Terms of Reference for a service provider

**A consultant to develop protection-related policies for some Civil Society Organization**

Project: Women, Peace and Security

Funded by: Dutch Ministry of Foreign Affairs

### **1. Background and Problem Context**

SOS Foundation for Development (SOSFD) has been implementing a five-year Women, Peace, and Security (WPS) program in partnership with CARE and RNW Media, focusing on promoting women's leadership in peacebuilding in conflict-affected areas.

The program targeted groups:

1. Civil society organizations (CSOs) working with women.
2. Youth and women's initiatives.
3. Local authorities.
4. Women in Aden Governorate.

The program sub-objectives:

1. More equitable social norms and related practices (S1)
2. Enhanced protection for women (S2)
3. More inclusive relief, recovery, and peace processes (S3)

Incidents of SGBV and GBV have increased significantly since the onset of the conflict. Survivors often face barriers to accessing essential support services due to a lack of awareness, safety concerns, and inadequate service delivery. The absence of gender-sensitive approaches in Yemen's humanitarian response has further exacerbated these challenges. Recognizing the urgent need to address the growing SGBV and GBV crisis, the program aims to contribute to **enhanced protection for women**, aligning with its broader objective of “**Women in Yemen meaningfully influence relief, recovery and peace processes.**”

Through the program which lasts from 2021-2025, SOSFD interventions in protection can be summarized as follows:

1. Several workshops on building the capacity of CSO members in response and prevention to GBV and SGBV as well as case-management service referral on GBV and SGBV data collection.
2. Connecting and linking women's grassroots organizations with GBV service providers.
3. Publishing a Service Mapping for the service providers of the Protection Cluster in Yemen.

The situation in Yemen aligns closely with the concerns addressed in UNSCR 1325, particularly the pillar of protection. Women and girls in Yemen face a heightened risk of GBV and SGBV due to the conflict, displacement, and breakdown of social structures. This necessitates urgent action to protect them and ensure their access to essential services.

In a workshop SOSFD implemented, a key recommendation highlighted the need to provide ongoing support and guidance to CSOs involved in developing awareness-raising activities on GBV and its prevention that ensures that these activities are tailored to the specific needs of the communities they serve and effectively disseminate information.

Furthermore, another workshop highlighted a significant challenge: the lack of awareness among some individuals regarding available complaint channels and feedback mechanisms within CSOs and other organizations. This underscores the importance of enhanced communication and outreach efforts.

Another major challenge showed the lack of protection policies by civil society organizations that provide a safe environment for vulnerable individuals and communities, through which grassroots organizations will work to build a safer and more stable society, where everyone’s rights are respected and the role of civil society in protection is enhanced.

### **2. Overall purpose of the assignment**

As part of SOSFD’s commitment to strengthening the capacity of CSOs in protection, SOSFD will commission an external consultant to work on the development of comprehensive protection-related policies consistent with the organization's mission, goals, and structure. These policies must closely be aligned with the organizational framework of the CSOs which will be discovered through conducting the assessment. In other words, the assignment will be tailored to assess a selected number of the CSOs’ specific needs and will be designed to safeguard the well-being of staff, beneficiaries, and partners. As such, the main goals of this assignment can be as follows:

1. Identifying gaps and deficiencies in existing protection-related policies within the CSOs by launching an online needs assessment form and distributing it to them to ensure that the inputs are reflective and responsive to their direct needs.
2. Creating comprehensive and effective protection policies tailored to each CSO's needs in accordance with their organizational framework.
3. Equipping CSO staff with the knowledge and skills to implement the developed policies.

First, the assignment is to assess the Protection-Related Policies for a selected number of CSOs. The assessment has to capture the following:

* SOSFD to launch an online needs assessment form of protection-related policies for a selected number of CSOs to understand the existing policies and the best practices in policymaking.
* Based on the existing policies and the best practices in policymaking, the consultant will develop a training material on cooperative self-assessment guide simulating the organizational context of the targeted CSOs. This tool will assist in gaining deeper information on the policies required for development.
* After developing the cooperative self-assessment guide, the consultant will conduct a training session with the targeted CSOs to identify the policies needed for development for each CSO, apply the cooperative self-assessment and select the teamwork required for the development task.
* Each CSO's teamwork will implement the cooperative self-assessment under the supervision of the consultant to evaluate their protection policies and produce evidence-based inputs which will be collected in a **report** to guide the approach to developing new or improved protection policies.

Next, the assignment is to Build/Develop the Protection-Related Policies for the selected CSOs through the following:

* The report will be reviewed and approved by the consultant and SOSFD to ensure its quality and adherence to the CSO organizational context.
* Based on the gaps/shortcomings and the recommendations the report summarized, each CSO will start developing their protection-related policies along with technical support from the consultant and the SOSFD.
* Forming a technical committee, comprising the consultant and SOSFD, will be formed to review and evaluate policies. The committee will provide feedback to the CSOs regarding these policies, which will then be revised accordingly.

After that, the assignment is to implement the Protection-Related Policies for the selected CSOs through the following:

* Conducting a second training session for each CSO on the developed protection policies to ensure that staff members have the necessary knowledge and skills to implement protection policies effectively. The training session will also contribute to adding notes and reflecting them in the developed protection policies.

### **3. Participants and Stakeholders**

Based on the online assessment form, SOSFD with the consultant will choose three from the following:

|  |  |
| --- | --- |
| CSO Name | leadership |
| PCF - Psychosocial Care Foundation | Neither |
| Bilqis Granddaughters | Women-Led |
| Social Coexistence Foundation for Development | Youth-Led |
| Afaq Shababia Foundation | Youth-Led |
| Rumooz Association Developmental for Deaf | Women-Led |
| To Be Foundation for Rights and Freedoms | Women-Led |

### **4. Scope of Work**

The geographical scope of this assignment is Aden Governorate. Focusing on three selected CSOs designated by the SOSFD team, the launching of an online form will conduct an initial assessment of protection-related policies. The assessment results will offer a clear insight to develop a cooperative self-assessment guide. Subsequently, the consultant will provide training to the CSOs on the cooperative self-assessment guide and how to apply it. Finally, the consultant will provide technical support and train the CSOs on the updated protection policies.

### **5. The Consultancy tasks:**

The consultant/consultancy firm will undertake the following tasks:

1. Conduct meetings with key project staff of SOS to have a full understanding of project logic and aims.
2. Developing a cooperative self-assessment guide aims to collect information on the policies.
3. Conduct a 1st session the targeted CSOs aim at applying the cooperative self-assessment and selecting the teamwork required for the development task
4. Provide a revised report in cooperation with the CSOs that includes the evidence-based inputs, and the intervention required to develop the policies.
5. Provide technical support to the CSOs to enable them to develop their protection policies.
6. Review and evaluate the developed policies with the selected CSOs to ensure they are consistent with the organizational framework of each CSO.
7. Conduct a 2nd training session on the developed policies to ensure the enhancement and quality of the updated protection policies.
8. Prepare a final report.

### **6. Timeline Framework:**

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| --- | --- | --- |
| **Activity** | **Responsible** | **Time-frame** |
| Build/Develop the Protection-Related Policies | Consultant | 13 Days |
| Implement the Protection-Related Policies | Consultant | 10 Day |
| **Total Days** | | **20 Days** |

### **7. Key Deliverables**

* Training material on cooperative self-assessment.
* The 1st revised report on the intervention required to develop the policies.
* The updated policies of each CSO
* Final report, which summarizes the findings of the initial assessment, the development of the policies, the results of the capacity-building training regarding the updated policies and recommendations for future actions and improvement.

The draft and final report will have the following structure:

1. Executive Summary (max. two pages)
2. Introduction
3. Analysis and findings of the survey regarding the project outcomes
4. Conclusions and recommendations
5. The report will be written in English and Arabic

**Application Requirements:**

* Curriculum Vitae (CV) and a copy of a valid ID
* Cover letter (maximum one page)
* Technical proposal outlining the methodology/work plan
* Financial proposal in US dollars

**Selection Criteria for Service Provider:**

The consultant to be contracted for policy development should possess the following qualifications:

* Extensive experience in women, peace, and security issues.
* Expertise in peacebuilding, good governance, gender issues, and/or women's rights in fragile contexts, with a strong understanding of UN Security Council Resolution 1325 and subsequent resolutions and protocols.
* Proven experience in developing relevant policies.
* In-depth knowledge of the local context.
* Cultural sensitivity.

**Payment Method:**

The consultant will be paid as follows:

* 100% upon completion of the work, delivery of the report, and its approval
* Payment will be made through a third party. An invoice should be submitted, and all necessary procedures completed.

**Submission of Proposals:**

Interested consultants should submit their applications to opportunities@sosfd.org by November 18, 2024. Please indicate “Policy Consultant” in the subject line.