

Terms of Reference

Developing the organizational capacity on Child Safeguarding for the Jerusalem Princess Basma Centre and three partner Community Based Rehabilitation Organizations in the West Bank.

Title of the project: Empowering Youth with Disabilities

Country of project implementation: West Bank and East Jerusalem

Organization Background:

The Jerusalem Princess Basma Centre (JPBC) is a charitable, non-governmental, non-profit organization that operates under the umbrella of the Anglican Episcopal Church of Jerusalem and Middle East. Established in 1965, JPBC provides comprehensive rehabilitation and inclusive education to children with disabilities from all Palestinian cities across the West Bank, Gaza and East Jerusalem. In 1993, JPBC was identified by the Palestinian Ministry of Health as one of the big four national referral centers for the rehabilitation of children with disabilities. JPBC is also a member of the East Jerusalem Hospitals Network, and it was also the first and only (so far) rehabilitation center in Palestine to receive the accreditation by the Joint Commission for International "JCI" for the quality health services provided at the Centre in December 2015.

JPBC works on the inclusion of children with disabilities through their medical rehabilitation and inclusive education. Our work is guided by the fundamental values expressed in the UN Conventions on the Rights of the Child and the Rights of Persons with Disabilities.

Who we serve?

JPBC serves all children with disabilities from the West Bank, Gaza and East Jerusalem and their family members in particular their mothers through the Mother's Empowerment Program. The ages of these children are from birth until 15 years old in the child rehabilitation center and from 3 years until 18 years in the Inclusive School. In addition to that, JPBC manages a vocational training workshop for adult persons with disabilities from the East Jerusalem area.

The children that receive services at the Child Rehabilitation Centre are children with Cerebral Palsy, Muscular Dystrophy, Delayed Development, Down Syndrome, visual and hearing impairments, and other forms of paralysis, Autism Spectrum Disorder (ASD) and Attention Deficit Hyperactivity Disorder (ADHD). JPBC treats around 800 children per year in the Rehabilitation Centre, provides education to around 500 children (33% are children with disabilities) at the Inclusive School, and 24 adults with disabilities at its Sheltered Workshop. JPBC has an outreach program that reaches and builds capacities of partner organizations across the West Bank and Jerusalem.

Purpose of the Consultancy:

The consultant will work with JPBC and 3 of our partner rehabilitation organizations in the West Bank to develop and strengthen organizational capacities on child/disability safeguarding and child rights protection. JPBC and our partner organizations serve highly vulnerable individuals and therefore, it is essential that systems, policies and procedures are put in place/strengthened to safeguard against harm through the delivery of services (intentional or non-intentional); and staff are aware and report on child rights violations in case these take place either at JPBC or outside JPBC.

Proposed Scope of work:

This consultancy is proposed to be implemented on two phases:

Phase I: Develop the organizational capacity Child Safeguarding at the Jerusalem Princess Basma Centre, which will include the following:

Step 1: Organizational Review/assessment

1. Develop and implement a base line study for JPBC child safeguarding.
2. Desk Review of existing internal and national/international policies, strategies and procedures, best practices in the area of child safeguarding and rights protection.
3. Conduct focus group discussions and interviews with key staff to gain more understanding of the current status.
4. Development draft situational analysis and provide recommendations for changes.

Step 2: Policy Development/ Training

5. Conduct child safeguarding and rights protection workshop with senior management (learning, capacity building and action planning).
6. Drafting for a child safeguarding and rights protection policy and procedures to be reviewed and approved by Senior Management Team.
7. Provide Training sessions for all JPBC staff members on child safeguarding policy and procedures.
8. Provide advanced on job training, coaching and supervision to JPBC child safeguarding focal points, and planning of policy implementation and internal monitoring to ensure to ensure compliance to policy and procedure.
9. Finalize policy and compliance strategy.

Phase II: Support 3 partner Community Based Rehabilitation Organization in the West Bank to become child safe organizations.

Step 1: Organizational Review/assessment

1. Implement a baseline study for the partner CBROs for child safeguarding.
2. The consultant should review assess the structure of the partner Community Based Rehabilitation Organizations (CBROs) on how to assess their compliance to the international standards on Child Safeguarding.
3. Together with the partner CBROs the consultant will develop an assessment plan and a checklist for each organization to assess their compliance to child safeguarding.
4. The consultant should produce a status update report reflecting the minimum standards of each CBRO on child safeguarding status

Step 2: Policy Development/ Training

5. The consultant will liaise with each CBRO for updates, coaching and supervision on the progress on their child safeguarding assessment status.
6. The consultant will review and give feedback to the status update reports to be provided by the CBROs.
7. Together with the CBROs the consultant should finalize the partner CBROs child safeguarding policies and/or strategies.
8. The consultant will provide training workshops for the partner CBROs to present the status of each CBRO and the workshop will be concluded with a plan for development for each CBRO. This could include a checklist, a strategy or a policy that each CBRO will work on.
9. Handover of coaching responsibility to JPBC staff.

Phase III: Measurement of Impact of Child Safeguarding for JPBC and the partner CBROs

10. Conduct annual meetings with CBRO and JPBC Focal Points and staff to assess implementation of policies, identify impact and lessons learned.
11. Provide report of findings, suggest modifications to policies and procedures and recommendations for continued growth

5. Proposed Time Frame:

Duration of assignment: One year starting September 1st, 2018

6. Qualifications of the consulting party:

JPBC seeks qualified independent consultant or a consulting firm with proven experience in the field of the sought consultancy.

7. Intellectual Property

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc.) belonging to the JPBC, which the consultant or the consultancy firm may come into contact with in the performance of his/her, duties under this consultancy shall remain the property of the JPBC who will have exclusive rights over their use. Moreover, all materials produced for JPBC by the consultant or the consulting firm will be the property of the JPBC who will have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of the JPBC in line with the national and International Copyright Laws applicable.

Application Procedure

Applicants are required to submit the following:

- A letter of Interest, stating why you consider yourself or your firm suitable for the assignment.
- Brief methodology on the approach and implementation of the assignment.
- Personal CVs
- Work references - contact details (e-mail addresses) of referees (firms for whom you've produced similar assignments).
- Technical proposal contains the following

- Methodology
 - Suggested list of resources for the desk review
 - Implementation plan.
- The proposals must be submitted in separate sealed envelopes (the technical proposal in one envelope and the financial proposal in another envelope) but both envelopes placed in one large envelope.