



## Terms of Reference

### Safeguarding Training Manual Development Consultancy – Developing and implementing Safeguarding practice and culture

**Office:** Village Enterprise Kitale/Nairobi

**Proposed Start Date:** 18<sup>th</sup> February 2019

#### Background and Purpose of this consultancy

Safeguarding in its broad sense means protecting people from harm, but in 2018 DFID is focusing in particular on preventing and responding to harm caused by sexual exploitation, abuse and harassment. At the Safeguarding Summit on 5 March 2018, the Secretary of State (SoS) announced that DFID would, with immediate effect, put in place new, enhanced and specific standards for UK Charities and NGOs. The aim is to minimise the likelihood of sexual exploitation, abuse, harassment or bullying of both the people we are trying to help, and also people who are working in the sector.

Village Enterprise (VE) provides cash transfers and microenterprise training to poor rural communities in Kenya and Uganda. Training consists of group training session, and later monthly mentoring visits to participants at their businesses, which are sometimes run from participants' homes. VE beneficiaries include both adults and youth: ~66% are women; a small proportion of beneficiaries may be "at Risk" because of disabilities. VE staff may have direct contact with Children when adult participants bring their children to training sessions. VE delivers directly and currently has one downstream delivery partner. The contexts we work in bring us into contact with vulnerable people and as NGO workers, we have access to goods and services that put us in a position of power over the community. Unfortunately, a minority of people use this imbalance of power to exploit and abuse vulnerable members of the community. VE is committed to preventing sexual exploitation and abuse in our work (safeguarding), and has recently developed policies that govern our work and interaction internally as well as with the community.

#### OBJECTIVE OF THE TRAINING MANUAL AND MATERIALS

To develop a safeguarding training manual which will be used to create awareness for different levels of staff at implementation as well as ongoing refreshers.

Detailed structure and content of the manual will be discussed and agreed upon with the safeguarding team at the beginning of the assignment.

#### SCOPE OF THE CONSULTANCY

The consultant is expected to develop the training manual which is accompanied by a facilitator guide and provide a training of trainers (TOT) for key trainers in VE.

Specifically, the consultant/firm will undertake the following tasks:

- Conduct consultation with the safeguarding team to clarify objectives, process and expected outcomes of the assignment;
- Undertake desk review of documents provided by VE including the policies and relevant documents to inform the consultancy process;
- Propose outline of the contents/curriculum of the training manual with different modules targeting different staff teams
- Design the draft and final version of training manual accompanied by a facilitator guide which includes training objectives, content, methodologies, timing, guides, tools, slides, exercises and case studies to be used per module, in accordance with the standard acceptable to VE; and
- Provide a TOT for key trainers of the project on how to use the different modules to train different groups of staff.

More importantly, the final training manual shall:

- Describe the usefulness and benefit of the safeguarding policies
- Define and explain key concepts relating to various modules in a simple and practical manner;
- Give practical examples, cases, and success stories to illustrate the various concepts of the manual;



- Provide relevant tools and instruments to be used for various activities under each module, and
- Use interactive and inspiring manner to encourage reflection, learning and inclusion.

### **DELIVERABLES**

The key deliverables for this consultancy include:

- Submission of work plan of the assignment including detailed outline of content of the manual and accompanying tools;
- Submission of the draft training manual with facilitator guide for feedback and comments;
- Completion of TOT for key trainers in VE; and
- Submission of final version training manual and facilitator guide, with integrated feedback and comments from VE and changes following outcomes of TOT.

### **REPORTING**

The consultant/firm will work under the direct supervision of Director of Talent Management with the overall guidance from Safeguarding team.

### **QUALIFICATIONS**

The consultant or key members of the bidding firm is expected to possess the following qualifications:

- Master degree in social science, preferably in gender studies or law
- 5-7 years of work experience in the field of training and manual development, including proven track record of successful development of training materials and training programmes preferably in safeguarding;
- Experience with curriculum materials development (youth/adult literacy content development preferred)
- S/he will be a professional with first-hand expertise in facilitating adult learning activities in a variety of different training methodologies/settings.
- Experience facilitating workshops in diverse setting with multi-cultural participants.
- Be comfortable with managing and guiding group discussions and interactive activities.
- Good training and facilitation skills;
- Excellent communication skills;
- Ability to work independently and produce high quality outputs; and
- Ability to work under tight timeframes.

### **Ownership**

The resultant products of this assignment shall remain the property of Village Enterprise and shall be treated as confidential by the consultant(s) during and after the engagement with the organization.

### **Application Process**

In bidding for this work, qualified consultant(s) must submit:

1. A comprehensive technical proposal explaining how the objectives and expected outcomes of the consultancy will be delivered and a detailed methodology to undertake the assignment;
2. Detailed and current CV(s) of all persons proposed to undertake the assignment;
3. A detailed work plan clearly indicating the activity schedule broken down for each day.
4. Financial proposal providing a clear break-down of costs for the assignment. Where taxes are applicable, this must also be indicated.

Please send the document as **one PDF file** to: [terrys@villageenterprise.org](mailto:terrys@villageenterprise.org) with the subject: **“Safeguarding Consultant”**. Applications should be received by latest **Thursday, 31<sup>st</sup> January 2019**.