

**TERMS OF REFERENCE
FOR
EXPRESSION OF INTEREST (EOI)**

DEVELOPING PASGR'S COMPREHENSIVE SAFEGUARDING POLICIES

1. Introduction

The Partnership for African Social and Governance Research (PASGR) is an independent, non-partisan Pan-African not-for-profit organisation established in 2011 and located in Nairobi, Kenya. Currently engaged in more than 26 African countries, PASGR works to enhance research excellence in governance and public policy that contributes to the overall wellbeing of women and men. In partnership with individual academics and researchers, higher education institutions, research think tanks, civil society organisations, business and policy communities both in the region and internationally, PASGR supports the production and dissemination of policy relevant research; designs and delivers suites of short professional development courses for researchers and policy actors; and facilitates the development of collaborative higher education programmes.

PASGR's vision is '*a vibrant African social science community addressing the continent's public policy issues*' with a mission of *advancing research excellence for governance and public policy in Africa* is delivered through three core programmes: Higher Education, Research & Policy, and Professional Development and Training.

PASGR is committed to safeguarding all its stakeholders (children, adults, and environmental and social sustainability) in its operations to meet its missions and vision. In this regard, PASGR has developed two policies, i.e. (1) Environmental, Social Impacts and Sustainability (ESIS) Policy which provides the framework for incorporating sustainability principles PASGR's operations; and (2) Safeguarding Policy, which sets out PASGR's approach and procedures to Safeguarding children and adults.

PASGR seeks a consultant to help the organisation review and consolidate these two policies and benchmark the consolidated version to international Environmental and Social Frameworks.

2. Scope of Works

The scope of work includes:

- i) Preliminary Review
 - Review available information related to PASGR's policies on Environmental, Social Impacts and Sustainability (ESIS) and Safeguarding.
 - Assess the extent to which elements of these policies are included and reflected in PASGR's programme design, implementation, monitoring and evaluation, and partnerships.
- ii) Policy and Gap Analysis and Recommendations
 - Assess the ESIS and the Safeguarding policies and identify any possible areas of improvement required;

- Conduct benchmarking with the World Bank's new Environmental and Social Framework (ESF) and policies from organisations similar to PASGR and suggest the most valuable areas to PASGR's work and stakeholders for consideration;
 - Merge the two policies into one comprehensive "Safeguard policy" for the organization.
- iii) Operational Procedures and Systems
- Assess PASGR's current operational procedures, roles and responsibilities of teams and stakeholders, and advise on the best practices and systems for implementing environmental and social safeguards in PASGR's programmes.
 - Review PASGR's current overall reporting, monitoring, evaluation and learning systems and advise on areas where safeguards may be integrated with programmatic activities.
 - Draft reporting templates for monitoring Environmental and Social impacts.
 - Advise on the inclusion of environmental and social safeguards in procurement procedures and enforcement of compliance
- iv) Analysis and recommendation of staffing resources, management and organisation:
- Recommend the human resources necessary to implement the recommended ESIS and Safeguarding systems and processes. This will assist PASGR in establishing budgeting requirements. Staffing requirements may be assessed as follows:-
 - How many person-days per year is PASGR likely to spend in each of the major ESIS and safeguarding stages (appraisal, implementation, M&E)?
 - What is the additional funding for ESIS mitigation measures needed to support this process?
- v) Project Budgeting Requirements
- Analyse PASGR's current methodology for calculating project budget requirements for E&S safeguards requirements. Recommend appropriate methodology for assessing Environmental and Social Impact Assessment (ESIA) and safeguarding budgeting requirements in PASGR programmes.
- vi) Capacity Building
- Undertake a capacity building/ knowledge session for PASGR's staff, management and the Board on Environmental and Social Safeguards in order to enhance their comprehension of the new policy and procedures.
- vii) Develop a guide for external partners/vendors:
- The guide will be used to educate external partners/vendors on how adhere to PASGR's Environmental and Social safeguard standards.

3. Core Deliverables

The consultant shall be required to produce the following reports to PASGR:

- i) An inception report with detailed scope of work and work breakdown schedule that outlines the work plan, timelines, milestones and deliverables;
- ii) Merged ESIS and Safeguarding Policy
Develop a single comprehensive policy that combines current PASGR's ESIS and Safeguarding policies;
- iii) ESIS Standards Guidelines

Generate recommendations of improvement to the ESIS policy and the operational safeguards procedures report. The report will also include a summary of the benchmarked organisations' standards and guidelines applicable to the PASGR context;

- iv) PASGR ESIS Safeguards Operational Manual
Development a summary of operational procedures, analysis and recommendation of staffing requirements and project budgeting requirements;
- v) Development of training materials for capacity building
The developed training materials shall be delivered to PASGR for its future use. The consultant is expected to conduct capacity building sessions with PASGR's staff, management and the Board;
- vi) A report on awareness/training of PASGR's staff, management and the Board; and
- vii) Develop a guide for PASGR external/suppliers use

4. Methodology

It is expected that the consultant will carry out a number of activities:

- i) Propose and design a mixed-method approach in responding to different deliverables of this assignment;
- ii) Undertake consultations with staff and stakeholders for improvements in line with international best practices;
- iii) Review current PASGR Environmental, Social Impacts and Sustainability (ESIS); and Safeguarding policies and make recommendations on areas that would require strengthening;
- iv) Analyse the new World Bank Environmental and Social Framework as well as other similar organisations' E&S policies and how and they can be applied in the PASGR context; and
- v) Deliver a presentation to PASGR on proposed systems and processes.
- vi) Conduct consultations with PASGR's staff members, donors and stakeholders.

5. Minimum Requirements and Competencies

- i) Advanced degree (Master's degree or equivalent) in international development, social science, environmental sustainability/Management. A background in Gender or Human rights will be an added advantage.
- ii) At least 7 years of experience in the following areas:
 - o Environmental and social safeguards, including environmental and social impact assessment and human rights.
 - o Providing guidance, quality assurance and support related to the implementation of safeguards.
 - o Experience in drafting environment and social safeguard frameworks.
- iii) Demonstrated experience in working with international NGOs with a bias in Africa is desirable
- iv) Demonstrated excellence in writing and communication skills, including presentations.
- v) Be familiar and networked with various donor organisations.
- vi) Excellent organisational and time management skills.

6. Supervision

It is expected that the Consultant will be self-motivated and able to work independently. **PASGR's Manager for Professional Development and Training** will provide joint supervision and support including facilitating a general induction to the work as well as access to relevant background documents, and relevant internal and external stakeholders. PASGR's Senior Management Team will provide overall guidance and support.

7. Timeframes

It is anticipated that the assignment will be completed within a total of eight to twelve (8-12) weeks from the date of the signing of the contract between PASGR and the Service Provider. All work must be completed by the **December 15, 2021**.

8. Response to the EOI

Please respond to this EOI with **not more than 15 pages technical and financial proposal (including all attachments)** to bids@pasgr.org by **12:00pm EAT Wednesday, September 29, 2021**.

The EOI proposal should cover:

- a) Your understanding of the assignment;
- b) Evidence of past work experience;
- c) A proposed approach and methodology for carrying out the assignment;
- d) Core team, responsibilities and level of effort;
- e) A detailed work plan, timeframes and milestones.
- f) A financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs for each task or element in the ToR.

Any inquiries can be sent to the same email and shall be collectively responded too **not later than Friday, September 24, 2021**.