

Scope of Work

Solicitation Number: US3723.12.21

Consultancy Title: Child Protection & Safeguarding Toolkit

For: Catholic Relief Services

Date Issued: 12/8/2021

Inquiry Date: 12/15/2021

Proposal Deadline: 12/22/2021

Background

As part of its Vision 2030 agency strategy, CRS is investing in six strategic change platforms to achieve results at scale. One of these key strategic change platforms is Strengthening Families-Thriving Children Strategic Change Platform 5 (SCP5). This Strategic Change Platform is a bold initiative to support vulnerable children to thrive in safe, healthy, and nurturing families, create more resilient and supportive communities, and work with our Catholic partners, civil society and governments to establish policies and systems that strengthen families. SCP5 also aims to influence governments, donors, Catholic actors and other regional and global stakeholders to redirect resources and support to strengthening families.

The platform is implemented across CRS country programs and works around the world to influence other countries, regions and global actors to change practices, policies and resources in support of family strengthening and family care. One of the platform's flagship initiatives, Changing the Way We CareSM, amplifies a global movement to prevent children from entering orphanages and to place children currently in orphanages in safe and nurturing families. Since 2018, the initiative has been active in three demonstration countries (Kenya, Guatemala, Moldova).

In Zambia and Kenya, SCP5 initiated a three-year family strengthening initiative through the Inclusive Family Strengthening (IFS) project in Zambia and, integrated within CTWWC, in Kenya. With this initiative, CRS aims to build families' resources and skills to care for children - especially children with disabilities. To prevent separation and support the reintegration of children into family care, CRS is aiming to improve models of family care specifically designed for children with disabilities. Children with disabilities are more likely to experience maltreatment in general. Research shows that children with disabilities are three-to-four times more likely to experience violence than their non-disabled peers. Furthermore, children with disabilities and their families may struggle to access support services and are, therefore, often the last ones to benefit from care reform. With the new family strengthening activities under IFS, CRS hopes to prevent separation, especially for children with disabilities.

Purpose

CRS is seeking qualified candidates to produce **Child Protection and Safeguarding** minimum standards, guidance and tools to be used during the project design, start-up, implementation and close-out phases to ensure that CRS staff and partners are able to uphold their duty of care to identify, respond, report, and follow-up on child protection incidences that occur during the course of project implementation. The guidance and tools must include information specific to working with children with disabilities particularly around identifying child protection concerns or issues as many children with disabilities have difficulty or can't communicate.

The Consultant will:

- Review CRS and other child protection and safeguarding tools including CRS safeguarding policy, CTWWC child protection & safeguarding toolkit, Keeping Children Safe materials, and others; CRS project design, start-up, implementation and close-out guidance and tools including Compass and ProPack I;
- Conduct KIIs with select individuals with relevant experience at the country, regional and global level within CRS and CTWWC;
- Develop minimum standards for child protection incident management within CRS programs;
- Develop guidance and tools for incorporating child protection principles and child protection incident management practices into the project cycle (design, start-up, implementation, and close-out);
- Develop accompanying training materials for CRS and partner staff on use of the guidance and tools.

In the second phase, the guidance and training will be piloted in 1-2 countries. Which will follow the completion of this work and be included in a separate solicitation.

Activities and deliverables

Activity	Deliverables	Timeline	Expected Days
Orientation meeting for assignment overview	Inception report	Week 1	1
Desk review & KIIs (approx. 20)	Summary of findings & recommendations	Week 2-4	10
Draft minimum standards for review by the review ¹ team	First draft of minimum standards	Week 5	3
Incorporate feedback into minimum standards	Final draft of minimum standards	Week 7	1
Draft outline of project design, start-up, implementation and close-out guidance for review	Draft of guidance outline	Week 6	1
Draft guidance and tools for review taking into account feedback received on the outline	First draft of guidance and tools	Month 3	10
Incorporate feedback into draft guidance and tools	Final draft of guidance and tools	Month 5	3
Draft training materials for review	First draft of training materials	Month 4	10
Incorporate feedback into draft training materials	Final draft of training materials	Month 6	3
TOTAL DAYS			42

Communication

During the procurement process which includes both the solicitation and evaluation stages, all communications will be directed to Kathleen Mackin, Procurement Specialist – kathleen.mackin@crs.org.

During the consultancy itself, the consultant will report to, Senior Technical Advisor (STA) Family Strengthening and Alternative Care, and regular meetings will be scheduled so that updates on progress and any issues can be shared.

Key Working Relationships

The consultant is expected to work with the following individuals internal and external to CRS:

- Senior Technical Advisor (STA) Family Strengthening and Alternative Care
- SCP5- IFS Program Manager
- SCP5 teams and other CRS staff involved in child protection and safeguarding (i.e. HRD, Safeguarding)
- Social Services Director and Social Service Department team members

Clarifications

Questions must be submitted via e-mail to kathleen.mackin@crs.org no later than close of business 15 December 2021. The solicitation name indicated above (Child Protection & Safeguarding Toolkit) must be included in the subject line. Responses will be provided to all known offerors.

CRS is under no obligation to respond to questions that are not received prior to the aforementioned deadline.

Application instructions

Applicants must submit a cover letter and CV that demonstrates qualifications and a list of clients/projects that he/she has supported in undertaking child protection and safeguarding. Please include established daily rate. Short listed applicants will be asked to submit a 2-4 page summary of their approach to conducting the assignment and completing the deliverables.

Proposal Deadline

All proposals must be received by CRS (to kathleen.mackin@crs.org) no later than 22 December 2021 [11:59 PM EST for electronic submission]. The solicitation name indicated above must be included in the subject line.