

## Terms of Reference for Safeguarding Consultant

<b>Nature of Consultancy</b>	Individual or Firm
<b>Duration</b>	October 1 to December 31, 2021
<b>Location</b>	Kathmandu with field travel
<b>Published date</b>	September 2, 2021
<b>End date of application submission</b>	September 15, 2021

### 1. Context and Background

Habitat for Humanity International Nepal is an international non-profit organization that builds decent and affordable housing in partnership with people in need. The organization focuses on shelter, advocates for affordable housing, promote dignity and hope, and supports sustainable and transformational development.

Habitat for Humanity International (HFHI) is committed to the wellbeing, safety and protection of its staff, beneficiaries, partners, volunteers, interns, and communities where we work. This commitment is enshrined in its Safeguarding Policy and other related policies. In view of this, HFHI has been building and strengthening its foundation and organizational infrastructure on Safeguarding.

To support this, Habitat Nepal is seeking the expertise of a consultant to undertake scoping and research activities that would eventually serve as inputs in the formulation of Local Safeguarding Policy of Habitat Nepal.

The Safeguarding Consultant will serve under the direction of the Habitat Nepal's Safeguarding Focal Person with guidance from the Area Leadership Team (ALT) Sponsor and Global Head of Safeguarding. The Safeguarding Team will also provide technical support to this engagement.

### 2. Objectives and Expected Outputs

The objectives of this consulting engagement are:

- To develop the local Safeguarding Policy of Habitat for Humanity International Nepal.
- To train key staff responsible in mainstreaming the local Safeguarding Policy.

### 3. Key Deliverables

- Prepare an inception plan.
- Map, compile, and document Habitat Nepal's Safeguarding-related policies, procedures and training resources including accreditation of vendors and partners, Volunteer Code of Conduct, recruitment and selection, and onboarding of new hires.
- Map, compile, and document local regulations that are related to Safeguarding particularly laws on sexual abuse and exploitation, the welfare of and protection of children and vulnerable adults (elderly, people with disabilities, women).
- Map, compile, and document Safeguarding contractual and legal obligations including current and up-coming contracted projects from across the HFHI portfolio with assessment of current adherence to HFHI and donor safeguarding standards.
- Identify the Protection against Sexual Abuse and Exploitation (PSEA) services offered by government and non-government agencies.
- Develop and formulate Local Safeguarding Policy in accordance with HFHI's Safeguarding Policy and outputs from Activities 1 to 4.
- Develop an 'HFHI Safeguarding Guidance' note to supplement the Local Safeguarding Policy identifying gaps and priority areas of concern including human resources and

**Habitat for Humanity Nepal**

Sanepa Chowk, Lalitpur - 2

P.O.Box: 24037, Kathmandu, Nepal

Phone: +977 1 5521182, 5554976 Fax: +977 1 5520778 Email: [info@habitatnepal.org](mailto:info@habitatnepal.org) Website: [www.habitatnepal.org](http://www.habitatnepal.org)

budgetary requirements, with clear recommendations on addressing these gaps and next steps.

- Provide recommendations on how to strengthen adherence to HFHI's legal and contractual obligations.
- Present a draft of the Local Safeguarding Policy in a forum, incorporating inputs and feedback in the final version of the Policy.
- Prepare a training module in mainstreaming the Local Safeguarding Policy.
- Train key staff responsible in mainstreaming the Local Safeguarding Policy.
- Prepare a final report.

#### **4. Qualifications, skills and experience:**

The consultant will be expected to have worked, at least for seven (7) years, with protection, child protection and gender in both development and emergency settings particularly in the Asia Pacific context. The person should also have experience in managing programs in both in development and emergency settings, including some field experience. Degree in social sciences, social work, human rights and preferably with a focus on protection/ child protection/ child rights. Relevant experience would compensate for lack of educational background.

#### **5. Active support of HFHI Values:**

1. Humility – We are part of something bigger than ourselves
2. Courage – We do what's right, even when it is difficult or unpopular
3. Accountability – We take personal responsibility for Habitat's mission

Safeguarding: HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

#### **6. Bid Requirements: Interested consultants are requested to submit:**

- An expression of interest detailing their interpretation of the Terms of Reference (TOR) and work schedule.
- A detailed budget for proposed costs including all taxes liable to be paid.
- A capability statement demonstrating how they meet the required qualifications and competencies.
- Copies of Curriculum Vitae (CV).
- Two references (including one from your last client/employer).
- The entire bid should be a maximum of seven (4) pages including the budget. Bids not meeting this requirement will not be considered.
- Confidentiality of Information. All documents and data collected will be treated as confidential and used solely to facilitate analysis.

#### **7. Instructions to submit the proposal**

Please send your proposal as stated in point (6) to [procurement@habitatnepal.org](mailto:procurement@habitatnepal.org) or drop the hard copies to our office no later than COB September 15, 2021.

**Follow us to learn more about our work - [www.facebook.com/habitatnepal](https://www.facebook.com/habitatnepal)**

*In accordance with its foundational mission principles, Habitat for Humanity International is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. Our intent is to create and maintain a work and life environment that is safe, productive, and respectful for our colleagues and for all we serve.*

*Habitat for Humanity International Nepal is an equal opportunity organization. Women, persons with disabilities, marginalized and disadvantage communities and local candidates are encouraged to apply.*

*Only shortlisted proposals will be proceeded for further steps. Habitat for Humanity International Nepal reserves the right to accept or reject any applications without assigning any reasons whatsoever.*