



Terms of Reference (ToR)

Consultant – Safeguarding and Child Protection Policy Trainer

1. Context

Since its inception in 1964 in Nepal, VSO has evolved its focus from service delivery in remote districts to its current approach of developing organizational, managerial and civil society capacities to address poverty. Its key strengths are leadership in volunteering approach and ability to work at community level where the needs are the greatest, sharing skills and experience strategically with people and organizations with the potential to effectively contribute to development in Nepal. Using our unique Volunteering for Development approach we have brought thousands of people together over the years to generate insights, ideas and, above all, action on poverty and exclusion.

VSO has zero tolerance against abuse and exploitation of vulnerable people. VSO recognizes it has an obligation to put in all reasonable safeguarding measures to ensure, as far as possible, the safety and protection of children, young people and vulnerable adults, including those with whom we work and those in the communities where VSO work is undertaken.

All employees and volunteers are obliged to follow VSO Global Safeguarding and Child Protection Policy and maintain an environment that prevents exploitation and abuse, and which encourages reporting of breaches of this policy using the appropriate procedures.

In order to ensure that employees and volunteers are well oriented about safeguarding practices in general, apart from abiding by the global policy, we are looking for a Safeguarding Expert/Advisor to work with VSO Nepal on a consultancy basis and provide orientation/refresher training as per the scope of work defined below.

2. Score of Work

The consultant is required to undertake following duties and responsibilities:

- Develop Training Manual/PPT Slides on Safeguarding and ensure the content is inclusive of
 - VSO Global Safeguarding and Child Protection Policy
 - Requisites of a safe and secured working environment in a general context.
 - Safeguarding case stories/examples
 - Reporting mechanism with contact details

- Deliver one and half days training session:
 - One day face to face training for all staff and volunteers based in Kathmandu.
 - Half day online training for all staff and volunteers who are based on district offices.

- Ensure the training session is not only knowledgeable, but also engaging and inclusive



- Develop a feedback form to be circulated after the training session is complete and accordingly provide a training report.

3. Timing and Duration

The consultant is expected to complete the given assignment in not more than 3 working days. The detailed timeline of this assignment is as below.

S.no	Deliverables	Days
1	Training manual/PPT slides/materials preparation and briefing with VSO Nepal.	1 day
2	Deliver online and face to face training	1.5 days
3	Provide training report	0.5 day

4. Required qualification and experience.

- Proven record of experience in providing safeguarding and child protection trainings/sessions in similar organization.
- Extensive expertise in implementing safeguarding policies, procedures, practices, and compliances for development organizations.
- Relevant academic qualification.
- Excellent grasp of current best practices in terms of safeguarding.
- Fluency in written and spoken Nepali and English with excellent communication, facilitation and writing skills.

5. Payment

The consultant will be paid upon completion of assignment and submission of training report verified by Head of People and Operation.

6. Application Procedure

Interested candidates, who meet the above requirements are requested to email below listed documents to deepsikha.lama@vsoint.org by no later than **23 October 2022**.

- I. A short expression of interest, outlining relevant experience, and suitability of consultancy and proposed methodology for the given assignment.
- II. CV and PAN
- III. Contact detail for two referees
- IV. Expected consultancy fee

The proposal should demonstrate sound knowledge, technical skills and capability as required by the nature of the assignment and understanding of the requisite tasks set forth in the scope of work.