment
Day 5	Validation of the assessment findings
Day 6	Adoption of a scorecard for self-assessment training
Day 7	Travel back to respective location
Day 8-30	Finalizing of the project’s deliverables including final report and consultants’ payment according to the contract.

The consultant will be line-managed by the Ag. Area Program Technical Coordinator (APTC), Kakuma Area Manager, and Protection and Social Cohesion Technical Lead.

Competencies and skills and qualifications

Skills and Qualifications

- Previous experience in delivering child safeguarding and or child protection functional assessment and trainings to organizations. Experience working in the refugee community, and working in partnership with local organizations to affect and implement changes in child safeguarding.
- Excellent grasp of the best current practices in terms of safeguarding.
- Ability to write succinct, high-quality training manuals and post-assessment reports in excellent English.

How to apply



Review of EOIs will begin as soon as they are received, and only complete applications will be considered. In the event that an outstanding applicant is identified early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible time. Due to the high volume of applications, we regret that we will only be able to contact short-listed candidates.

Interested candidates, who meet the above requirements, should submit their expression of interest through email to procurement.nairobi@lutheranworld.org with the subject line “**Child Safeguarding Functional Assessment Consultant.**”

Application Deadline: 11th December, 2023

Prepared by
Sign.....Date.....

(Facilitator)

Approved by.....Sign.....
Date

(Technical Lead Education)

Approved by..... Sign.....
Date.....

(Finance Officer)

Approved by.....Sign.....
Date

(Area Program Technical Coordinator)

