

SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

 P.O BOX, 414 JUBA – SOUTH SUDAN

TEL: +211 (0)925002060

 Email: spedpngo@gmail.com

 **Date: 16thJan, 2024**

**TERMS OF REFERENCE (TOR) FOR CONSULTANCY WORK IN DEVELOPMENT OF SEA INVESTIGATION STRATEGY AND REVIEW OF SPEDP SAFEGUARDING, GENDER AND HUMAN REOURCES POLICIES**

|  |  |
| --- | --- |
| **Assignment Description** | **Development of PSEA Investigation strategy and Review of Policy Documents** |
| **Job Title** | **Short Term Consultant** |
| **Duty Station** | **SPEDP Offices in Juba** |
| **Duration** | **15 Working days** |
| **Start date** | **29/01/2024** |
| **End date** | **16/02/2024** |

1. **Organization Background**

Support for Peace and Education Development Programme (SPEDP) is legally registered NNGO in the Republic of South Sudan. one of the fast growing National NGOs in South Sudan covering all ten States of South Sudan through four thematic areas; (1). Health and Nutrition (2). Resilience building (education, food security and livelihood, human rights, peacebuilding and governance) (3). Research and Innovation and (4). Emergency response (WASH, NFI/Shelter).

1. **Duties of the Consultant**

SPEDP is seeking the services of an experienced Protection Consultant to;

1. Develop SEA Investigation procedures and tools for safeguarding issues and capacitate key staff in conducting investigation of cases
2. Review SPEDP PSEA policy, child safeguarding policy, gender policy, whistle- blower policy, and the human resource systems including manual, contracts, Code of Conduct, Organization contract/partnership agreement for sub-contractors with PSEA clause and HR recruitment policy to include safe recruitment as standard practice.
3. Develop safeguarding strategy and action plan that provides the overall framework of safeguarding implementation at the organization. The strategy and action plan should include coasted budget and indicators
4. Develop safeguarding risk assessments and risk registers for new programs. Develop an action plan on safe programing.
5. Develop activity schedule for the above activities. These should include;
* Preliminary meetings with SPEDP management
* Stakeholder consultations
* SEA Investigation Strategy Development/write up
* Training of SPEDP selected staff on SEA Investigation strategy
* Review of Safeguarding policy, Gender policy and Human Resources policy
* Report writing
* Debriefing
1. **Duration of Consultancy**

Three (3) weeks (15 working days).

1. **Outputs/Deliverables**
* Final consultancy report
* Training report
* Revised Safeguarding Policy, Gender Policy and Human resources documents
1. **Duty Station**

The consultant will work from SPEDP Main Office, Juba, South Sudan.

1. **Required Qualifications for the Consultant**
* Minimum of Bachelor’s Degree (Master Degree will be an added advantage)
* Excellent knowledge and practical experience in protection issues
* Excellent knowledge and experience in development of strategies in the last 5 years (Indicate your experiences clearly in your profile)
* Knowledge of the South Sudan humanitarian context
* Excellent knowledge of computer applications
1. **Consultancy's Fee and terms of payment**
* The Consultant will be paid US$150.00 per day
* 40% in week one
* 60% after completion and submission of final copy
1. **Income Tax**

The tax liability on the fees paid to the Consultant under this contract shall entirely be borne by the **Consultant** and he will fulfill necessary obligation as per the Tax Act.

1. **Termination of Contract**

Any agreement reached on the consultancy work prior to the completion of the period mentioned above will require a written notice by either party within one working day from the date of agreement.

1. **Amendments**

The service contract for external consultancy service may be amended at any time by mutual consent of both the parties in writing.

1. **Other**

The service contract shall govern matters set forth for the external consultancy service. The prevailing laws of Government of South Sudan shall govern other matters.

If interested, please send in your detailed profile to the email below;

a-moses@spedp.org cc ceo@spedp.org and director@spedp.org before 29/1/2024 the shortlisting will be on daily basis and we may offer the consultant before the deadline