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## **Terms of Reference for Prevention of Sexual Exploitation and Abuse (PSEA) Policy Development**

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### **1. Organizational Context**

The South Sudan Red Cross (SSRC) is one of the 191 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9th March 2012.

SSRC was formally recognised by the International Committee of the Red Cross (ICRC) on 18 June 2013, making it the 189th National Red Cross and Red Crescent Society in the world. In November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (17) branches and a growing network of sub branches and units. There are currently over 250 SSRC staff members at the Headquarters and branches and approximately 12,000 volunteers across the country.

The society's work is guided by the Seven Fundamental Principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Red Cross Red Crescent Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade.

SEA is gross misconduct and, as per cases of fraud or corruption, affects the integrity and accountability of the organization. In addition to harming persons, SEA erodes integrity and can harm the public trust and confidence in an organization and thereby undermine its work. Therefore, SEA is not addressed only as a sexual and gender-based violence issue but also as an integrity and ethical organizational concern since it can affect a humanitarian agency's principles and contradict its core values.

Therefore South Sudan Red Cross having developed already PSEA working code of conduct thought wise to have a policy that will guide its operations towards PSEA and to retain the integrity and ethics of the National Society.





## 2. Purpose and intended use of the database

Develop a working document that guide the SSRC (National Society )in preventing sexual exploitation and abuse and this policy will be used by all the SSRC personnel's( Staff, Volunteers, Members, PNS) as well as any person Contracted by SSRC during the excursion of their duties.

### Objectives:

1. Establish a cross-departmental Taskforce in the National Society for the policy development and drafting.
2. Review existing Code of Conduct to see if specific mentions regarding PSEA need to be included. Consider how the PSEA policy relates to other policies (such as child protection, sexual harassment and HR Manual etc.)
3. Understand/assess the relevant national laws and policies in order to take them into account in the policy development.
4. Understand current applicable donor requirements regarding PSEA policy and practice and possible engage with relevant donors.
5. Consider the possible distinctions between domestic work (including volunteers) and international work (mainly delegates).
6. Map appropriate survivor assistance and referral mechanisms

## 3. Methodology

- Developing a TOR and share with SMT for approval by the 4th week of September 2019
- Designing some questionnaires and write shop materials
- Read the IFRC, ICRC PSEA Policies for guidance
- Facilitate 2 days write shop from 2<sup>nd</sup> week of October 2019
- Draft the SSRC PSEA Policy and share for inputs by last week of October 2019
- Discussing the second draft in a workshop on 3rd week of 1<sup>st</sup> week of November 2019
- Finalisation of Policy and approval by the SMT and Governing Council by 2nd week of November 2019
- Printing and Dissemination of the Policy tentatively by last week of November 2019
- Holding sensitisation workshops for branches through the Directors on November 2019

### *Duration of the consultancy, start date and work plan*

Development of the policy will take one month up to final stages from mid-October to mid November 2019. However the consultant will be engaged at the National Society for 12 days which will allow him/her collect all relevant data.

### *Modalities of administration*

#### SSRC Responsibility

1. SSRC focal staff will be in full support of the process and guiding the consultant in the development of the policy
2. Facilitating final payment upon successful completion of the assignment
3. SSRC will monitor to ensure quality policy is developed to include all relevant ideas from other stakeholders SSRC Branches.





### Consultant Responsibility

- The consultant is responsible for his transport, lunch and other requirements
- Present quality work
- Develop excellent policy that can be approved and accepted by the National Society, to be put in use.

## 4. Deliverables (or Outputs) and proposed timeline

The assessment, data collection and desk review is expected to last maximum for **12 days** and the consultant will be expected to deliver the finalized policy within one month.

Time Schedule	Activities	Deliverables	Responsible person
19 September	- Developing ToR		SSRC, NLRC focal persons
24 September	- Sharing draft TOR with SSRC Management, NLRC HQs for inputs	Draft ToR	Protection Manager
25 September	- Requesting for advert for consultancy	JR	Protection Manager
30 September	- Advert put on	Advert	HR - Personnel
8 – 14 October	Selection of Vendors and informing the successful, signing contract	Agreement	Logistic Cord and Focal persons
15 October	Consultant reports and having briefing on the plan and approach	TOR /Plan	Protection dept staff, NLRC Focal person
16 – 18 October	Review documents, develop questionnaires and having a two days' workshop with stakeholders at HQ	Questionnaire and agenda for 2 days workshop	Protection dept staff, NLRC Focal person, Consultant
21 – 23 October	Meetings in Bor	Information	Consultant
24 – 25 October	Meetings in Terekeka	Information	Consultant
28 – 31 October	Meetings in Juba	Information	Consultant
1-5 November	Compilation of available information / findings	Draft policy	Consultant
6-8 November	Sharing of the draft for inputs	Draft policy	Consultant and
11-15 November	Presentation of the final policy	Policy	Consultant

### Qualifications

The company or individual should have prior experience in designing, developing PSEA Policy and supporting implementation of a computerized and web-enabled systems and should have knowledge of the Red Cross Red Crescent Movement and its working fundamental Principles.

### Terms and Conditions

1. The payment modality will be 100% upon completion of work through account number by cheque.
2. The consultant will be bound by the SSRC code of ethics during the period
3. The consultant will not be permitted to publish or disseminate contents of the Policy as they will remain the property of SSRC





#### **4. How to apply**

Interested applicants are expected to submit their detailed CVs showing previous similar experiences and a detailed technical narrative and financial proposal of not more than 10 pages (excluding annexes and past performance references), illustrating their competencies and clearly articulating the strategies they would use. Proposals should also demonstrate a clear link between these strategies and quality project delivery. Including bio data of the core team members and evidence of similar work undertaken recently. Submit via email to [vacancy@ssdredcross.org](mailto:vacancy@ssdredcross.org). Please include the name and telephone number of the contact person for the Application.

Applications will be reviewed on a rolling basis.

**Application Deadline: 11<sup>th</sup> October 2019, at 5: Pm**

