

TERMS OF REFERENCE (TOR)

FOR

SAFEGUARDING CONSULTANT

1. Background

Renewable World is a not-for-profit international development organisation that aims to alleviate poverty through access to clean, reliable renewable energy. We specialise in developing and deploying effective ways of bringing off-grid renewable energy solutions to the most remote and underserved communities, empowering them to achieve sustainable and resilient lives. Since 2008, Renewable World has reached over 70,000 people with renewable energy technologies and services in South Asia and East Africa and is on track to reach 100,000 by the end of 2022.

Renewable World is committed to ensuring high safeguarding standards are achieved within our programming globally and broadens that commitment to ensuring that our in-country delivery partners are capacitated to achieve the same high safeguarding standards.

To this end, in 2020 Renewable World updated its Safeguarding Framework and is in the process of updating and developing the required suite of safeguarding policies within this framework. Renewable World delivered one safeguarding training (in English) to staff and interested partners in 2020.

Renewable World has also updated its partnership management guidelines, including offering in-country partner staff capacity building opportunities to help empower our partners to improve their project delivery capacity. One area of capacity building identified is with regards to understanding safeguarding principles and putting in place adequate policies and procedures.

Renewable World is now seeking a consultant to deliver safeguarding training (in Nepali) to our entire Nepal based team, including those who have previously attending training and new staff members, along with staff members from our in-country partners. The second part of the consultancy will be to offer technical support to our in-country partners to help develop and/ or improve their safeguarding policies as required.

2. Objectives of the Assignment:

The main objectives of this assignment are:

- a) to conduct two x one/ two-day Safeguarding Training for Renewable World Nepal's team and Renewable World Nepal's in-country partners
- a) to review and provide feedback to Renewable World Nepal's in-country partners' safeguarding policies (6 to 9 partners' policies to be reviewed)

3. Scope of Works:

Training (two x one/ two-day training session)

- Meeting(s) with Renewable World's Global Programmes Director (UK based staff) and Acting Country Director (Nepal based staff): to understand the context and agree on training content
- Work closely with Global Programmes Director to develop training content to be delivered to enhance attendees' knowledge of safeguarding and ability/ confidence to put their knowledge into practice
- Draft schedule for the one/ two-day training
- Finalize training tools and materials, including pre and post-test questionnaire
- Incorporate comments and develop the final schedule and module

- Deliver two x one/two-day training to approximately 15 - 20 people per day. One training session should be held in Surkhet, and one in Kathmandu.

Policy review (half a day per partner x 6-9 partners)

- Familiarise self with content of Renewable World’s Safeguarding Framework, including reporting and response mechanisms. This will include attending a training session to be delivered on-line by Renewable UK staff to all RW Nepal staff and representatives from RW partner staff.
- Review the safeguarding policies of Renewable World’s in-country partners and provide feedback to each partner to help them upgrade their policies. Particular attention should be paid to the organisation’s definition of safeguarding, who is covered by the policy and the reporting mechanism.

Deliverables

- Written updates every two weeks on progress towards deliverables
- Review of xx partner safeguarding policies and written recommendations for improvement
- Draft report of the training and policy review
- Final report based on the comments provided by RW team.

4. Timeframe:

The assignment shall commence on 15th July 2022 and will need to be completed by 31st August, 2022.

Preliminary meeting discussion with RW team	15 – 18 July
Attending RW UK-led safeguarding policy training session	19 – 21 July
Development of training materials, and sharing with RW for sign off	25 July
Safeguarding training: two x one/ two-day sessions	28 July – 22 August
Safeguarding policy reviews and feedback provision	28 July – 22 August
Draft report submission	25 August
Final report submission	31 August

5. Selection Process

The Selection Committee will evaluate the submitted quotation and other related documents. Only one consultant will be selected for this assignment.

6. Qualification and skill

1. Bachelor’s degree or higher qualification in relevant subject.
2. At least 5 years of relevant experience in safeguarding.
3. Experience of delivering training on safeguarding.

4. Experience developing and providing technical support in the development of safeguarding and associated policies.
5. Previous experience in similar assignment is desirable.
6. Good command of oral and written English and Nepali.

7. Remuneration

The consultant's payment shall be based on the financial proposal developed for this consultancy. Payment will be made in a single instalment on acceptance of deliverables and receipt of corresponding invoice and a report outlining activities completed and outputs delivered.

8. Application procedure

- a) Applicants are required to submit the following documents to jobs@renewable-world.org on or before the 26 June 2022, 5:00 PM.
- b) Applicants are required to submit the following:
 1. A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment.
 2. Personal CV of technical personnel proposed for this project highlighting qualifications and experience in similar projects.
 3. Company profile, including but not limited to: A brief overview of the capability statement, Details of prior professional experience in relevant areas undertaken in last three years, Copy of the company registration and Copy of VAT/PAN registration.
 4. Work references - contact details (e-mail addresses) of referees (organisations for whom you've produced similar assignments).
 5. Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment; and

The applicant may contact at jobs@renewable-world.org for clarification of any issues related to the Quotation, if required. All inquiries need to be made within the notification period.

Failure to submit the necessary documents will disqualify the respective organization from the process.

The RW Selection committee reserves the right to accept or reject all or any quotation without assigning any reasons whatsoever.