Safeguarding Consultant

Terms of Reference

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| **Program** | Humanitarian Programme within the IPPF Programme Delivery and Capacity Sharing Department | |
| **Location:** | Remote (with possible travel) | |
| **Proposed Start Date** | | 6 February 2023 |
| **Duration:** | | 16 days over 2 months (6 Feb 2023 – 31 March 2023) |

## **Background**

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| The International Planned Parenthood Federation (IPPF) is a global leader in advocating for and delivering SRH services in emergencies. It integrates humanitarian action as a global priority across the organisation and its local, country-based Member Associations (MAs). Since 2017, the IPPF’s humanitarian programme has been providing global assistance to improve health outcomes of crisis-affected populations by reducing preventable sexual and reproductive health morbidity and mortality.  IPPF is committed to advancing human rights and ensuring that in the course of its work, it ‘does no harm’. This means protecting everyone it comes into contact with from abuse, including all forms of sexual exploitation, abuse and harassment, including modern slavery. IPPF has a Safeguarding (Children and Vulnerable Adults) policy and protocols in place. IPPF launched an upgraded SafeReport system in 2021, a confidential, multi-lingual reporting system for all types of incident reporting at IPPF, accessible to the entire Federation, including MA staff and volunteers IPPF SafeReport is also available to IPPF clients and beneficiaries to report concerns or allegations of safeguarding related harm.  As a good employer, IPPF is also committed to ensuring that staff have a positive experience at work and has a Respect at Work policy and grievance processes for concerns reported to IPPF SafeReport, about bullying, harassment and victimisation etc. |
| **Role Overview** |
| IPPF Humanitarian Team is seeking short term consultancy support integrating the IPPF’s Safeguarding (Children and Vulnerable Adults) policy and protocols across the development-humanitarian continuum. Additionally, the consultancy will develop and pilot a safeguarding training package to support MAs during emergency preparedness exercises and response efforts. |
| **Role Objectives** |
| This consultancy will aim to review and provide feedback on the IPPF’s Safeguarding (Children and Vulnerable Adults) policy and protocols ensuring the integration of the development settings and humanitarian actions. The consultant will also be required to produce a streamlined training package that can be efficiently and effectively rolled out at the MA level. |
| **Duties and Responsibilities** |
| The consultant will:   * Conduct a desk review of current safeguarding policies and protocols, complaint mechanisms and training materials to become familiar with existing documents. * Produce a short training package (e.g. training agenda, power point slides with script, guidance notes, case studies etc) to guide MA’s understanding of how to implement the existing IPPF policy considering the humanitarian platforms for reporting misconduct under the humanitarian clusters system like AAP, PSEA/SH groups which are connected to the Under-Secretary-General for Humanitarian Affairs. * Consult and collaborate with the Safeguarding Team, Safety and Security Team and the Humanitarian Team throughout the contract duration to ensure triangulation of various policies and protocols in the development of deliverables. * Pilot the package with at least one MA and integrate feedback, reflections into final training package * Develop recommendations on the global rollout and maintenance of Safeguarding orientation in Humanitarian settings |
| **Key Deliverables** |
| * Review and consolidate the IPPF’s Safeguarding policy and protocols with recommendations for integration of humanitarian settings. * Develop a Safeguarding training package for MAs to use in humanitarian settings * Pilot the Safeguarding training and develop a report on findings * Provide a final training product and recommendations for rollout |

## **Selection Criteria**

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| **Qualifications, Competencies, Skills, and Experience** |
| * Either a bachelor’s degree in Humanities/Social Science/relevant topic or evidence of qualification through experience. * Significant experience in the field of safeguarding, including demonstrable experience in working to prevent sexual exploitation, abuse and harassment of children and vulnerable adults and the safeguarding of employees from bullying, sexual and non-sexual harassment in the workplace. * Experience of safeguarding in the Sexual and Reproductive Health and Rights, Humanitarian or related sector. * Experience of designing and delivering safeguarding training in different settings and in different delivery mechanisms or platforms, eg face to face, Zoom, Teams, Moodle. * Fluent in English (verbal and written) is necessary. * Excellent interpersonal skills and an ability to work effectively with people from different countries and cultures. * Committed to antiracism and has a sound understanding of unconscious bias. * Willing to travel internationally when necessary/needed. |

## **Contract Duration**

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| **Timeframe** |
| This is a consultancy post. The post is anticipated to be maximum of 16 days from 6 February 2023 until 31 March 2023. The consultant and the Director of Humanitarian Programmes will agree the exact number of days per month, based on workload and proposed activities. |

## **Application**

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| **Procedure** |
| Interested candidates are requested to submit the following documents to [HAnnadorai@ippf.org](mailto:HAnnadorai@ippf.org) on or before 20 January 2023):   1. A maximum of two pages expression of interest outlining relevant experience and suitability for the consultancy 2. Personal CV with full contact details 3. Two work references – contact details (email addresses) of referees 4. Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment |

*IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*