TERMS OF REFERENCE (TOR)
Call for Expression of Interest to Develop a Safeguarding Policy and Guideline

CONSULTANCY INFORMATION

Job Title: Consultancy to Develop a Safeguarding Policy and Guideline for the Youth Partnership for Peace and Development (YPPD).

Duty Station: Freetown, Sierra Leone

Contract Modality: National Consultant or Consulting Firm

Duration: 25 working days maximum

A. ABOUT YPPD

The Youth Partnership for Peace and Development (YPPD) is a youth empowerment think tank established in 2005 to enhance the capacity of young people and their communities, as well as the creation of open societies that promote sustainable development. It maintains the view that young people can be agents of positive change and works for ways of enabling them to step forward for social transformation. Since its establishment in Sierra Leone, the organization has increased young people’s understanding of finding practical approaches to building wholesomely functioning societies that promote peace and mutual co-existence while deepening voices and actions that demand equity and accountability for all.

The overarching goal of YPPD is to contribute to the endeavors of supporting youth development, peaceful conflict resolution, stability, sustainable development, peace and democracy in Sierra Leone. It works to increase the capacity of vulnerable groups through training, partnership, advocacy, enhancing the youth knowledge base and equipping them with livelihood skills. It is a platform for diverse kinds of actions committed to engaging key stakeholders at various levels of development across the country.

YPPD’s work is inspired by the daily struggles of our communities and the enormous opportunity that exists in collaboratively working with others in the search for sustainable solutions.

B. EXECUTIVE SUMMARY

The Youth Partnership for Peace and Development (YPPD) recognizes that all contractors, staff, volunteers as well as beneficiary groups have the right to be safe and protected, both within the Organization and whilst engaged in institutionally-related activities. The welfare and wellbeing of everyone is of paramount importance, in and out of institution. The organization ensures that relevant and effective safeguarding practices exist and are actively promoted, with consideration to both online and physical environments. Youth Partnership for Peace and Development (YPPD) involves major stakeholder groups in shaping these safeguarding practices and in promoting safety and wellbeing to everyone.

YPPD seeks for the services of a consultant to develop the child protection and safeguarding policies and procedures in program implementation.
C. OVERALL PURPOSE OF THE CONSULTANCY

The Consultant will be required to undertake a protection and safeguarding policy/guidelines for the Youth Partnership for Peace and Development (YPPD) with an aim of supporting the institution to develop its Policies to be used by staff and its contractors. The consultant will undertake a comprehensive review of the Youth Partnership for Peace and Development (YPPD)’s programs with a view of identifying protection issues for especially vulnerable groups such as children, women, persons with disabilities and the elderly among other, develop a legally sound policy to guide the organization’s operations in protecting society’s most vulnerable. The consultant will make sure that the policy meets legal and globally accepted standards and guidelines for safeguarding.

D. SPECIFIC TASKS

1) **Research, develop and present a written policy on child protection and safeguarding for Youth Partnership for Peace and Development (YPPD) Sierra Leone. The developed policy should:**
   - Identify vulnerable populations/groups in the Youth Partnership for Peace and Development (YPPD) programs’ scope
   - Identify the context wherein Youth Partnership for Peace and Development (YPPD) operates, including child protection and safeguard opportunities;
   - Identify and define risks to vulnerable populations that may arise from the Organization’s programs’ implementation;
   - Highlight the categories of staff, consultants and partners that the policy shall apply to
   - Suggest an internal and external procedure for confidential reporting and addressing safeguarding violations.

2) **Develop a framework for staff capacity development on implementing the child protection and safeguarding policy. The framework should:**
   - Review the existing Human Resource (HR) provisions relevant to child protection by way of establishing compliance with safe recruitment, induction and training of all staff on child protection and safeguarding
   - Suggest internally designated safeguarding officers (DSO). Please note that the Organization will implement the child protection and safeguarding provisions within the existing human resource framework and establishment

3) **Develop clear procedures to prevent and respond to safeguarding violations. The procedures should speak to:**
   - Risk assessment framework and scope of application
   - Review the Organization’s Human Resources policy gaps in sync with the proposed policy and recommend amendments (specifying the framing of the amendments)
   - Complaints’ procedure to report, record, and respond to allegations of violation of child protection and safeguarding.
   - A disciplinary procedure for both internal (staff and consultants) and partners
   - Communication strategy for Youth Partnership for Peace and Development (YPPD) downstream partners
4) Develop a policy implementation and accountability framework. The framework should among other things:
   - Specify the monitoring of the implementation of the policy
   - Specify the reviewed framework including the rationale for review, period and circumstances
   - Specify the components necessary for annual review (internal policy review guidelines)
   - Specify the top management culture necessary for implementing the child protection and safeguarding policies

D. REQUIREMENTS

The consultant is expected:
1) To demonstrate a good understanding of the organization’s programs and policies
2) To have experience in human/vulnerable rights programming, and understanding of key global and local safeguarding codes and protection frameworks
3) To possess excellent writing skills

E. HOW TO APPLY

Expression of Interests must be submitted by 15th June, 2022, clearly stating “Expression of Interest for Consultancy to Develop Safeguarding Policy and Guidelines” in the email subject line. Please note that applications will only be considered if they include:

1) A clearly-detailed technical Proposal and approach for the delivery of the assignment
2) An illustrative b financial proposal that clearly explains the budget necessary for the task.

If you believe that you have the right skills and experience to deliver this service, send your application with required documents to recruitments@yppdatwork.org with copy to peter@yppdatwork.org and info@yppdatwork.org before Tuesday, 15th of June 2022.

Or Hand Deliver To:
5 Bailey Street (2nd Floor)
Brookfields, Freetown, Sierra Leone

**KEY DATES AND TIMELINES:**

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<th>Date</th>
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<tr>
<td>Wednesday 4th June, 2022</td>
<td>Call for Consultant</td>
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<tr>
<td>Wednesday 15th June, 2022</td>
<td>Close of applications</td>
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<tr>
<td>Monday 20th June, 2022</td>
<td>Review of Applications</td>
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<tr>
<td>Thursday, 1st July – 10th July 2022</td>
<td>Final shortlisting and Notification of Consultant</td>
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