



Hiring individual consultant or firm for developing Safe Guarding Policy and Procedure for the HELP Cox's Bazar (HCB)

HELP Cox's is a pioneer Cox's Bazar based nonprofit and nonpartisan human rights organization. It has been striving in promoting human rights for the marginalized people especially women and children since 2001. Now it is inviting the Interested Firm/Organization/Consultant **having required experience and meeting requirements in developing a Safe Guarding Policy and Procedure for the organization.**

Terms of Reference (TOR) for hiring consultant/organization on developing a Safe Guarding Policy and Procedure for HELP Cox's Bazar are as below:

Policy Issue:

HELP Cox's Bazar working now with several donor. A major project is Humanitarian Assistance for Rohingya and Host Communities in Bangladesh, funded by Department for Foreign Affairs and Trade (DFAT), Commonwealth of Australia, supported by Humanitarian Crisis Management Programme, BRAC. An important objective of the project is building organizational capacity to the local partner NGOs. In the context, HELP Cox's Bazar expected to prepare a Safe Guarding Policy and its implementation procedures.

HELP Cox's Bazar is seeking a consultant with demonstrated experience in quality and accountability to develop a safeguarding policy and procedures, which help to build capacity of the organizational and program safety boundary and good governance.

1. Objective of the consultancy:

The main objective of this consultancy is to develop a comprehensive safeguarding policy and procedures for HELP Cox's Bazar to ensure that organizational complete mandate; that are initiated a process to develop protection, safeguarding and related policies, complaint mechanisms and safeguarding training materials for ensuring safety, security and dignity of staff and programs participants. The specific objectives of this policy is to strengthen the capacities of organization in fulfilling their responsibilities to prevent and respond to SEA. It specifically aims to:

- Increase organizations' understanding and support of Safe guarding issues;
- Support organizations in strengthening their systems on Safe Guarding;
- Improve coordination, communication and coherence among HELP, partners and other relevant actors relating to Safe Guarding; Contribute to improved accountability towards affected populations

2. Expected Deliverables and Output:

The consultant is expected to deliver:

- a) Conduct an initial review sessions with the organization for the present safeguarding policy, structure, procedure, implementation.
- b) Study several safeguarding policy and procedure of other organization and feedback.
- c) Develop a safeguarding policy and procedure, that should address:
- d)
- e) Organization self-assessment to identify current status
- f) Introduction of safeguarding, definition, global policies and standard
- g) Prevention pathways, procedures and toolkit
- h) Training and awareness raising
- i) Risk mitigation and safe programing
 - Toolkit for investigation, reporting and punishment procedures
 - Referral pathways and toolkit
 - Safeguarding Organogram
- j) Hold stakeholder meeting to validate the draft safeguarding policy
- k) Finalize safeguarding policy and submit to HELP Cox's Bazar

3. Time Span

This assignment is expected to be carried out for a period of 20 days. Firstly, 07 days for information collect through deferent secondary information collection and in-depth interview; Secondly, 8 days for preparing draft policy; thirdly, 02 days for sharing session; and next 03 days for finalize the draft and submission. The consultant will submit a detailed plan of work as part of the EOI.

4. Institutional Arrangements

The consultant will report directly to the Executive Director of the HELP Cox's Bazar. HELP Cox's Bazar will provide relevant background, documents, necessary information for the assignment. The HELP Cox's Bazar shall be responsible for the coordination of meetings, sharing sessions and other activities under the consultancy.

5. Expertise

a) Academic Qualifications

At least a master's degree, preferable PhD in HR Management or development field

b) Experience

- At least five years proven experience in building and strengthening safeguarding systems, policies and frameworks.
- Excellent understanding of current safeguarding best practices and activities.
- Demonstrated experience in working with Non- Government organization and other stakeholders in public sector development programs especially in the area of capacity development

c) Skills and Competencies:

- Ability to work with minimal supervision;
- High level written and oral communications skills in English and Bengali,

- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners;
- Skills in facilitation of stakeholder engagements/workshops;
- Evidence of having undertaken similar assignments;
- Experience in research, policy development, management and programming-related work.

6. Budget and payment

The Consultant will submit a detailed budget in the EOI for consideration by HELP Cox's Bazar. The final terms will be stipulated in the consultancy contract. Cost of deferent workshop arrangement will excluded and is expended by HELP Cox's Bazar separately.

7. Supervision

This consultancy assignment will be supervised by Executive Director of HELP Cox's Bazar with the support of the Capacity Building Manager.

8. Confidentiality of information

All documents and data collected in the process of the consultancy will be treated as confidential and used solely to facilitate the consultancy assignment. All information to which the consultant shall receive access to shall at all times be treated as the property of HELP Cox's Bazar and shall not be disclosed saved for where express permission has been granted as such.

9. Application Process

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for development the policy
3. VAT and/or Tax certificate (if available)

Dead of line of submission: 25th July 2021.

Please quote "**Safeguarding Policy- HELP Cox's Bazar**" on the subject line. Applications should be emailed to [**helpcox.org@gmail.com**](mailto:helpcox.org@gmail.com)

HELP Cox's Bazar reserves the right to accept or reject all/part bids without assigning any reason whatsoever.