**TERMS OF REFERENCE**

**Ref: TOR BAD 76-2024**

*Safeguarding Consultant*

*Internal Policy Revision*

*Project: “AMANI – DFAT”*

## Background

Mouvement Social (MS) is a national human-based non-governmental NGO that has been working since 1961 toward sustainable development across all Lebanese territory while adopting a secular approach. It aims to build a fairer humane society to improve the citizenship engagement and autonomy of marginalized individuals and communities through socio-economic development projects. MS operates through its twelve community centers spread across Lebanon, focusing on various sectors such as education, child protection, volunteering, community mobilization, social rehabilitation, reintegration of juveniles/women in conflict with the law, sustainable socioeconomic development, and economic empowerment of vulnerable and under-served groups, particularly youths and women.

The Safeguarding framework, which contains a set of policies, has been drafted and validated on March 15, 2020, to ensure the protection and the welfare of “the human, all the human and every human “ and to prevent any potential or actual risk of harm, violence, abuse and exploitation that might arise within MS, and to render MS a safer environment. And since the review of the Safeguarding policy must take place every three years a workshop will be hold to review all the founding policies with MS concerned persons.

## Purpose of the Consultancy

The purpose of this TOR is to engage a consultant to assist in revising and updating MS's internal safeguarding policies. The consultant will ensure the policies align with current sector standards and incorporate the latest best practices related to safeguarding, including fraud prevention, PSEA (Prevention of Sexual Exploitation and Abuse) policies, and the complaints mechanism process.

## Tasks and Responsibilities

Preparation before the workshop to develop materials and structure.

Conduct a comprehensive review of existing safeguarding policies.

Conduct workshop with the team to discuss internal policies and gather input on

necessary changes and updates.

Facilitate discussions on best practices, case studies, and practical applications

of updated policies.

Identify gaps and areas for improvement to align with sector standards and best

practices.

Finalize and report the updated safeguarding policy, including a detailed

implementation plan.

## Days Workplan:

* ***Day 1: Preparation***  
  Review existing safeguarding policies and relevant sector standards.  
  Develop workshop materials and structure.  
  Coordinate with MS's Coordinator and safeguarding focal point for logistics and objectives.
* ***Day 2-3: Workshop Facilitation***  
  *Day 2:*  
  Introduction and overview of current policies.  
  Interactive sessions to identify gaps and discuss best practices.  
  Group activities and discussions to gather input and suggestions.  
  *Day 3:*  
  Deep dive into specific areas such as fraud prevention, PSEA policies, and complaints mechanisms.  
  Develop action plans and policy drafts with team input.
* ***Day 4: Reporting and Finalization***Compile workshop findings and input.  
  Finalize the updated safeguarding policy document.  
  Develop a detailed implementation plan and timeline.  
  Prepare a comprehensive report on the revised policies and next steps.

## Outputs and Deliverables

* Detailed review and analysis of existing safeguarding policies.
* Workshop materials and session plans.
* Drafts of updated safeguarding policies.
* Finalized safeguarding policy document.
* Comprehensive report including implementation plan and timeline.

## Required Qualifications

* Master’s degree in Social Work, Law, or related field with a focus on safeguarding.
* Interpersonal Skills: Team player, ability to communicate, to maintain professionalism, to negotiate and adapt the work requirements.
* Prior experience in policy development and safeguarding within NGOs or similar settings and preferably in developing reviewing.
* Proficiency in Arabic & English and excellent conversational and organizational skills.

1. **Supervision.**

The facilitator will work in coordination with the coordinator project manager

and the Safeguarding Focal Point.

## WORKING HOURS & DURATION

Four days of consultancy: One day for preparation, two days for the workshop and one day for reporting. All activities, including the workshop, preparation, and reporting, must be completed during the month of July 2024. Dates to be scheduled in consultation with the MS team.

## How to Apply

Bids (technical and financial documents) should be sent by e-mail to Mr. Pierre Hattouny, procurement officer: p.hattouny@mouvementsocial.org, mentioning the TOR reference (BAD 76-2024).

## Payment

* In fresh dollars.
* Payment conditions: Bank check in USD cashed as fresh money from Fransabank or BLOM Bank – Banking commission (10$/1000) payable by the supplier.

## DEADLINE for application:

July 18th , 2024