

TERMS OF REFERENCE FOR CONSULTANCY SERVICES

Organisational Audit- Child Safeguarding

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 Kismayo. LWF has been present in Kenya since 1992 with engagements in humanitarian assistance work in Kakuma and Dadaab Refugee camps, and development work in the surrounding refugee-hosting areas of Turkana West and, Fafi and Dadaab sub-Counties in Turkana and Garissa respectively. LWF's projects have coalesced three key thematic areas of Quality Services (Education and, Transit and Reception Center management), Protection and Social Cohesion, and Livelihood. LWF is in the middle of implementing a new strategy 2019-2024 which puts the people we serve at the centre of our programs and actions. LWF works to build the capacity of individuals and empower them to lead dignified lives. As such, safeguarding is a central theme in our work. LWF also undertakes social accountability to enhance refugee involvement and participation in projects as well as holding humanitarian workers to account for the work they do.

LWF has in place a number of policies aimed at ensuring the protection of persons of concern, especially children, from harm by our actions and/or staff. These include the Staff Code of Conduct (2020), Prevention of Sexual Exploitation and Abuse (2021), and Child Protection Policy. In spite of their existence, there remain gaps in enhancing safeguards to promote child safety and child wellbeing. A study; '*Child-Centred Study to Improve Child Safeguarding Responses* (LWF, July 2021)' points out a number of gaps in enhancing safeguarding spanning identification, reporting, and response. At the bottom of it all, are inadequate child-friendly reporting structures, and inadequate staff capacities. In addition, policies are implemented in isolation with neither central nor clear accountability lines for safeguarding. Hence mismatch between policy and practice

Against this backdrop, LWF seeks the services of a qualified and competent consultant to undertake an organisation safeguarding audit; policy environment, and practice, identify gaps, and opportunities for enhanced child safeguarding and make recommendations for firming up policies and actions that will improve safeguarding measures. The consultant will develop all tools and resources to undertake the task in Nairobi, Kakuma, Dadaab, and Kismayo Area Programs, collect data, and analyse and, make recommendations for the development of a child safeguarding implementation framework. The consultant will work closely with the Area Managers, HR officers, TA Education and Child Protection, Risk Management and Compliance Officer, and the Program Manager

The exercise will generate useful information for improving safeguarding measures within LWF

Purpose of the study:

LWF is an international humanitarian assistance organization bound by Core Humanitarian Standards which call for increased accountability and protection of persons of concern. Children, women, and persons with disabilities experience heightened protection risks within crisis-affected contexts and require increased attention. This exercise will therefore help LWF to review the existing Child Protection and Child Safeguarding

policies and practices, identify gaps and make recommendations for practical steps in making LWF a child-safe organization.

Objectives of the Study

- To map, review safeguarding policy documents and practices, identify gaps and recommend actions

Aim of the Study

The study aims at;

- Generating information that will help LWF create a safe environment for children wherever and whenever they are involved in LWF
- Promote good practice and challenge practice that is harmful to children

Proposed methodology

The Study methodology will be developed by the consultant and be well articulated in the response to the ToR. The methodology should demonstrate robustness and rigor in addressing the study objectives. The methodology proposed by the successful consultant(s) shall be discussed, finalized, and approved by the LWF team before commencing the review as part of the quality assurance process.

Scope of works

The works will involve;

1. Conduct a child safeguarding organisation self-assessment
2. A review of existing protection and safeguarding policies and develop guidelines for preventing harm to children in program activities
3. Review recruitment processes to determine whether child safeguarding is incorporated and develop human resource guidelines for enhanced child safeguarding
4. Review program design and implementation processes and develop guidelines that promote child participation
5. Review communication processes and develop guidelines for communication and dissemination of info
6. Review of services/works contracts
7. Develop guidelines for monitoring and evaluating safeguarding measures within the organisation

Duration and time

The study is expected to be conducted from 4th – 22nd July 2022.

Expected deliverables.

The expected outputs are:

- Inception Report
- Final Report
- Staff training manual/module on safeguarding

Roles and Responsibilities

LWF will;

- Provide further clarification on the ToR
- Avail all information/policy documents on child protection and child safeguarding

- Identify and mobilize staff for interviews
- Pay for the services
- Provide transport for the consultant from the office to the field and back

The Consultant will;

- Submit a technical proposal demonstrating a clear understanding of the ToR and clear response to the task at hand. The TOR should include a detailed work plan
- Submit a financial proposal (separately)
- Submit a high-quality final report with clear recommendations and relevant guidelines aimed at making LWF a child-safe organisation
- Prepare a short presentation/demonstration (30-45 minutes) on the findings and recommendations
- Design a staff training manual on child safeguarding
- Design checklist for programming and monitoring organizational child safeguarding measures

Accountability and Responsibility

While the LWF Program Manager assumes the overall responsibility for contract management, the consultant will work directly and closely with the Technical Advisor Education and Child Protection on technical matters of the works

Education:

- Advanced academic qualification in social protection, Gender Studies, or related field.

Required Experience and Skills

- At least 3 years of experience in policy analysis and design
- Excellent knowledge of Child protection/ child safeguarding programming
- Previous experience working with persons affected by crisis
- Previous experience working in the humanitarian context is desirable
- Excellent communication skills

Submission guidelines

Interested applicants are encouraged to apply for this assignment by submitting the following;

- (i) A Technical proposal that includes but is not limited to; an interpretation of the objective of the assignment and a clear response strategy/plan
- (ii) Detailed work plan (program)
- (iii) Profile of the lead consultant describing qualifications, and previous similar assignments
- (iv) A Financial proposal; detailed budget in KES with cost elements for each deliverable itemized. The budget should be inclusive of relevant taxes where applicable

The consultancy proposals shall be sent to; procurement.nairobi@lutheranworld.org, subject line reading “CONSULTANCY SERVICES FOR ORGANISATIONAL AUDIT- CHILD SAFEGUARDING”. The deadline for application submission is Friday 1st July 2022 by 5:00 pm

LWF reserves the right to reject any application(s) without disclosing the reasons