

Terms of Reference

Expert Consultative Team on SEAH Risk Analysis and Assessments for WHO Sri Lanka

This consultancy is requested by:

Unit:	Mental Health / Psychosocial Wellbeing
Division:	WCO SRL/MH

Expected Duration: 3 months

Starting Date: 01 September 2022

Language(s) required: English, and Sinhala or Tamil

A. Background

WHO has zero tolerance for sexual exploitation, abuse and harassment (SEAH), and for inaction against it. In 2021, the Organization started an intensified WHO-wide effort to prevent and respond to SEAH. SEAH undermines WHO's values and hinder our mission to promote health, keep the world safe, serve the vulnerable and to provide a safe and respectful environment for the people whom we serve with. The SEAH occur because of different factors (risk factors). Assessing and mitigating such risk factors is a priority for WHO. The Organization's current unified framework for addressing SEAH is outlined in the WHO Management Response and its accompanying Implementation Plan. The Plan outlines three overall pillars of work: shifting WHO to a victim- and survivor-centred approach; ensuring accountability of the entire workforce and managers and leaders accompanied by capacity building, and reforming WHO's structures, systems and cultures. The Plan also includes the development of a three-year strategy for Prevention and Response to Sexual Exploitation, Abuse and Harassment (PRSEAH) for the period 2023-2025.

In this regard WHO has developed the WHO SEAH Risk Assessment Tool to analyse the current risk and support to design interventions at the country level. The responsibility for preventing and responding to SEAH is a shared one across the UN system and is led at country level by the UN Resident Coordinator or Humanitarian Coordinator. First and foremost, WHO fully play its role as a member of the country PSEA network. This includes participating in the UN-wide or IASC risk assessment for SEA/SEAH. This tool is a WHO specific tool developed to (i) indicate where risk factors are increasing the risk of SEAH and (ii) guide the design of programmes/projects and operations so that the risk of SEAH is better mitigated. This tool will help understand and measure, where possible, the relative importance of risk factors affecting the likelihood of the SEAH risk, as well as help to assess the organizations operation's vulnerability and preparedness (including existing and required capacities) for managing them effectively. The vulnerability and risk level of the SEAH materializing will be indicated based on a point system through a 3-part questionnaire.

The information gathered through the tool will help identify where baseline exposure or weaknesses in WHO's preparedness/capacity could lead to SEAH risks materializing. Understanding where the exposures are will help strengthen SEAH prevention in the design of programmes and operations, including enhancing community engagement for prevention and reporting and ensure availability of comprehensive and accessible victim and survivor support mechanisms, effective investigations, and feedback mechanisms.

B. Objectives

The objective of this assignment is to conduct a comprehensive SEAH risk assessment for WHO country Office in Sri Lanka, provide recommendations to reduce the risk and develop a monitoring plan.

C. Terms of Reference (TOR)

Under the overall technical guidance of the WHO Public Health Administrator, the consultative team shall;

1. Liaise with the WHO Sri Lanka technical team in finalizing the assessment methodology
2. Implement the 3-part risk assessment in a timely manner according to the submitted timeline
 - Part 1 - Desk review and mapping of existing resources on PRSEAH across the UN system and the state sector using a predefined template
 - Part 2 – Consult with the 40 staff members at WHO Sri Lanka to formulate a baseline for SEAH risk for the country office
 - Part 3 - Conduct a risk assessment into programme design, implementation, and stakeholder engagement with respect to SEAH risk
3. Develop and submit a comprehensive inception report, which should include the workplan with timeline and clear methodology (sampling methodology and tools including survey questionnaires), identification of focus groups, proposed to conduct the survey.
4. The consultative team should present the preliminary finding of the assessments to the WHO team.
5. Conduct data gathering in a safe and confidential manner. Ensure privacy and confidentiality of all provided information.
6. Finalize the Baseline and submit comprehensive risk assessment report
7. Present findings to staff members and make recommendations for risk reduction.
8. Develop a monitoring plan for the country office
9. The consultative team will be required to ensure accuracy of any translated material and that all material used, are not subjected to the protection of intellectual property rights of any party.
10. WHO will have copyrights to all material developed by the implementing partner and will have the right to reproduce/reuse the same in the future at its own discretion.
11. The selected Consultative team is expected to manage their own logistical arrangements and to coordinate with the WHO technical team in the implementation.

D. Time Schedule

The envisaged period of the assignment is 03 months and shall commence on 01 September 2022, shall expire on satisfactory completion of the deliverables, but not later than 15 December 2022.

E. Required Qualification for the Consultative team

• Education:

- Lead consultant with minimum education of master's degree in Social Sciences/ Statistics, Gender, human rights, public health or other development-related fields
- Team member qualifications, including specialized trainings or certifications program on PRSEAH or Gender based violence will be an advantage.

• Professional experience:

- Lead consultant to have at least 3 years of experience in designing and leading assessments in relation to PRSEAH, GBV, GER /VAW
- Experience in conducting and managing assessments in South Asia (preferably Sri Lanka) is highly desirable.
- Proven knowledge and understanding of M&E methodologies, and participatory person-centered data collection approaches.
- Proven ability to produce high-quality reports and manage diverse perspectives in communications and consultations with relevant stakeholders and beneficiaries.
- Knowledge of national and local contexts and governance systems and legal and policy frameworks and previous experience engaging with UN agencies, donors and high-level government stakeholders, and CSOs are preferred.
- Excellent written and spoken English and representational capacities.
- Fluency in either of the national languages Sinhala or Tamil.

F. Technical Evaluation Criteria

Summary of Technical Proposal	Total Points
A. Examples of previous relevant assignments	15
B. Proposed methodology, work plan and approach	35
C. Consultative team qualifications	20
Total	70

Details of evaluation criteria and marking scheme:

A. Examples of previous relevant assignments		
No	Criteria	Points
A.1	Experience in working with government, international and other reputed organizations	7
A.2	Previous experience working on similar assessments	8

B. Proposed methodology, work plan and approach		
No	Criteria	Points
B.1	Demonstration of Methodology and person-centred approach (based on an understanding of the objectives, sound methodology and strategy)	15
B.2	Realistic work plan, including details on specific tasks and timeline	10
B.3	Defined tasks for the scope and correspondence to the deliverables identified in the TOR	10
C. Consultant qualifications		
No	Criteria	Points
C.1	Relevant academic and professional qualifications of team	10
C.2	Language ability	10

G. FINANCIAL PROPOSAL (30 Points)

- Please annex a detailed budget separately.

Note: Payments will be based on invoices on the achievement of agreed milestones, and certification of acceptance by WHO. The applicant must factor in all possible costs in the “*Financial Proposal*” including consultancy and professional fee, travel, board and lodging, and any other foreseeable costs in this exercise. No costs other than what has been indicated in the financial proposal will be paid or reimbursed to the implementing partner.

How to Apply

To apply please email to: sesrlprocurement@who.int Email subject heading: ‘Expert Consultative Team on SEAH Risk Analysis and Assessments for WHO Sri Lanka’. The application should contain:

- A short risk assessment proposal and workplan outlining the planned approach
- Details of educational qualifications, relevant past experiences with an updated CVs of the team members.
- Detailed financial proposal

H. Planned Timelines (dates subject to confirmation)

- 03 months
- Start date: 01 September 2022
- End date : 15 December 2022

I. Budget

Budget should include total costs for all the deliverables including consultancy and professional fee, tool development, travel, board and lodging, and any other foreseeable costs in this exercise.



Activity Manager

Name: Sachin Rynpale

Designation: NPO-PSW (PRSEAH)

Date: 16/08/2022

