Strengthening Organisational Capacities on Safeguarding

About PAL Network
The People’s Action for Learning Network (PAL Network) is a south-south partnership of countries working across three continents to assess basic reading and numeracy competencies. Membership includes 14 organizations from 13 countries that conduct citizen led assessments and actions aimed at improving learning outcomes.

Purpose of the Consultancy
It is increasingly becoming evident that an organisation must examine its policies and ethos and how these promote the dignity of the people within the organization, and those it interacts with. The PAL Network serves children and other vulnerable populations, therefore, it is essential that systems, policies and procedures are strengthened to safeguard against harm. This is done through the delivery of services (intentional or non-intentional) and ensuring staff are aware and report on rights violations in case these take place either within or outside the network.

The consultant will work with the PAL Network, comprising both the headquarters and the member organizations, to develop and strengthen organizational capacities on safeguarding. The consultant will be expected to guide assessment, policy development, training and monitoring of safeguarding. It is expected that the work will be undertaken in phases, with expected overlaps as follows:

Phase 1: Policies
- Develop / adapt a checklist for self-assessment by the network.
- Assess both the self-report as well as existing policies and issue a safeguarding status report to the network.
- Develop one (prototype) safeguarding policy for the network.

Phase 2: People
- Conduct focus group discussions and interviews with key staff on current status on safeguarding.
- Conduct safeguarding training with PAL Network staff (learning, capacity building and action planning).
- Conduct training workshops for network members to address organizational safeguarding gaps highlighted in status report.

Phase 3: Procedures, Protocols and Processes
Develop clear procedures to prevent and respond to safeguarding violations. The procedures should speak to:
- Risk assessment framework and scope of application.
- Procedure to report, record, and respond to any allegation of violation of safeguarding.
- A disciplinary procedure for both internal (staff and consultants) and member organizations.
- Communication strategy to member organizations.
Phase 4: Monitoring and Reporting Compliance
- Support development of a safeguarding monitoring plan.
- Provide on job training and guidance to the Network’s designated safeguarding officer(s).
- Develop a safeguarding training pack and a training manual that can be used for staff and partners with minimal adaptation to context.

Process Approach
The consultant shall be expected to share the methodology and approach for use during the assignment. This notwithstanding, it is expected that the following approaches will be used:
- Desk review and assessment of organizational policies and guidelines.
- Self-assessment by individual organizations.
- Conversations with staff and representatives from members organisations.
- Training.

Timeframe
The deliverables should be completed by June 30, 2019. Below is a tentative timeline highlighting the ideal time requirements, however alternative time requirements can be proposed with justification.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Safeguarding Checklist</td>
<td>30th March 2019</td>
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<tr>
<td>Develop a (prototype) safeguarding policy</td>
<td>30th April 2019</td>
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<tr>
<td>Workshop with PAL staff</td>
<td>15th May 2019</td>
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<tr>
<td>Presentations of procedures, protocols and procedures</td>
<td>30th June 2019</td>
</tr>
<tr>
<td>Monitoring plan</td>
<td>30th June 2019</td>
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Application procedure
Interested candidates should submit:
- Expression of interest including proposed approach to completing terms identified in the ToRs and budget.
- A short (maximum two pages) note outlining relevant experience and suitability for the consultancy.

The above should be sent to jobs@palnetwork.org. The closing date for applications is 22nd March 2019.