

# Terms of Reference (ToR) for Safeguarding Consultant

Ghana Somubi Dwumadie  
(Ghana Participation Programme)  
October 2022

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## 1. Background

Ghana Somubi Dwumadie (Ghana Participation Programme) is a four-year disability programme in Ghana, with a specific focus on mental health. This programme is funded with UK Aid from the UK government. The programme is run by an Options-led consortium, which also consists of Basic Needs-Ghana, King's College London, Sightsavers and Tropical Health, and focuses on four key areas:

1. Promoting stronger policies and systems that respect the rights of people with disabilities, including people with mental health disabilities
2. Scaling up high quality and accessible mental health services
3. Reducing stigma and discrimination against people with disabilities, including mental health disabilities
4. Generating evidence to inform policy and practice on the effectiveness of disability and mental health programmes and interventions

Ghana Somubi Dwumadie is a busy programme with multiple and varied touch points with participants on the ground through direct work by each of the 5 programme partners, as well as work through grantees, and programme partners Mental Health Society of Ghana (MEHSOG) and Ghana Federation of Disability Organisations (GFD). We also work in partnership with Government of Ghana Ministries, Departments and Agencies on a range of issues including the establishment of the Mental Health Review Tribunal and implementation of district mental healthcare plans. The majority of direct participants on the ground are people with disabilities and or mental health conditions.

## 2. Purpose and Objectives of the Consultancy

The purpose of the assignment is to enable the programme to mitigate safeguarding risk and manage and respond to safeguarding and protection incidents ensuring best practice within this area and in line with a commitment to safety, security, health and welfare, due process and, crucially, within the frame of a do no harm approach.

The objectives of the assignment are to:

- 1) Ensure that systems and procedures are internally fit for purpose and are clear and unambiguous in how to manage the variety of safeguarding and do no harm risks and appropriately respond to reported incidents.
- 2) Ensure that there is a clear and unambiguous understanding across the actors in the programme (staff, organisations, individuals, volunteers) of the importance and centrality of safeguarding within the programme.

### 3. Scope of assignment

#### Review of safeguarding approaches (safer programming) (5 days)

- Review safeguarding audit findings and tools developed following the audit
- Analyse safeguarding reports received to date (anonymised)
- Interview key staff including partners and grantees
- Assess gaps in current tools and approaches
- Assess key safeguarding risks in programming across consortium (points of safeguarding vulnerability), recommend achievable mitigations and support the development of a risk management process (e.g. regular reviews of risk register).
- Recommend revisions to framework and tools, including making them more inclusive and accessible. These must dovetail with Options' organisational safeguarding policy.

#### Strengthen positive culture of safeguarding within the consortium (5 days)

- Refresh existing partner, grantee and participant training which must be disability accessible and inclusive, using relevant scenarios embedded in the Ghanaian context
- Train consortium partners on Programme Safeguarding and the Code of Conduct, including appropriate conduct for all those involved in the programme, how to submit and respond to reports and how reports will be responded to
- Provide initial day of group training on safeguarding to new programme grantees in week of 7<sup>th</sup> November. There may be further opportunities for refresher or follow up training as need arises.
- Develop a scope of work for a draw down contract (roster of consultants) for a safeguarding consultant/s in Ghana to support with investigations / case management as and when safeguarding cases arise
- Develop draft TORs or templates for managing investigations building on existing resources including from Safeguarding Resource and Support Hub<sup>1</sup>

### 4. Payment Schedule

Payment of the contract amount will be done in phases as per the itemised deliverables below.

Tranche	Percentage	Deliverable
1 <sup>st</sup> Payment	20%	Upon signing of the contract

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<sup>1</sup> Example: <https://safeguardingsupporthub.org/documents/how-prepare-and-manage-safeguarding-investigations>

2 <sup>nd</sup> Payment	40%	Upon completion and approval of <b>Safer programming review</b>
3 <sup>rd</sup> Payment	40%	Upon completion and approval of <b>tasks outlined in safeguarding culture</b>
<b>Total</b>	<b>100%</b>	

## 5. Ethics, Data Protection and Safeguarding

The consultant must explain how data and information shared for the purposes of this assignment will be protected through the application of good data protection principles such as fair collection and processing, safe storage and safe transfers. This must also include consideration of any risks related to the data loss and how these will be mitigated.

Safeguarding is a priority concern for Ghana Somubi Dwumadie and the Programme is committed to ensuring that its staff, programmes, consultants and activities ‘Do No Harm’. In our context, safeguarding focuses in particular on measures undertaken to protect adults with disabilities, including people with mental health conditions, against Programme risks, actions and behaviours which results in them being harmed, exploited, neglected or discriminated against. In view of this, the consultant is required to describe in detail the safeguarding measures to be put in place and how these will be observed in the assignment. Specifically, in the event of field work, the consultant shall explain how appropriate, safe, non-discriminatory participation of all respondents will be ensured and how special attention will be paid to the needs of people with disabilities, including people with mental health conditions. It should be noted that consultants who fail to detail ethics and safeguarding’s process will not be considered.

## 6. Consultant’s Competencies, Experience and Skills Requirements

This consultancy assignment is open to consulting firms and individual consultants with sound experience in safeguarding, particularly working with people with disabilities, including people with mental health conditions. Interested applicants should submit their application following instructions in section 8 below. The consultant will be selected through a closed competitive solicitation. Applications will be reviewed against a set of criteria including:

- Prior experience in supporting safer programming in NGOs or INGOs
- Prior experience in safeguarding people with disabilities, including people with mental health conditions (inclusive safeguarding)
- Strong expertise and track record in safeguarding and do no harm approaches

## Ghana Somubi Dwumadie, TOR- Safeguarding support

- Good communication, both oral and written skills and presentation skills
- Previous experience in conducting similar assignments.
- Clear, credible, and structured proposed methodology
- Value for money (suitability of the financial proposal)

## 7. Points of Contact

The primary point of contact for this contract is the Team Leader and Safeguarding Lead Lyla Adwan-Kamara ([l.adwan-kamara@ghanasomubi.com](mailto:l.adwan-kamara@ghanasomubi.com)). Other Ghana Somubi Dwumadie staff to be involved in the work to provide targeted support when required is the Grants Advisor and Safeguarding Focal Point Matthias Aneinini (Email: [m.aneinini@ghanasomubi.com](mailto:m.aneinini@ghanasomubi.com)) and the Programme Manager Philip Hand (Email: [p.hand@ghanasomubi.com](mailto:p.hand@ghanasomubi.com))

## 8. How to Apply

Interested consultants/firms should:

Express their interest by submitting their CVs, a Daily Fee rate quotation and a brief methodology and summary of relevant experience for completing the assignment not exceeding 3 pages to [l.adwan-kamara@ghanasomubi.com](mailto:l.adwan-kamara@ghanasomubi.com) copying Grants Advisor (Email: [m.aneinini@ghanasomubi.com](mailto:m.aneinini@ghanasomubi.com)) and the Programme Manager (Email: [p.hand@ghanasomubi.com](mailto:p.hand@ghanasomubi.com))

- by close of business **31<sup>st</sup> October, 2022**