



Terms of Reference (TOR)

Develop Manual to Prevent Sexual Exploitation and Abuse (PSEA)

August 27, 2021

I. Introduction

This TOR is prepared to initiate the development of Sexual Exploitation and Abuse (PSEA) manual for YMCA Ethiopia. The manual concerned with the protection from sexual exploitation and abuse of adults and youths. This includes direct or indirect beneficiaries of YMCA-Ethiopia, adults, and youths in the wider communities in which the organization work and those who come in contact with YMCA-Ethiopia or its representatives. It's known that YMCA-Ethiopia has a "zero tolerance" policy to sexual exploitation and abuse and it's extremely prohibited for any staff, partner, supplier, and beneficiary to engage in any form of sexual exploitation and abuse. YMCA-Ethiopia stressed that strategy to prevent and end sexual exploitation and abuse must include working with all genders particularly enhancing male engagement and promoting **transformative masculinity** becoming crystal clear.

Individuals, families, and communities benefit greatly from transformative masculinities. YMCA-Ethiopia must **integrate transformative masculinities** and challenge androcentric, patriarchal masculinity concepts which violate the full range of biblical, theological, and cultural concepts of what it is to be human.

Having a comprehensive Sexual Exploitation and Abuse (SEA) policy manual is critical for YMCA-Ethiopia as the guideline serves to identify sexual exploitation and abuse risk levels and determine any appropriate control measures to protect anyone within the organization and outside from any form of sexual exploitation and abuse. To this effect, our firm expressed its interest to produce Manual on Sexual Exploitation and Abuse (SEA) using our high level competency and experience in organizational health and safety.

II. Purpose of the Action

The major goal of this action is to produce a sexual exploitation and abuse policy manual to ensure that all participants in YMCA-programs are safe and not exposed to any threat or conduct involving sexual exploitation or abuse. The manual will also strengthen YMCA-Ethiopia's efforts to promote and integrate **transformative masculinity**, which is thought to place men in a key

position to address gender inequality and introduce respectful masculinities to the workplace and community.

III. Focus Areas of the Manual

- Organizational PSEA assessment
- Designating PSEA focal points
- PSEA-Recruitment and induction procedures, including screening
- **Transformative masculinity and Safe organizational culture**
- Carrying out a SEA risk assessment
- Raising awareness with volunteers, staff and communities
- Establishing a safe complaints mechanism for PSEA concerns
- Reporting PSEA
- Investigating and responding
- Providing care and support for PSEA survivors

IV. Deliverables and Work Steps to develop the manual

This TOR summarizes the key procedures to be followed to design and develop Manual on Sexual Exploitation and Abuse (PSEA). The manual development process will take 1 month.

Phase 1

- Conduct a comprehensive manual needs assessment and desk review.
- Identification of key partners, stakeholders and actors who have a stake in the development of the manual.
- Set up a manual development team

Phase Two

- Start the manual development
- Complete a front-end analysis
- Develop the contents of the manual
- Divide the Content of guide in to Chapters
- Select and prepare a Style
- Write the draft of the manual
- Edit the Draft manual and Conduct Usability Testing
- Finalize the front contents of the manual
- Finalize the manual by adding the Back Contents

Phase Three

- Expert review of the draft manual and incorporate the expert comments and suggestions.
- Conduct validation workshop with partners and stakeholders on the final draft of PSEA manual.
- Submission of the final draft to YMCA-Ethiopia.

V.The Evaluation will be based on the following

	Indicators	Quality Tiers
1.	Document	<ul style="list-style-type: none">• Renewed License• VAT/TIN certificate• Professional Diploma
2.	Capability / Experience in similar tasks	<ul style="list-style-type: none">• 10 years and above of experience• 5- 9 years• 3-4 years
3.	Technical proposal	<ul style="list-style-type: none">• Professional staffs• Organization experience on the field• Approach, methodology and work plan
4.	Recommendations	<ul style="list-style-type: none">• More than 6 letters• 3-5 letters• 0-2 letters

VI. Submission of Technical and Financial Proposal

The technical and financial proposal should include the following items:

- Background and need (a statement indicating what the producer hopes to mention)
- Budget breakdown for script writing, design, camera ready and printing
- Curriculum vitae of the producer and the staff and relevant work experiences
- Relevant licence for the production
- Samples of similar outputs

VII. Application Requirements

Interested Consultants/ Firms should submit or fulfil the following application requirements.

Expression of interest: Maximum of 1 page introducing the consulting firm with an expression of interest to carry out the work as described in this TOR and competency in similar works

Technical Proposal: This need to be detail including critical reflection on the TOR.

Financial Proposal: This has to include the detail breakdown of costs for each activity.

Deadline: 10 working days from this advertisement

Note: This task is very urgent and the organization encourages the contracting consultants to start the job immediately. The organization pays serious attention for the technical proposal and wide experience in the field.