



# TERMS OF REFERENCE FOR THE TECHNICAL AND LOGISTICAL FACILITATION OF THE PROCESSES OF: Capacity building support to Trócaire Partners on Safeguarding and associated policies and processes (including Code of Conduct, Safe Recruitment and Complaints Mechanisms)

Trocaire

## Tender details

Posted Date

Apr, 27

Expire Date

Apr, 30

Location

Somalia

## Tender description

### TERMS OF REFERENCE

#### FOR THE TECHNICAL AND LOGISTICAL FACILITATION OF THE PROCESSES OF:

**Capacity building support to Trócaire Partners on Safeguarding and associated policies and processes (including Code of Conduct, Safe Recruitment and Complaints Mechanisms)**

#### 1. Information and Context

Trócaire's Vision, Mission and Values state that we believe in the intrinsic dignity of every person, celebrate difference and aim to create relationships of mutual respect wherein the rights and dignity of every person are respected.

Trócaire's work is inspired and informed by Catholic Social Teaching, one of the fundamental principles of which is the dignity of each individual. The right to freedom from all forms of exploitation and abuse is implicit in this principle. Underpinned by Trócaire's organisational value of accountability, it is our policy to safeguard all individuals involved in Trócaire's work against risks of exploitation and abuse.

Trócaire is committed to ensuring our policies and procedures are fit for purpose and that the actions of members of our governance structure, staff, contracted parties and other third parties including visitors and volunteers are always appropriate. We also require that our partner organisations demonstrate a similar commitment.

## Country Programme

For over 30 years, Trocaire Somalia has delivered comprehensive, safe and inclusive humanitarian and development programme in the Gedo region of southern Somalia by integrating health, nutrition, WASH, protection, resilience, and basic education to address needs among the most marginalised and vulnerable people during emergencies and building resilience of communities to prepare for and mitigate future emergencies. As such, its operational model is significantly partner driven by combining direct implementation with strong engagement of local organisations and community structures across its various sectors of implementation. The effectiveness of these partnerships has been underpinned by ensuring that all collaborating parties meet required standards for protection, accountability, and safe programming.

In relation to the above, Trocaire has identified as part of the institutional strengthening process to support its partners in the assessment and development/strengthening of mechanisms and practices that promote a culture where abuse and exploitation is not tolerated, with strong preventative measures in place and complaints mechanisms that are accessible and safe for sensitive complaints.

This consultancy is aimed at conducting partner assessments, identifying gaps in practice, developing action plans, facilitating of initial support, guidelines for ensuring safeguarding is embedded within programme work. This will involve not just policy review but also activities for raising awareness and implementation (or developing plans for same). The process will be different for each partner depending on where they are on their safeguarding journey.

## 2. Objectives of Consultancy

- Conduct non-financial safeguarding minimum requirement assessment data for 8 Trócaire partners).
- During the assessments process - evaluate the accessibility and effectiveness of complaints mechanisms within the 8 partner organizations for handling sensitive and non-sensitive complaints related to safeguarding issues.
- Provide a two-day training (in Somalia) for partner senior leadership – Board members, directors, senior managers and safeguarding focal persons.
- Identify gaps and jointly with 8 partners develop tailored action plans to strengthen their safeguarding and complaints mechanism.
- Support the development of community communication materials.
- Offer recommendations to the partners and Trócaire on safeguarding improvement mechanisms.

## 3. Expected Results of the Consultancy

1. Board and senior management understand their responsibility and are committed to safeguarding improvements and leadership
2. Partners will have a suite of safeguarding and supporting policies in place in line with sector best practice

3. Strengths in current processes are identified. A particular mention to good practice that can be share with other organisations/partners.
4. Gaps and areas for improvement are identified.
5. An improvement plan with role, responsibilities and timelines is developed. This should also include areas for which the partner would benefit from support.
6. A programme for raising awareness with staff (and others who represent the organisation), programme participants and members of the community has been developed and supported through an action plan.
7. Some communication materials are designed which can be adapted by each organisation.

#### **4. Expected products of the Consultancy**

1. Completed assessment tools that inform safeguarding strengthening plans
  1. Policies in place to include safeguarding policy, code of conduct and complaints policy (Trócaire can provide templates)
  2. Training package for partners on safeguarding related policies with context specific examples and considerations. Guidance document for partners on how to embed safeguarding principles within the organisational process such as recruitment and onboarding, procurements, programmes etc
  3. A community dissemination /communication strategy on the safeguarding policies and CHFMs to communities and programme participants
  4. Well defined and functional complaint handling and feedback mechanisms for sensitive cases in place for all partners including clear process maps and responsible persons
  5. IEC (Information, Education and Communication) materials developed to share child protection, prevention of sexual exploitation and abuse and other messaging with communities or guidance on same provided
  6. Partner specific action Plan on next steps
  7. Final report of the consultancy including recommendations to Trocaire and key follow up tasks
- Trócaire will provide a range of documents and tools to support this process

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## **How to apply**

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### **Proposals.**

- The proposal must include all costs, including hours of meetings with Trócaire and identified partners, production of materials and capacity building and training sessions.

- The consultant must send their technical and economic offer to the mail -[tender\\_som@trocaire.org](mailto:tender_som@trocaire.org)
- In the same way, you can make prior inquiries to this same email.
- The latest date and time to receive proposals is **30th April 2026**.
- An evaluation of proposals will be carried out. Shortlisted consultants will be invited to interview. The interviews are many to be conducted via Teams or Zoom.

## 10. Training and guidance

The successful candidate will be supported through remote training and guidance sessions with Trócaire's Head of Safeguarding (based in Ireland). It is important that the successful candidate is flexible and open to shared learning and adhering to Trócaire safeguarding approach.

## 11. Additional Conditions of Contract

The consultant will be required to sign and adhere to Trócaire safeguarding policy, code of conduct and confidentiality agreement. Breaches of these policies will result in termination of contract without payment. In addition, the consultant will be required to demonstrate how data protection and confidentiality will be managed during this project. All documents shared by Trócaire remain the property of Trócaire. Should the consultant use or adapt these materials for working with others then Trócaire should be accredited.

 [Apply on tender\\_som@trocaire.org](mailto:tender_som@trocaire.org)