



## Terms of Reference: Short consultancy for Twaweza

### Developing the Child Protection and Safeguarding Policy and Guidelines

#### A. ABOUT TWaweZA

Twaweza means “we can make it happen” in Swahili. Twaweza works on enabling children to learn, citizens to exercise agency and governments to be more open and responsive in Tanzania, Kenya and Uganda. Our flagship programs include *Uwezo*, Africa’s largest annual citizen assessment to assess children’s learning levels, and *Sauti za Wananchi*, Africa’s first nationally representative mobile phone survey. We undertake effective public and policy engagement, through powerful media partnerships and global leadership of initiatives such as the Open Government Partnership.

Twaweza seeks for the services of a consultant to develop the child protection and safeguarding policies and procedures in program implementation.

#### B. OVERALL PURPOSE OF THE CONSULTANCY

The Consultant shall be required to research on child protection and safeguarding guidelines in Twaweza similar organizations with an aim of supporting Twaweza to develop its Policies to be used by the Twaweza staffs, consultants and downstream partners across the three Countries. The consultant shall undertake a comprehensive review of the Twaweza East Africa programs with a view of identifying child protection and safeguarding needs, develop a legally sound policy to guide Twaweza’s operations in protecting the children particularly vulnerable ones. The consultant shall make sure that the policy meets the legal standards and the UNICEF standards and criterion for Child Protection Guidelines.

#### C. SPECIFIC TASKS

##### 1) Research, develop and present a written policy on child protection and safeguarding for Twaweza East Africa. The developed policy should:

- Identify vulnerable population in the Twaweza programs’ scope
- Identify the context wherein Twaweza operates and child protection and safeguard opportunities;
- Identify and define risks to vulnerable populations that may arise from the Twaweza 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 HR provisions relevant to child protection to establish compliance with safe recruitment, induction and training of all staff on child protection and safeguarding
  - Suggest internal designated safeguarding officers (DSO). Please note that Twaweza shall 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 Twaweza 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 Twaweza downstream partners
- 4) Develop a policy implementation accountability framework. The framework should among other things:**
- Specify the monitoring of the implementation of the policy
  - Specify the review framework including the rationale for review, period and circumstances
  - Specify the components necessary for annual review (Internal Twaweza policy review guidelines)
  - Specify the top management culture necessary for implementing the child protection and safeguarding policies

## **D. REQUIREMENTS**

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The consultant is expected:

- 1) To demonstrate a good understanding of the Twaweza East Africa programs and policies
- 2) To have experience in child rights programming, and understanding of key global child protection codes and Children's Acts of the relevant Countries
- 3) To possess excellent writing skills

**If you believe that you have the right skills, send your brief proposal (not more than three pages) to [akaburu@twaweza.org](mailto:akaburu@twaweza.org) and copy to [gnakabugo@twaweza.org](mailto:gnakabugo@twaweza.org) and [info@twaweza.org](mailto:info@twaweza.org) before 23<sup>rd</sup> March 2018.**

Only complete proposals containing the following will be accepted;

- i. A letter of expression of interest
- ii. A technical proposal demonstrating understanding of the assignment
- iii. A financial proposal (in USD \$) and breakdown of the days per each specific task, 1 to 4 indicated above.
- iv. Evidence of good writing skills (e.g. 2 previous relevant written articles)