

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 training and develop a training manual for staff to use.

Objectives of the assignment

The overall objective of the safeguarding training is to train all safeguarding and schools management staff on the key facets and importance of safeguarding in regard to children. LWF manages multiple primary and pre-primary schools in Kakuma refugee camp, youth and children sports activities and reception centers; therefore, this training must address the safety of children and cover all aspects of child safeguarding, in order to prevent intentional or non-intentional harm that could occur in delivery of LWF programs or interventions.

Objectives of the assignment

- To deliver clear, easy to understand training sessions on child safeguarding for safeguarding staff and school management staff
- To produce a training manual to be used by safeguarding focal points in field office offices. The manual should be that which can be used both internally and externally by staff with minimal adaptation for context

Expected Deliverables

Deliverables and responsibilities of the consultant

- To deliver clear, easy to understand training sessions on child safeguarding for safeguarding staff and school management staff
- Produce and deliver a training manual in English for staff, to cover all necessary aspects of child safeguarding.
- Produce a written report, containing objectives, schedule, and methodology, training points,
- Participant evaluation and conclusion
- Develop a final report outlining recommendations on staff training frequency, refresher training and further capacity development that may be needed based on observations.

Deliverables and responsibilities of LWF

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

2. Approach and Methodology

The assignment will involve training for 42 child safeguarding focal points, 9 safeguarding officers, 6 school counselors, 34 Head teachers, divided into 2 groups. The consultant is expected to provide a highly participatory training to ensure assignment is completed within the specified time line. The training participants will include both refugee and national staff; therefore delivery methods should be appropriate. The training should be highly interactive and the participants should be able to demonstrate an understanding of child safeguarding after the training

➤ Location of the training

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

Duration of the training

The schedule for the consultancy will be as follows:

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

Days 1-2	Planning and preparation for the consultancy and teams discussions with relevant LWF staff, including production of preparatory documents
Day 3-10	Development of training manual
Days 11	Review of child safeguarding training manual with relevant staff
Day 12-13	Finalisation of child safeguarding manual
Day 14	Travel to Kakuma
Days 15-21	Participatory training on child safeguarding staff (3 days training for each cohort)
Day 22	Travel back to Nairobi (or any other location)
Days 23-30	Finalisation of project deliverables, including training report

The consultant will be line-managed by the program manager, Child protection technical advisor, Kakuma area manager, and Protection and Social cohesion Manager.

Competencies and skills and qualifications

Skills and Qualifications

- Previous experience in delivering child safeguarding training 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 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 training Consultant**”

Application Deadline: **4th November 2022**