

## Terms of Reference

### SGBV and CP Case Management Expert (international)

**Terre des hommes (Tdh) Jordan delegation is seeking to contract an international expert that displays the human, ethical and technical capacities to build the capacity of the programme and case management team on SGBV and CP programming for children and youth.**

#### I. Organization and Context background information

Created in 1960, the Foundation of Terre des hommes Lausanne (Tdh) mission is to defend and promote the rights of children, in humanitarian as well as development contexts. Today, Terre des hommes Foundation is the largest non-governmental organization (NGO) for children's aid in Switzerland. Tdh implements projects and programs in more than 40 countries, including Lebanon, Jordan, Egypt and Syria. Over the last fifty years, Terre des hommes has developed several programmes, in two core areas: healthcare and child protection. Every year, Tdh offers sustainable solutions and a better future for over one million children and their families by focusing on two levels:

- through field intervention worldwide for children, whereby projects are carried out under our own management or in partnership with local organizations;
- as an ambassador for children's rights in Switzerland and throughout the world, through advocacy campaigns that promote the fundamental rights of children as contained in the Convention on the Rights of the Child adopted by the UN in 1989.

Tdh Jordan was established in 2007 in response to the Iraqi refugee crisis. Since then the **Migration** program has evolved into responding to various emergencies that have afflicted the country at different periods in time, including the Syrian refugee crisis. In 2011 the organization established an **Access to Justice** program, focused on protecting the rights of children in conflict with the law aiming to orient the justice stakeholders towards a more child friendly and protective juvenile justice system.

Currently Tdh works with the Syrian refugees in the Emirates Jordanian camp (EJC), urban Syrian refugees and vulnerable host communities through several child and youth focused interventions, covering geographical areas of Amman, Zarqa, Irbid, Mafraq and Jerash. Tdh partners with governmental and civil society actors to protect the rights of children in detention centers and to advance the implementation of law on the protection of children in conflict with the law in Jordan.

As of to-date Tdh Jordan has developed a Theory of Change (TOC) around enhancing the resilience of children and youth, families, communities and protection systems, and has a long-term country strategy 2018-2020 aiming to strengthen the CP system in Jordan through four main strategic directions:

- empowering vulnerable children and youth, families and communities
- partnering with formal and informal actors to enhance multi-sectorial coordination and collaboration

- improving access to quality protection services for all children and youth
- structuring for forward thinking

Child labor, child marriage and SGBV, violence against children and prevention of violent extremism amongst youth are four priority child protection issues to be tackled across the migration and access to justice programme of Tdh Jordan.

## **II. Objective and deliverables of the assignment**

The purpose of the assignment is to develop the internal capacity of Tdh programme team to deliver quality SGBV and CP integrated programming, including case management SOPs and case management practices responding to the needs of vulnerable children and youth. She/he will also work with Tdh Q&A department in ensuring qualitative indicators of SGBV activities, including case management.

More specifically the objectives of the assignment are:

- Review Tdh Jordan SGBV and CP integrated programming approach and identify existing resources and gaps based on an existing case management assessment report conducted in 2017;
- Develop an SGBV and CP integrated programming guide for the staff, including on case management with practical information to be used in design, implement and assess the results of the programming;
- In collaboration with the Q&A unit of Tdh Jordan, develop a set of indicators to measure the effectiveness of SGBV and case management interventions; and design and review a tool to measure these indicators;
- Develop a training module aiming to develop the knowledge and skills of Tdh staff on SGBV and CP programming, including the case management SOPs and their application;
- Training of Tdh team based on the training module;
- Coaching of the Tdh core CP team to strengthen their understanding of the SGBV and CP concepts and case management practice, including their skills to deliver a training on SGBV and CP programming.

## **III. Key deliverables**

The following deliverables are expected from this assignment:

- Updated assessment report (max 20 pages), including a visual process flow chart and a mapping of resources, outlining the existing programmatic practice of Tdh Jordan in terms of integrating SGBV and CP and providing quality case management with recommendations for areas of capacity and resource strengthening;
- Facilitate one day workshop with the management and programme team to validate the review findings and to support the Jordan delegation to develop a clear action plan to strengthen its case management practice;
- Draft outline for the programming guide for review and agreement with the Programme Coordinator of Tdh Jordan;
- SGBV and CP integrated Programming Guide for staff;

- A training module for Tdh staff on SGBV and CP programming, including the case management SOPs and their application;
- Deliver a 5-day training for staff in Jordan;
- Support the Q&A Coordinator to draft a set of SGBV and CM quality indicators and tools.

#### **IV. Modalities and Timeline**

The service is expected to be carried out between **20<sup>th</sup> May – 30<sup>th</sup> June 2019**.

A preferred timeframe and number of days is attached to this TOR (**see Annex I attached**).

Tdh Jordan will cover the transportation cost and accommodation of the consultant in the country. Per diem fees should be included in the total fees requested for the services.

#### **Requirements for the expert**

The expert should meet the following conditions, qualifications and experience:

- Theoretical and practical expertise on SGBV, child marriage and child protection programming and case management;
- Demonstrated experience in developing case management and M&E tools, frameworks and delivering training;
- Very good knowledge on SGBV and Child protection international SOPs for case management and programmatic guidelines or other relevant resources;
- Expertise in adult learning methodologies
- Ability to be creative, open and take instruction;
- Ability to work under time constraints;
- Very Good planning and time management skills;
- Good communication and writing skills in English.

#### **I. Application procedure**

The interested applicants should submit to the human resources department at the e-mail: **reham.alhallaq@tdh.ch**

- A letter of Interest highlighting the experience with SGBV and Child Protection services related to the consultancy
- An updated CV
- Similar related publications/tools that the applicant has developed
- Financial plan for the consultancy based on the number of days outlined in Annex I and a confirmation of availability for the whole duration of the assignment.

#### **II. Ethical considerations**

The consultant/consulting agency must sign the Terre des hommes Child Safeguarding Policy and Code of Conduct and be willing to adhere to its principles and expected practices. If a breach of the policy or code of conduct takes place the consultancy will be terminated immediately without any financial burden on Tdh.

### III. Disclaimer on copyright, data protection

All documents, project designs, drawings, data and information shall be treated as confidential and shall not without the written approval of Tdh be made available to any third party. In addition, the consultant(s) formally undertakes not to disclose any parts of the confidential information and shall not, without the written approval of Tdh be made available to any third party. The utilization of the report is solely at the decision and discretion of Tdh. All the documents containing both raw data/materials provided by Tdh and final report, both soft and hard copies are to be returned to Tdh upon completion of the assignment. All documentation and reports written as, and as a result of the research or otherwise related to it, shall remain the property of Tdh. No part of the report shall be reproduced except with the prior, expressed and specific written permission of Tdh.

The expert will work under the leadership of the Programme Coordinator of Tdh Jordan, with the technical support of the Transversal Protection Sector in Headquarters and of the Middle East North Africa zone.

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Blerta Spahiu  
Country Representative  
Terre des hommes  
Jordan

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Consultant

## Annex I

### Tdh Jordan – SGBV and CP Integrated programming expert

#### Key Tasks for Consultant & Proposed Timeframe of Activities

Activity	Latest Due Date	Preconditions / Notes	Number of Days
Review Tdh Jordan SGBV and CP integrated programming approach and identify existing resources and gaps (including 1-day workshop with the management and programme team)	25 May	The review will be based on desk review, interviews with key personnel and 1 workshop in country.	4
Develop the SGBV and CP integrated programming guide	9 June		6
Develop the training module	20 June		5
Deliver 5-day training in Jordan	30 June		5
Coaching and training of key staff, including organizing Case conferences with Tdh staff	During June	This can be done on-line and during the field mission in country.	5
Work with the Q&A Coordinator to develop set of indicators on SGBV and case management interventions;	During June		2
<b>Total number of days</b>			<b>27 days</b>