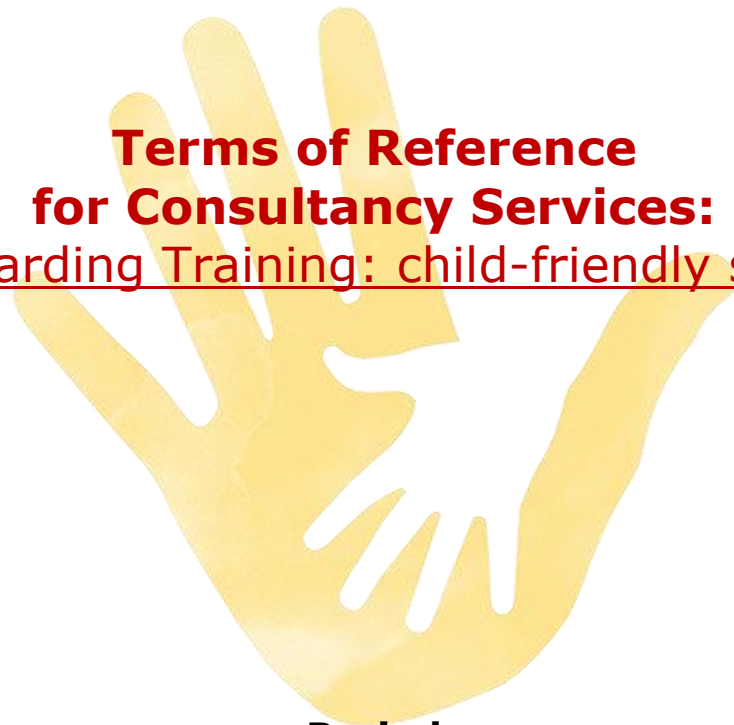


Leading in  
disability inclusive  
development



**Terms of Reference  
for Consultancy Services:**  
Safeguarding Training: child-friendly services



**Period**

**Sept-Dec 2020**

## **We are CBM**

CBM is a Christian international development organisation, committed to improving the quality of life of people with disabilities in the poorest communities of the world irrespective of race, gender or religious belief.

Based on its core values and over 100 years of professional expertise, CBM addresses poverty both as a cause and as a consequence of disability, and works in partnership with local and national civil society organisations to create an inclusive society for all.

## **Our approach**

Disability-inclusive development is the framework of all our initiatives and the key theme which drives our activities and the impact of our work. We believe that this is the most effective way to bring positive change to the lives of people with disabilities living in poverty and their communities. Through our disability-inclusive development approach, we address the barriers that hinder access and participation and actively seek to ensure the full participation of people with disabilities as empowered self-advocates in all development and emergency response processes.

## **Our work**

With a global network of partners, CBM seeks to build and promote an inclusive world in which all persons with disabilities enjoy their human rights and achieve their full potential. Our work includes:

- Supporting comprehensive health care systems and services in eye health, ear and hearing care, community mental health and physical rehabilitation.
- Ensuring inclusive education for all, reaching the most marginalised.
- Building inclusive, resilient communities through community based inclusive development.
- Implementing inclusive emergency response and disaster risk reduction.
- Strengthening international advocacy and alliances to realise the human rights of persons with disabilities and the promotion of disability-inclusive development.
- Facilitating access to treatment against neglected tropical diseases for all persons living in areas at risk of infection.

- Strengthening international advocacy and alliances to realise the human rights of persons with disabilities and the promotion of Disability-Inclusive Development.

## A. Background and Objective of this Work

CBM's expects its programs and services (implemented via partners) to be as child and adult-friendly as possible.

Therefore, CBM is seeking a consultant/firm/organisation (hereafter referred to as consultant) to work with the Safeguarding Manager and CBM's Liaison Officer in South Sudan to support its partners (with specific reference to one based in Juba, South Sudan) **to make their services more child-friendly**.

This partner in South Sudan (SS) is implementing a relatively new multi-year CBID (Community-based Inclusive Development) program, targeting children with various disabilities. The partner has about 28 CBID workers, most of whom work with children.

The key activities of the CBID program are:

- a) Community awareness (including via radio)
- b) Provision of Home and Community Based Services
- c) Early Prevention of Disability
- d) Contribution in procurement of drugs for Epilepsy
- e) Referral of CwDs to clinics abroad for specialized surgical (neurological and orthopedic) treatments
- f) Provision of Assistive Devices to PwDs
- g) Introduction of Home and Community Based Services
- h) Early Detection and Prevention of Disability Training for Govt.health staff (midwives, C.O., nurses)
- i) Creation and Support of School Disability Awareness Clubs
- j) Promotion of Inclusive Education Settings within targetted schools
- k) Support to Parents Groups (parents of children with disabilities)

Due to the internet connectivity challenges and the fact that many of the community workers may not be used to online training, CBM prefers a SS-based consultant so that a face-to-face training is implemented, while observing COVID-19 prevention SOPs (physical distancing, wearing of masks, washing hands regularly...). Nevertheless, as a last resort, CBM is open to an online option too. However, if online, note that this will be the first time to participate in an online training for most of the community-workers being targeted. Therefore, the content and methodology needs to be well-adapted.

## **B. Scope & Methodology of the Consultancy**

In order to achieve the above-mentioned objective, the following actions will be needed.

- i. Conduct a mini pre-training needs assessment of the partner to establish current practices and gaps regarding the child-friendliness of the programs they deliver. This may be in person or online, depending on the location of the chosen consultant.
- ii. Develop and deliver a comprehensive training on how to make the partner's services more friendly. This should also include but not be limited to the topics of: child abuse, child participation, communicating with children and child-friendly feedback mechanisms.

Note that CBM will then be free to use the training materials after the training for both internal and external trainings.

- iii. Do a follow-up support visit in person or online-check with the partner at least one month post-training and by the 30<sup>th</sup> November 2020, to check how the partner is doing and to make any final recommendations.

### **For this, the consultant will be required to:**

- iv. Propose an assessment plan (should be a brief assessment, preferably a self-administered questionnaire and a few interviews with a partner representative). This can include a physical visit if the chosen consultant is in South Sudan.
- v. The consultant will then propose a training agenda and respective times (e.g how long will the training take?).

- vi. The CBM Liaison Officer in SS will coordinate with the partner in order to determine and confirm final date(s) and time for the assessment, training and follow-up.
- vii. The consultant will share the assessment and training materials with CBM at least 5 days in advance, for feedback and a go-ahead.
- viii. Based upon successful delivery of the training for South Sudan, the consultant will then also deliver 2 online webinars on making programs child-friendly. The webinars will be 1.5 hours each, (with about 15-20 minutes for questions). This webinars will be the same webinar repeated in two timezones, targeting CBM staff and partners worldwide. The cost implications for this should be quoted separately. Note that CBM will set webinars using GoToWebinar software.

### **C. Administration of the Consultancy & Deliverables**

- a) The services of the consultant will be guided by CBM's code of conduct, Child and Adults-at-risk Safeguarding Policy (consultant will have to sign to confirm adherence), security, finance and administration policies, as well as the objectives and scope of work listed herein.
- a) Any internal safeguarding materials that may be provided to the consultant to undertake this work remains the copyright and intellectual property of CBM, and the applicable data protection laws apply.
- b) The Safeguarding Manager will manage and coordinate the consultancy on behalf of CBM International. The consultant/firm/organization will sign the contract with CBM International Office.
- c) All communication with SS partner will be via the CBM Liaison Officer in SS or the colleague he assigns.
- d) The consultant will submit a training report complete with attendance list and training materials like handouts and powerpoint slides. The consultant will also submit an assessment and follow-up report.
- e) The consultant is free to submit a payment invoice at the end of the trainings. However, consultancy payment can be split into two: 40% after the assessment is completed and training content submitted.

60% at the end after the trainings are completed and the training and follow-up reports are submitted.

**Expression of interest:** Pre-qualified consultants are free to submit a proposal by 1<sup>st</sup> October 2020, on **how they would successfully execute this assignment** as well as execution fees. Preference is given for consultants already in SS.

**Interested parties should submit applications to [safeguarding@cbm.org](mailto:safeguarding@cbm.org).**