

TERMS OF REFERENCE: CHILD SAFEGUARDING REPORTING AND RESPONSE PARTNERSHIP CONSULTANCY

Introduction to IDP Foundation, Inc. (IDPF)

The IDP Foundation, Inc. (IDPF) is a private non-profit foundation passionate about access to quality education in the developing world with a focus on West & East Africa. Our aim is to support the sustainability and resilience of the non-state education sector with a focus on funding programs and initiatives that increase access to capital and training resources for single-proprietor low fee private schools that exist organically in many developing countries, as well as seeking and funding innovative quality interventions created to improve the learning outcomes of marginalized student populations. We have supported the Rising Schools Program for over a decade, a partnership with micro-financier Sinapi Aba, which has provided tailored loans and training in financial literacy and school management to over 800 low-fee private schools in Ghana serving more than 175,000 students.

Background to IDPF's Child Safeguarding Work

IDPF has recently invested in strengthening and streamlining its work on child safeguarding by developing a Child Safeguarding Policy, Standard Operating Procedures (SOPs), and Child Safeguarding Standards for Implementing Partners. The SOPs are focused on guiding IDPF staff to implement the policy while the Child Safeguarding Standards for Implementing Partners supports IDPF's range of implementing partners to embed child safeguarding standards across different areas of their work. This policy and accompanying procedures will be rolled out across the Foundation and with implementing partners in early 2022.

Context of this Partnership Consultancy

IDPF is a funder and recognizes the level of technical expertise required to effectively deliver certain elements of the Child Safeguarding Policy, specifically how child safeguarding reports are effectively received and managed. In addition, IDPF's implementing partners come from a range of sectors that do not typically engage directly with children and therefore lack the capacity, skills, and experience to effectively respond to, and manage, safeguarding reports. In this light, IDPF seeks to bring in relevant external child safeguarding and child protection expertise to manage the effective delivery of this component of the Child Safeguarding Policy and SOPs in relation to its work delivered in Ghana as part of the Rising Schools Program.

The Child Safeguarding Policy and SOPs outlines a case management model¹ and procedural steps for receiving and managing safeguarding reports. The detail in these documents is what IDPF envisages for how safeguarding reports will be received and managed. However, it is recognized that some adjustment may be required once the successful organization is appointed to ensure the model is fit for purpose.

¹ See Annex 1 for an overview of the case management model. Where 'expert organization' is indicated in the model, it refers to the organization who will be appointed through this tender process.

The successful partner will be expected to liaise closely with IDPF's Child Safeguarding Focal Point at all times and work with IDPF to ensure robust and effective systems are in place to receive, respond to and manage safeguarding reports.

IDPF is open to partnerships where the organization has the requisite experience and capability to provide direct service delivery to survivors though this is not a requirement.

Objectives of the Child Safeguarding Case Management Partnership

IDPF is inviting proposals for a partnership to manage IDPF's child safeguarding reporting and response procedures, including case management related to work delivered in Ghana by IDPF and its implementing partners. The duration of this partnership will be 12 months, with a potential to extend. Specific objectives include:

- Establish a comprehensive overview of child safeguarding in Ghana – relevant legislation, factors that lead to child abuse and harm, service mapping, etc. This information will be fed into ensuring appropriate and effective response and case management support can be provided in a timely manner.
- Develop a robust process for receiving, responding to child safeguarding reports, including case management and referrals. This process will be based off the model and process outlined in IDPF's Child Safeguarding Policy and Standard Operating Procedures.
- Receive and respond to all safeguarding reports received via the reporting mechanisms as per the protocol outlined in the SOPs.
- Manage all cases reported via the reporting mechanisms. This could include providing direct support services, if the technical expertise exists. Alternatively, it could be ensuring the survivor is connected to appropriate support services and managing the referral pathway.
- Ensure regular and effective communication and liaison with IDPF's Child Safeguarding Focal Point and other IDPF team members, as necessary.
- Keep IDPF informed on any changes in the legal and policy framework in Ghana that impacts child safeguarding.

Deliverables and Timeline

- Completion of a Ghana Child Safeguarding Country Mapping².
- Revised reporting and response procedures, if deemed necessary by the partner and IDPF. This could include amendments to the case management model, reporting flowchart, and/or procedural steps in the SOPs.
- Ongoing management of IDPF's child safeguarding reporting and response procedures in line with the Child Safeguarding Policy and SOPs.
- Monthly status meetings with IDPF's Child Safeguarding Focal Point.

It is envisaged that the partnership will commence by **April 2022**.

Qualifications

The successful organization will have the following:

² IDPF will provide a template for the partner to complete.

- Extensive knowledge of child safeguarding and child protection issues in Ghana, including the legal frameworks and support services
- Evidenced experience applying a survivor-centered approach to receiving and managing child safeguarding reports
- Extensive experience in setting up and managing inclusive community-based reporting mechanisms
- Robust organizational safeguarding policies and procedures in place that demonstrates the confidential and effective handling of safeguarding concerns
- Excellent organizational and coordination skills
- Evidenced experience of strong relationships with a range of quality support services available to children
- *Desirable*: Demonstrated experience delivering support services to survivors of child abuse, harm, and neglect.

Technical and Financial Proposal

Please submit the following and questions to proposals@idpfoundation.org by **March 4th, 2022**.

Technical Proposal:

A narrative proposal that includes:

- Approach: describe your organization's approach to child safeguarding and case management, including how your organization ensures a survivor-centered approach throughout the case management process.
- Relevant experience: provide details of similar work your organization has engaged in previously. In particular, please include previous experience of:
 - Designing and managing child safeguarding reporting and response mechanisms – from receiving concerns to case management and through to case closure.
 - Researching, vetting, and managing relations with support services as part of the referral pathway.
 - Delivering support services to survivors of child abuse, harm or neglect.
 - Managing and/or conducting investigations.
 - Identifying learning from safeguarding incidents/reports and applying it to improve organizational policy, procedures, and practice.
- Key Personnel and Staffing: describe the key personnel who would be part of this partnership and what role they would fulfil. Include CVs (no more than 2 pages each attached as an annex) of all proposed team members.
- Timeline: include an indicative timeline of proposed activities that outlines the steps your organization would take to put the requisite systems and procedures in place for receiving and responding to reports.

Financial Proposal:

The financial proposal should include a line-item budget and a budget narrative. The cost estimates used to prepare the budget should be presented in Ghana Cedis (**GHS**).

Annex 1: IDPF case management model

