

Terms of Reference (ToR)

Consultancy for Review and Update of PSEAH Policies of Three Local Peer Humanitarian Partners (PHPs)

The consultant reports to: ("Senior Coordinator")	Taslina Akter Project Focal Point, ToGETHER 2.0 project Centre for Disability in Development (CDD) Phone: 01715462148
Name of consultant/Agency:	Consultant/Agency name, email address, phone
Description of consultancy	The consultant/agency will be responsible for reviewing and updating the Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) policies of three Peer Humanitarian Partners (PHPs), Sangathita Gramunnyan Karmasuchi (SANGRAM), Manikganj Disabled People's Organization to Development (MDPOD), and Grameen Jano Unnayan Sangstha (GJUS). As the three organizations operate in different geographical, organizational and programmatic contexts, the consultancy will assess the existing PSEAH policies, practices, institutional capacities and safeguarding risks of each organization separately. The review will take into consideration their respective operational realities, humanitarian and development programming, engagement with communities and partners, and the specific safeguarding risks faced by different groups, including women, children, persons with disabilities and other people in vulnerable or at-risk situations. The consultancy will facilitate a participatory review process involving management, staff, safeguarding focal persons and other relevant stakeholders of the three PHPs. The revised policies will be aligned with relevant international PSEAH and safeguarding standards, humanitarian principles, donor requirements, national context and the practical needs of each organization. The assignment will result in three updated, organization-specific PSEAH policies, supported by relevant practical tools and recommendations for effective implementation.

1. Background and Rationale

The Centre for Disability in Development (CDD) has been working to promote the rights, inclusion and equal participation of persons with disabilities in Bangladesh since 1996. Through its programs, CDD works to mainstream disability inclusion across humanitarian and development initiatives, ensuring that persons with disabilities have equitable access to services, opportunities and meaningful participation. In partnership with Malteser International

(MI), CDD is implementing the ToGETHER 2.0 Project, which seeks to strengthen local humanitarian actors, promote equitable partnerships and contribute to more inclusive, accountable and people-centred humanitarian action.

As part of this initiative, CDD is working with three Peer Humanitarian Partners (PHPs) under the component of Peer Mentoring:

- Sangathita Gramunnyan Karmasuchi (SANGRAM), Barguna
- Manikganj Disabled People's Organization to Development (MDPOD), Manikganj
- Grameen Jano Unnayan Sangstha (GJUS), Bhola

The three organizations have different organizational histories, structures, geographical areas of operation and program contexts. Their work includes engagement with communities and people affected by poverty, disaster, displacement, climate-related risks, social exclusion and other vulnerabilities. Their humanitarian and development interventions may involve direct service delivery, community mobilization, cash or other forms of assistance, capacity strengthening, field-level engagement and interaction with community members and partners. Such operating environments can create specific safeguarding risks and power imbalances between staff, volunteers, partners, service providers and communities. These risks may be further heightened during humanitarian crises, emergencies and climate-related disasters, when affected populations may have increased dependence on humanitarian assistance and reduced access to protection and accountability mechanisms.

A strong and practical PSEAH framework is therefore essential to ensure that humanitarian and development assistance is delivered safely, ethically and with dignity, and that communities, staff, volunteers and other stakeholders are protected from sexual exploitation, abuse and harassment. To further strengthen institutional safeguarding and accountability, CDD, in collaboration with the three PHPs, intends to review and update their existing PSEAH policies. The review will consider the different organizational and operational contexts of SANGRAM, MDPOD and GJUS, while ensuring consistency with core PSEAH principles and relevant humanitarian safeguarding standards.

The process will also seek to strengthen practical mechanisms for prevention, risk mitigation, safe reporting, complaints handling, referral, response, confidentiality, non-retaliation and accountability, with particular attention to accessibility and the needs of persons with disabilities and other groups facing heightened protection risks.

2. Purpose of the Consultancy

The purpose of this consultancy is to review and update the existing PSEAH Policies of **SANGRAM, MDPOD and GJUS** to ensure that each policy is:

- Relevant to the organization's structure, mandate and operational context;
 - Responsive to humanitarian and development programming realities;
 - Aligned with relevant international PSEAH and safeguarding standards;
 - Consistent with applicable donor requirements and national context;
 - Practical and implementable by management, staff and volunteers;
 - Accessible and responsive to the needs of communities and people at heightened risk;
- and

- Supported by clear prevention, reporting, response and accountability mechanisms.

The consultancy will use a participatory, context-sensitive and practical approach, ensuring ownership by each PHP and reflecting the specific safeguarding risks and institutional needs of the three organizations.

3. Specific Objectives

The consultancy aims to:

- Review the existing PSEAH Policies and related safeguarding practices of SANGRAM, MDPOD and GJUS.
- Conduct a context-specific safeguarding and policy gap assessment for each PHP.
- Assess the existing policies against relevant international PSEAH, safeguarding and humanitarian standards and good practices.
- Identify gaps in prevention, reporting, complaints handling, referral, response, confidentiality and accountability mechanisms.
- Assess safeguarding risks associated with humanitarian emergencies, disaster response, field operations and community-based programming.
- Identify safeguarding considerations related to gender, disability, age, power imbalance, accessibility and other forms of vulnerability or exclusion.
- Consult with management, staff, safeguarding focal persons and other relevant stakeholders of each PHP.
- Update the PSEAH Policies through a participatory and consultative process.
- Develop or strengthen practical PSEAH tools and implementation mechanisms.
- Facilitate validation of the revised policies with the respective PHPs.
- Finalize three organization-specific PSEAH Policies with practical recommendations for implementation and institutionalization.

4. Scope of Work

The consultant will undertake the following activities:

4.1 Review of Existing Policies and Systems

- Review the existing PSEAH Policies of SANGRAM, MDPOD and GJUS.
- Review relevant organizational policies, procedures, Code of Conduct, safeguarding tools and related documents.
- Review existing roles and responsibilities related to PSEAH and safeguarding.
- Assess existing reporting, complaints, referral and response mechanisms.
- Identify institutional and procedural gaps.

4.2 Context and Safeguarding Risk Assessment

The consultant will assess safeguarding risks relevant to each organization's context, including:

- Humanitarian emergencies and disaster response;
- Climate-related hazards and displacement;
- Community-based and field-level programming;

- Delivery of humanitarian assistance and services;
- Interaction between staff/volunteers and affected communities;
- Power imbalances between service providers and community members;
- Risks affecting women, children, persons with disabilities and other at-risk groups;
- Cash or other assistance mechanisms, where applicable;
- Engagement with partners, volunteers, consultants, suppliers and other third parties; and
- Risks associated with remote or difficult-to-access program locations.

4.3 Stakeholder Consultation

The consultant will:

- Conduct consultations with management and relevant staff of each PHP.
- Engage safeguarding/PSEAH focal persons and other relevant personnel.
- Facilitate discussions to identify practical implementation challenges.
- Ensure that the consultation process is safe, confidential, inclusive and accessible.
- Capture the specific needs and realities of each PHP rather than applying a uniform approach.

4.4 Policy Review and Updating

The consultant will:

- Revise and update each PHP's PSEAH Policy.
- Strengthen definitions, scope, principles and prohibited behaviours.
- Clarify responsibilities of management, staff, volunteers and relevant focal persons.
- Strengthen prevention and risk mitigation measures.
- Strengthen reporting and complaints mechanisms.
- Clarify referral, response and case management arrangements.
- Strengthen confidentiality, data protection and non-retaliation provisions.
- Incorporate survivor-centred and do-no-harm principles.
- Integrate gender, disability inclusion, accessibility and protection considerations.
- Ensure practical applicability within humanitarian and development programming.

4.5 Development/Updating of PSEAH Tools

As required, the consultant will develop or update practical tools, including:

- PSEAH reporting/complaints forms;
- Staff and volunteer declarations;
- PSEAH Code of Conduct provisions;
- Safeguarding/PSEAH risk assessment tools;
- Reporting and referral flowcharts;
- Roles and responsibilities matrix; and
- Other relevant implementation tools.

4.6 Validation and Finalization

The consultant will:

- Facilitate policy consultation and validation sessions.
- Present key findings and proposed revisions.
- Incorporate agreed feedback.

- Finalize three organization-specific PSEAH Policies.
- Provide practical recommendations for implementation, orientation and institutionalization.

5. Expected Deliverables

The consultant will submit the following deliverables:

1. Inception Report and Detailed Work Plan outlining the methodology, consultation approach, activities, deliverables and timeline.
2. PSEAH Policy Review/GAP Assessment, either as three separate reports or one consolidated report with clearly differentiated findings for SANGRAM, MDPOD and GJUS.
3. Three Draft Updated PSEAH Policies for SANGRAM, MDPOD and GJUS.
4. Context-Appropriate PSEAH Tools and Formats required to support implementation.
5. Policy Consultation and Validation Sessions with the three PHPs.
6. Three Final Updated PSEAH Policies, incorporating agreed feedback and revisions.
7. Consultancy Completion Report summarizing the process, findings, revisions made and recommendations for implementation and institutionalization.

6. Timeline

The consultancy is expected to require approximately 30 days, commencing on 15 October 2026, the date of contract signing, and to be completed by 15 December 2026, within the agreed consultancy period.

Activity	Days
Contract signing and inception meeting	1
Submit the inception Report	1
Review of existing policies and relevant documents	4
Contextual review, safeguarding risk assessment and stakeholder consultations (On and offline)	8
Preparation of draft PSEAH policies and supporting tools	8
Policy consultation/validation sessions (Online)	2
Incorporation of feedback and finalization	4
Orientation on updated policy (online)	1
Submission of final deliverables	1
Total:	30

The detailed work plan and schedule will be finalized in consultation with CDD, SANGRAM, MDPOD and GJUS at the beginning of the assignment.

7. Required Qualifications and Experience

The consultant/agency should possess the following qualifications and competencies:

- An advanced university degree in social sciences, development studies, gender studies, human rights, law, safeguarding, humanitarian studies or another relevant field.

- Demonstrated professional experience in developing, reviewing or updating PSEAH, safeguarding, protection or related organizational policies.
- Strong knowledge of international PSEAH, safeguarding and humanitarian standards and frameworks.
- Demonstrated experience in safeguarding risk assessment and organizational policy review.
- Experience working with humanitarian and/or development organizations, particularly local and community-based organizations.
- Experience facilitating participatory consultations, policy reviews and validation workshops.
- Strong understanding of survivor-centred, rights-based, gender-responsive and disability-inclusive approaches.
- Understanding of safeguarding risks in humanitarian emergencies, disaster response and community-based programming.
- Strong policy drafting, analytical and report-writing skills.
- Experience working with local humanitarian actors and/or localization initiatives will be an advantage.

8. Consultancy Fee

The total consultancy fee for this assignment is inclusive of applicable VAT and taxes. The consultancy fee will be provided by CDD through the ToGETHER 2.0 Project, subject to the agreed terms and conditions of the consultancy.

The agreed amount will cover the professional services required to complete the assignment and deliver the outputs specified in this ToR, unless otherwise agreed in writing. Applicable VAT and taxes will be deducted at source in accordance with prevailing Government of Bangladesh rules and regulations.

9. Payment Schedule

The consultancy fee shall be paid in two instalments. Forty percent (40%) of the total consultancy fee shall be paid upon signing of the consultancy agreement and commencement of the assignment, subject to submission of the agreed inception/assessment deliverables. The remaining sixty percent (60%) shall be paid upon satisfactory completion of the assignment and acceptance by CDD of all final deliverables, including the revised PSEAH Policies, completion of the required orientation/validation sessions, and submission of the consultancy completion note. All payments shall be subject to applicable VAT and taxes in accordance with the prevailing laws and regulations of Bangladesh.

10. Safeguarding and Ethical Considerations

Given the sensitive nature of the assignment, the consultant will be required to:

- Comply with CDD and PHP safeguarding and PSEAH principles throughout the assignment.
- Maintain strict confidentiality of all information obtained during the consultancy.

- Ensure that consultations are conducted safely, respectfully, inclusively and without causing harm, distress or re-traumatization.
- Apply survivor-centred and **do-no-harm** principles when discussing sensitive safeguarding issues.
- Obtain informed consent before conducting interviews or collecting sensitive information.
- Ensure that participation is voluntary and that participants understand the purpose and use of collected information.
- Protect personal and case-related information and ensure that such information is not disclosed without appropriate authorization.
- Apply appropriate data protection and information security measures.
- Ensure accessibility and reasonable accommodation where required, particularly for persons with disabilities.
- Declare any actual, potential or perceived conflict of interest.
- Sign the required Safeguarding-PSEAH Declaration of Consent before commencing the assignment.

11. Evaluation Criteria

Applications will be evaluated through a **two-stage process: technical evaluation and financial evaluation**.

11.1 Technical Evaluation: 80%

Criteria	Weight
Understanding of the assignment, scope and context of the three PHPs	15%
Proposed methodology, approach and understanding of PSEAH/safeguarding policy review	20%
Relevant experience in developing/reviewing PSEAH, safeguarding, protection or related organizational policies	15%
Knowledge of international PSEAH standards, humanitarian safeguarding frameworks and relevant national context	10%
Experience in humanitarian/localization programming, including safeguarding risks, gender, disability inclusion and community-based programming	10%
Quality and feasibility of work plan, consultation, validation and implementation approach	10%
Total Technical Score	80%

A consultant must obtain a minimum technical score of **56 out of 80 (70%)** to qualify for financial evaluation.

11.2 Financial Evaluation: 20%

The financial proposal will be evaluated based on:

- Reasonableness and competitiveness of the proposed consultancy fee;
- Clarity and completeness of the financial proposal; and
- Whether all relevant costs are appropriately reflected in the proposed budget.

11.3 Final Selection

Only consultants achieving the minimum technical qualifying score will proceed to the financial evaluation. The final selection will be based on the **combined technical and financial scores**, subject to CDD's applicable procurement procedures, verification of qualifications, relevant experience and references.

12. Application Procedures

Interested individual consultants or consulting firms are invited to submit:

Technical Proposal

- Cover letter;
- Understanding of the assignment;
- Proposed methodology and approach;
- Work plan;
- CV/profile of consultant/agency (s);
- Evidence of relevant previous assignments; and
- At least two professional references.

Financial Proposal

- Total consultancy fee;
- Professional/day rate;
- Travel or other applicable costs, if any; and
- VAT and Tax details.
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Required documents:

Valid Trade license, TIN Certificate with proof of up-to-date income tax filing, BIN Certificate, VAT Registration (if available), Bank solvency certificate, previous working experience with photocopy of work orders, and profile of the business organization.

Applications should be submitted to:

Email: cddjobsac@gmail.com

Deadline: 10/10/2026

Subject: *Consultancy for Review and Update of PSEAH Policy*

CDD reserves the right to contact shortlisted applicants for clarification, further discussion and/or negotiation of the proposed methodology, timeline and financial proposal.

Contact Address

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