

INTERNATIONAL PLANNED PARENTHOOD FEDERATION AFRICA REGIONAL OFFICE

Terms of Reference

Investigation Consultant

Job title:		Department:	
Investigation Consultant		Office of the Regional Director	
Location:	Reporting to:	Date of Publication:	Date of submission:
Nairobi – Kenya Possible working remotely	Investigator reports directly to the Regional Director	April 2021	April 2021

1. Background

The IPPF Africa Regional Office (ARO)

The International Planned Parenthood Federation Africa Region (IPPFAR) is the leading sexual and reproductive health and rights (SRHR) services delivery and advocacy voice organization in Africa. It has a presence in 39 countries in Sub Saharan Africa through its Member Associations and Collaborative Partners that provide and champion for quality SRHR mainly to the vulnerable and underserved population.

The IPPF Safeguarding Framework (IPPF SG)

IPPF is committed to safeguarding everyone who comes into contact with the Federation, including the communities we serve, volunteers, employees, contractors, and all workers. IPPF implements the highest standards on safeguarding, built around a survivor-centered approach and an organizational culture that prevents abuse.

IPPF is focused on preventing and responding to harm caused by sexual exploitation, abuse, harassment, or bullying aimed at minimizing the likelihood and impact of these actions towards our beneficiaries, staff, and everyone that we interact with.

IPPF has a Safeguarding Framework that comprises four Pillars, representing internationally recognised safeguarding principles; Eight policies, some owned by HR and some by the Safeguarding Team; a Safeguarding Team; Six Safeguarding Standards and a safe, confidential reporting system (IPPF SafeReport).

2. Scope of the assignment

We are currently seeking to engage an **External Investigator or a firm** who will lead investigations for the Africa Regional Office (ARO) of IPPF. The Investigator will be assigned to investigate the open Incident Reports in line with the relevant IPPF safeguarding-related policy suite, procedures, guidelines, in-country legislation, and

supplementary guidance documents that will be provided by IPPF. Depending on the country and the possible travel restrictions associated to COVID, the investigation can take place remotely or involve travel, or a combination of both. Example of allegations to be investigated include: bullying, harassment and victimisation; sexual harassment; abuse of power; sexual exploitation and abuse, etc.

The investigator will conduct a thorough investigation into the allegations and concerns reported and report to the Regional Director. The Investigator will collaborate with the Senior Lead of Strategy, Organizational Development and Governance and the Regional Safeguarding Advisor and others, as appropriate.

Through this call of expression of interest, the IPPF Regional Office also wishes to update its consultant database in order to build a roster of experts to conduct investigations when needed.

Objectives of the assignment

- The investigation will seek to confirm whether, on the balance of probability, each separate allegation is substantiated – either in full, partially or not at all, and identify any policy gaps that could have caused the breach. Where multiple allegations have been received, these need to be substantiated separately and then overall, given those individual allegation findings.
- Assess whether relevant internal guidelines/codes of the concerned organisation (IPPF, Member Association (MA), or Collaborative partner), policies or procedures have been breached.
- Assess whether the concerned organisation has policies in place that align with IPPF's suite of safeguarding-related policies and what gaps exist that prevent the organisation from effectively preventing and being able to take appropriate action in line with sector standards where a breach of policy is substantiated.
- Assess if any national legislation may have been breached, stating which legislation has been breached and how.
- Identify support the victims/survivors have already received and whether this was sourced by themselves, their employer, or from other parties.
- Identify any victim/survivor support gaps that still exist and signpost to organisations that can provide this.
- Document and report further any other incidents, risks or concerns that may have been disclosed in the process of investigation.
- Recommend actions to be taken by the Regional Office and concerned Organisation according to sector good practices, internal policy documents and national legislation.
- Assess whether there are learnings for the organization.

Methodology and standards

The investigation must be conducted in accordance with Core Humanitarian Standard (CHS) Alliance's Guidelines for Investigation. The methodology will include, but not be limited to;

- Case reviews of submissions/ complaints and notes shared from IPPF.
- Interviews of complainants, witnesses, victims, subjects of complaints, and staff, volunteers and others as appropriate within ARO and MAs and others as required.
- Securing the physical evidence as required.
- Review of applicable supporting information, IPPF policy documents and concerned MA/national law.
- Cross-checking, triangulation of findings.

Deliverables

- Develop a written investigation plan that includes an appropriate risk assessment and clearly lays out :
 - actions and steps to be taken by whom and by when and how and when progress updates will be provided to IPPF. This plan should be presented to IPPF ARO for approval before the investigation begins.
 - The concerns/allegations reported – listed separately against the relevant policies that would be breached were each allegation substantiated – this provides the policy based focus of recommendations and actions for IPPF to consider.
- Prepare a written report setting out in detail the objectives, the methodology adopted, the investigation findings in respect of each concern or allegation made, any other findings, conclusions and recommendations for action submitted to the Regional Director.

Expertise required

Education

- A first-level university degree (or equivalent) in combination with three additional years of qualifying experience in NGO safeguarding and incidental issues
- Certifications involving study, training, and examination in investigations / incident management is a plus.

Role related skills and experience specification

Essential

- Evidence of at least 3 years' experience of conducting safeguarding or human resources related investigations.
- Evidence of completion of safeguarding related investigations training attended within the last 3 years.
- Ability to maintain confidentiality and complete adherence to the need to know approach.
- For the immediate investigation to be conducted, experts speaking English will be required.
- For future investigations, the language requirements will depend on the country where the investigation is conducted: experts speaking English, French, or Portuguese could be hired.
- Ability to navigate difficult circumstances with a calm demeanor and in a methodical, analytical manner.

Desirable

- Demonstrable awareness of how racism and other forms of discrimination based in unconscious bias can seriously impact investigations, findings and recommendations and active commitment to ensure this work is undertaken on the basis of antiracist principles.
- Experience working in humanitarian aid or development, spending a significant amount of time in African countries is preferred.
- CHS Alliance Investigations trained.
- Experience of conducting safeguarding or human resources related investigations in Africa preferred.

3. Duration of the consultancy

The duration of the Assignment will vary depending on the nature and scope as will be described in the specific ToRs developed for each investigation.

4. Application process

Application must include a CV, evidences of experiences and consultancy rates and must reach IPPF Africa Regional Office through email address hroffice@ippfaro.org with the **consultany position** you are applying for as the **subject of the email**. To be considered, your application must be received by **30th April 2021**.