

## **Terms of Reference for Consultancy Service for developing Safeguarding and PSHEA Policies for 10 WLOS in Isiolo.**

**Tender No. KCO/03/08/FY26**

### **1.Introduction**

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We strive for a just world, working with children, young people, our supporters and partners. Plan International is fully committed to providing a safe and supportive environment for all children and programme participants. We are committed to 'doing no harm' and understand that we have particular responsibilities to the children with whom we come into contact. Everybody working for, or, with Plan International has a responsibility to support the care and protection of children and other programme participants and ensure that no child or young person comes to harm as a result of their association or engagement with us and those who represent us. This commitment is reflected in our organisational values and behaviours and in our Global Policy on Safeguarding Children and Young People and PSHEA policy Say Yes! to Keeping Children and Young People Safe and Protected. We ensure that all staff understand what is expected of them under the policy and how they can contribute to a safe environment for children and other programme participants in all their diversity.

### **2.Project Summary**

Plan International, in partnership with women-led organizations (WLO's) in Kenya-Isiolo, Somaliland and Ethiopia are implementing proposed interventions to strengthen the ecosystem to prevent and respond to GBV. The project will strengthen a sustainable ecosystem for GBV prevention and response through financial and organizational support to core WLO's, forming the 'WLO Collective', and grant-making to other WLO's and likeminded local partners working in the area of prevention (e.g., organizations of people with disabilities (OPD's), internally displaced organizations (IDPLO's) and youth/girl-led organizations (Y/GLO's).

Working with and through these organizations, the project's overall strategy is based on the socio-ecological model, targeting multi-level rights holders and duty bearers to: promote the agency of survivors and diverse at-risk populations, namely women and girls, to protect themselves, support a shift in social norms and redress shaming attitudes of individuals, families, community groups, leaders and service providers, as well as enhance solidarity of and the ability of these groups to recognize, prevent and report GBV. The project also aims to increase the quality of GBV response by supporting improved GBV and protection coordination and referral mechanisms among civil society and non-governmental actors, along with strengthening capacities of service providers to be more age- and gender responsive and survivor-centred.

WLO's are vital community actors in providing protection, advocacy, and support to vulnerable groups. To enhance their capacity, this consultancy will develop contextualized Safeguarding and PSHEA (Prevention of Sexual Harassment, Exploitation and Abuse) policies and procedures for the WLO's. These documents will align with Plan International's Global Policy on Safeguarding Children and Programme Participants and its PSHEA Policy, ensuring consistency with global standards while being tailored to local context.

### **3. Purpose of the Assignment**

The purpose of this consultancy is to;

1. To support WLO's in the development and strengthening of their Safeguarding and PSHEA policies, ensuring alignment with Plan standards.

### **4. Objectives**

1. Review the existing gap analysis of existing WLOS Safeguarding and PSHEA policies
2. Facilitate consultative sessions with partner organizations to understand context, gaps, and needs.
3. Support the development or revision of tailored Safeguarding and PSHEA policies for partner organizations.
4. Outline the main child safeguarding and PSHEA elements that should be integrated by the WLO's and its staff into programming and activities.
5. Ensure that the policies include clear reporting, response mechanisms, survivor-centered approaches, and safeguarding measures for children and vulnerable adults.
6. Provide recommendations for operationalizing the policies, including training needs, accountability mechanisms, and monitoring frameworks.

### **5. Scope of Work**

The Safeguarding and PSHEA Policy is intended to be used by WLO's. It is intended to be an obligatory policy which staff and other personnel working for the WLO's should adhere to. The Consultant will be expected to:

- Review provided Isiolo Partner (WLO's) safeguarding and PSHEA documents where available.
- Conduct desk review of international best practices, national safeguarding frameworks, and donor safeguarding requirements.
- Hold virtual/in-person consultative meetings with key partner staff and program participants.
- Draft and validate customized Safeguarding and PSHEA policies for each partner including annual self-assessments and audits, contextual risk assessment in alignment to Plan Global safeguarding and PSHEA policy
- Provide a summary report of the review process, identified gaps, recommendations, and finalized policies.

### **6. Deliverables**

- Gap Analysis Report with recommendations on the policies.
- Revised/Developed Safeguarding and PSHEA Policies and Monitoring frameworks for each partner.
- Final Report summarizing the process, key findings, and recommendations for implementation of the safeguarding and PSHEA policies.

### **Ethical consideration, safeguarding and code of conduct**

As a child-centred organization, Plan International ascribes to the convention on the Rights of the Child and the Children's Act No. 29 of 2022. Accordingly, Plan has a policy on Safeguarding Children and Young People, which provides guidance on how individuals should conduct themselves while working with and otherwise relating to children, either directly or indirectly, in the course of project implementation. All individuals and organizations who work in partnership with Plan International shall at all levels, subscribe to and uphold the principles and practices outlined in the Policy and Code of conduct which will be provided to the assigned producer.

The consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all WLOs will be ensured and how special attention will be paid to the needs all groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed. The consultant(s) will have to sign Plan International's Child and Safeguarding Policy before commencement of the assignment.

### **Rights to intellectual property**

- All intellectual property accessed or acquired during the occurrence of this agreement, including all available documents/papers, books, photographs, videos, computer software or other literary or pictorial books shall be considered works made for hire and all rights to such intellectual property shall be held by Plan International.
- The consultant shall not use Plan's intellectual property except directly in the performance of this agreement

### **7. Timeline**

The assignment is expected to be conducted over a period **15 days** commencing from the date of signing the contract as tabulated below:

- ❖ 4 days -Desk review and aligning of the document
- ❖ 5 days – Customizing the document to fit Women Led Organization context
- ❖ 3 days – Delivery of the 10 copies of Safeguarding and PSHEA Policies.
- ❖ 3 days – Submission of final materials.

### **8. Reporting and Management**

The Consultant will report to Child Protection and Safeguarding Advisor, with regular updates to Isiolo Safeguarding team. Coordination with partner WLOs will be facilitated by Plan International (Isiolo office).

### **9. Qualifications and Experience Required**

- Proven expertise in Child Protection, Safeguarding, and PSHEA policy development.
- Minimum 5+ years of experience developing safeguarding or PSHEA policy frameworks for NGOs.
- In-depth knowledge of national and international safeguarding standards.
- Experience in organizational capacity strengthening and partner support.
- Strong facilitation, communication, and policy drafting skills.
- Fluency in English (and Swahili is an added advantage).

### **10. Terms of payment**

Payment will be made upon satisfactory completion of deliverables as per agreed schedule

#### **Interested consultant(s) and/or agencies should provide the following information:**

- i. Consultant or agency profile outlining areas of expertise with samples of select works.
- ii. Evidence of meeting statutory documentation including KRA Pin certificate, Tax compliance certificate and company registration documents- Mandatory.
- iii. Names and CVs of the professionals who will be the lead and associated with the assignment and how the assignment will be managed.
- iv. Detailed technical proposal on the understanding of the TOR and the scope of the work, outlining the approach and plan to accomplish the assignment.
- v. A proposed timeline indicating activities/sub-activities to be undertaken and the corresponding outputs, including gender and safeguarding considerations.
- vi. A financial proposal containing itemized all-inclusive budget.
- vii. Evidence of acceptance to payment schedule of 30% being payment upon submission of acceptable inception report and 70% upon submission of an acceptable complete final report.

## Application Instructions

Complete applications should be sent to Plan International Kenya by **Friday 22nd August 2025 COB** through the email address: [kenya.bids@plan-international.org](mailto:kenya.bids@plan-international.org) referencing ‘SDC GBV Project Safeguarding and PSHEA policies Consultancy’ as the subject line.

Queries related to the tender should be addressed to [KenyaProcurement.Nairobi@plan-international.org](mailto:KenyaProcurement.Nairobi@plan-international.org)

**NB: The Technical and Financial proposals must be submitted separately.**

*“Plan International reserves the right to accept or reject any bid and is not bound to give reasons for its decision”*

Regards,  
Procurement Department