

## CONSULTANT TERMS OF REFERENCE

### Safeguarding Resource and Support Hub: 2022/23 Annual Review Regional Consultant

Please note, it is expected that there will be up to two regional<sup>1</sup> consultants within this assignment, of whom are to be based in such region/hub countries.

<b>Consultancy Title</b>	Regional Consultant – RSH 2022/2023 Annual Review
<b>Reporting to</b>	Programme Delivery Advisor for RSH Programme
<b>Direct Liason with</b>	<ul style="list-style-type: none"> <li>● FCDO External Capability Lead, Safeguarding Unit</li> <li>● RSH programme team and implementing organisations</li> <li>● RSH key stakeholders and external partners</li> </ul>
<b>Location of Assignment</b>	Virtual / remote (with possibility of some in-person meetings depending on the candidates location)
<b>Timeframe</b>	Up to 5 days
<b>Background to the Assignment / Annual Reviews:</b>	
<p>The Foreign, Commonwealth and Development Office (FCDO) carries out Annual Reviews of all of its programmes to assess progress against the objectives contained in the programme’s Logframe, and to check if the programme is on track for delivery.</p> <p>This document outlines the Terms of Reference (ToR) for the Annual Review of the <a href="#">Safeguarding Resource and Support Hub</a>, funded by FCDO.</p> <p>This consultancy will be managed by Options Consultancy Services on behalf of the Safeguarding Resource Support Hub consortia and delivery partners.</p>	
<b>About Options:</b>	
<p>Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of MSI Reproductive Choices. We manage health programmes that ensure vulnerable women and children can access the high-quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. Our partners include governments, NGOs, civil society, health workers and the media. Our programming is flexible, evidence-based and politically informed, meaning we adapt to changing contexts, use data to inform our decisions and ensure our approach is contextually appropriate. Our focus is always on building local skills and systems that last.</p>	

<sup>1</sup> Regions: MENA (priority to those in Syria, Yemen and Jordan), South Asia (priority to those in Pakistan and Bangladesh) or Sub-Saharan Africa (priority to those in Ethiopia, Nigeria and South Sudan)

### Background to the RSH Programme:

The Safeguarding Resource and Support Hub (RSH) is a UK Foreign, Commonwealth and Development Office (FCDO) funded programme, that supports organisations that deliver international aid to strengthen their safeguarding policy and practice against sexual exploitation and abuse, and sexual harassment (SEAH). The RSH is primarily intended to support smaller, local civil society organisations (CSOs) in the Global South and those operating in high-risk environments who are least able to pay for this support themselves.

The programme has three main outcomes:

- **Dialogue:** Networks of organisations across the aid sector engage in conversations and dialogues that are more inclusive of the voices and experiences of lesser-resourced CSOs to strengthen shared learning on what works on SEAH in different contexts.
- **Capacity:** Lesser-resourced CSOs have sufficient capacity and motivation to effectively mainstream safeguarding within organisational systems, structures, processes and programmes, contribute to a shift in organisational culture, and hold partners to account.
- **Evidence:** Contextualised and accessible evidence and learning on what works to prevent SEAH in the aid sector contributes to a strengthened regional and global knowledge and evidence base, which better serves the needs of lesser resourced CSOs.

RSH's support is delivered through a global online platform - available in four languages: English, Arabic, French and Swahili - which includes an online library, e-learning course, safeguarding consultants directory, community of practice, blogs, podcasts and webinar series. There is also a mobile app available providing offline access. Alongside the online hub, RSH also operates out of three regional hubs covering eight countries: Sub-Saharan Africa (South Sudan, Ethiopia and Nigeria) Middle-East North Africa (Syria, Yemen and Jordan), and South Asia (Pakistan and Bangladesh). The national hubs provide targeted and direct support to lesser resourced CSOs through a team of national safeguarding experts who deliver initiatives such as a mentor programme, Ask an Expert service, and tailored training.

The full [Theory of Change](#) can be accessed online.

RSH began in December 2019 is currently anticipated to run until November 2024 with a phased approach to the delivery in the national hubs (mobilising and closing out at different periods). The programme is at a crucial mid-point and considering its sustainability in the longer-term, thus external support to the Annual Review will be highly valued by the national hubs and RSH holistically.

### Scope of Work:

The purpose of the consultancy is to complete an Annual Review of the RSH programme. The consultant(s) (Annual Reviewers) will assess the programme following the FCDO standard review guidelines and draft recommendations.

The Annual Review will be conducted by a team of three consultants. In summary, the roles include:

- A lead consultant: Who will have overarching responsibility for drafting and consolidating the Annual Review report, as well as conducting the desk review and interviews with global stakeholders, and bring together the insights and learnings from 2 consultants based in national hub countries.
- Regional/National consultant: Who will support the lead consultant in drawing together contextual and relevant insights into the Annual Review. This includes being responsible for conducting stakeholder interviews, and assessing the progress of outputs, outcomes and potential sustainability and exit in those locations. The Consultants are to be based in one of the national hub countries or regions – they may be expected to also conduct interviews and engagement with those outside of their region.

Some flexibility may be required between the roles depending on the expertise and skills across the team. Please note this Terms of Reference is for the Lead Consultant.

### **Objectives of the Annual Review**

The aims of the Annual Review would be to:

- Assess progress achieved since the last annual review in February 2022, including progress against previous recommendations;
- Capture major lessons from implementation during the year and make recommendations for the year ahead;
- Specifically, identify action points to address any major issues and problems affecting progress to deliver the Outputs and Outcomes;
- Assess and score the project's progress during the last year against the Outputs in the Logframe, including a consideration of assumptions and risks, and determine whether and what changes are required;
- Assess progress towards achieving the Logframe Outcomes and contribution to Impact by the end of the project;
- Assess whether any components or change pathways in the theory of change should be modified due to changed context, new evidence or lessons learnt from implementation;
- Review the performance of a pre-approved list of stakeholders (e.g. project partners/consortia, suppliers or consultants), existing programmatic governance structures, contract management (incl. financial performance, assets, value for money), performance/learnings of technical delivery (if not identified above) and of FCDO and external operational components and processes; and
- Review the initial sustainability strategy for the programme, including a preliminary assessment of one National Hub closure<sup>2</sup>, that the plans for the other national hubs are suitable and on-track, and provide recommendations for other national and regional Hubs and the overarching approach to responsible, ethical exit.

---

<sup>2</sup> The Ethiopia hub is closing at the end of November, 2022. Whilst sustainability will be difficult to assess in this timeframe it is expected that the Annual Review will be able to review how well the plan was implemented and what elements are likely to be sustained, as well as effectiveness of any handover executed.

## Methodology

The consultant(s) will be expected to:

- Review the available documentation to understand the programme and assess its progress against stated Outcomes and Outputs. This will involve reviewing core documents related to the programme, including but not limited to:
  - Business Case
  - Revised Theory of Change for Phase 2
  - Resource and Support Hub Logframe, updated and approved June 2022
  - Phase 1 Internal Review, November 2021
  - 2021 and 2022 Annual Reviews
  - 2022 Quarterly Reports
  - Relevant M&E data for programme activities 2022
- Deliver an analysis of programme data including reviewing user survey feedback and website analytics. Drawing out key messages and conclusions for the Annual Review assessment.
- Conduct interviews and seek feedback from key stakeholders (including but not limited to a broad range of website end-users (as selected by RSH/FCDO team), RSH target audiences and online hub users, Civil Society Organisations and Networks within National Hub Countries, FCDO staff and partner consortium staff) and other parties with knowledge of and expertise/feedback on the Resource and Support Hub. Please note, an initial list of individuals will be supplied but the consultant will be expected to proactively reach out to organisations to gather feedback within National Hub countries.
- Use the FCDO approved RSH Logframe to propose scores against each of the programme's stated outputs and outcomes.
- Assess whether the programme is delivering value for money based on the pre-determined indicators.
- Identify lessons learned and recommendations for the programme going forward.
- Provide a written draft of the Annual Review covering the required areas in the FCDO template by 25 January 2023.
- Lead and facilitate a discussion with FCDO and key RSH team members based on the first submission of the draft Annual Review.
- Provide a final written version of the Annual Review covering the required areas in the FCDO template by 8 February 2023, incorporating both written feedback from the 1<sup>st</sup> draft and the discussion.

The consultant(s) will be provided with a template for the Annual Review, guidelines and guidance from the programme team. Applicants can access previous Annual Reviews via the FCDO Devtracker webpage: <https://devtracker.fcdo.gov.uk/projects/GB-GOV-1-300788/documents>. The report will be approved by the FCDO Safeguarding Unit programme team.

The report will be approved by the FCDO Safeguarding Unit programme team and signed off by the Head of Department. A version of the report will be published on FCDO Devtracker with potentially minor changes to redact sensitive information or align with FCDO formatting and processes.

## Duration and Location:

The consultancy will be primarily led remotely although the lead consultant would be supported by regional consultants who may conduct and facilitate in-person meetings with users and staff from national hub countries (depending on their location). As the consultancy will involve engagement with CSOs working within hub countries, a consultant that has lived in or has ties to a national hub country and/or has civil society networks or connections in hub countries (Ethiopia, Nigeria, South Sudan, Jordan, Syria, Yemen, Bangladesh and Pakistan) would be strongly encouraged to apply.

The assignment is expected to last 2-3 weeks depending on availability of the consultants, and split across up to 10-12 days of time from the lead consultant and up to 5 days for the regional consultants, and be completed no later than 8 February 2023 (see below for earlier deadlines anticipated).

The regional consultants will be expected to conduct and lead key stakeholder interviews and discussions, as well as support the analysis and write up, providing the relevant regional and national hub context to the consolidated report. The lead consultant will be responsible for developing consistent interview methodology, consolidating and leading the drafting of the Annual Review report, including ensuring the team meets the set deadlines, and proactively engaging with required or interesting stakeholders. Support and guidance will be available through the FCDO programme team in the Safeguarding Unit.

**Deliverables and Deadlines:**

- The Regional Consultants outputs will include comprise:
- Provide regional context, and support to the Lead Consultant in their development of the Annual Review workplan and approach.
  - Proactively establish a series of interviews and engagements with stakeholders from their regional and/or national hub countries (as based on their location) conducted in-person or remotely (as appropriate), with feedback documented for the RSH programme team.
  - Provide written documentation of such meetings, including contextual and relevant insights which align to the Annual Review template. This includes assessing the progress of outputs, outcomes and potential sustainability and exit in those locations.
  - Contribute to the written Annual Review submitted to the Safeguarding Unit and RSH programme team, particularly bringing a regional perspective.
  - Participate in required finalisation and feedback discussions with the FCDO Safeguarding Unit and RSH programme team, post-first draft.

The consultancy assignment for the regional consultant is up to 5 days.

**Assignment Requirements:**

For Regional Consutlant.

**Essential:**

- Monitoring and evaluation expertise and/or experience of conducting reviews of international development programmes.
- Understanding of the regional or national development system and cross-cutting inclusion issues including safeguarding against sexual exploitation and abuse and sexual harassment (SEAH).
- Experience conducting user engagement and/or community engagement, and experience recruiting participants to input feedback.
- Excellent oral and written communication skills.
- Experience and links in one or more National Hub countries (Ethiopia, Nigeria, South Sudan, Jordan, Syria, Yemen, Bangladesh and Pakistan).

**Desirable:**

- Experience drafting Annual Reviews or Annual Reporting, ideally for FCDO programmes.
- Knowledge of safeguarding against sexual exploitation and abuse and sexual harassment.
- Knowledge of FCDO programmes, transparency, and value for money requirements.
- Experience in reviewing website analytics.
- Knowledge of programmes providing online global public services and capability building.