

TERMS OF REFERENCE(TOR)

About Hope Revival Organization (HRO)	<p>Hope Revival Organization (HRO) is a humanitarian, advocacy, non-profit organization dedicated to working with communities in order to overcome experiencing difficulty coping. HRO main priorities are aimed at improving access and availability of evidence-based, high quality and culturally sensitive mental health services and psychosocial support for populations affected by conflict and crisis in order to build sustainable local capacities and provide comprehensive, integrated and community based mental health services and psychosocial support activities that promote the resilience and overall wellbeing of vulnerable refugees, internally displaced people and host populations.</p> <p>We work on involving women, youth, and people with disabilities in economic, social, and civil activities in order to limit marginalization, violence and empower them by raising awareness for their rights.</p> <p>HRO focuses on community care by creating safe environments through increasing the quality of life, mitigating violence, opposing marginalization, and striving to eliminate poverty.</p>		
Scope of Service(including mission and goal):	<p>HRO has designed a Protection from sexual exploitation and abuse (PSEA) project that aims to prevent and reduce Sexual Exploitation and Abuse (SEA) risks and concerns in Northwest Syria (NWS) by increasing the access of affected communities to PSEA related knowledge and skills through multiple services including Mobile App for self-training and self-awareness that was already designed, in coordination with PSEA Network NWS, and that to be launched soon. HRO seeks to contract with an experienced consultant to design and develop additional topic/content, that can be added to SARA App (mobile-friendly) and also to develop other PSEA related contents that can be used as guidance notes and toolkits for the aid/humanitarian workers to be equipped with the needed tools and knowledge about PSEA.</p>		
Ref: NO:	TO-0007	Duration	4months
Title	PSEA Consultatnt	Location (Remotely or physically)	Remotely and physically
Service Details	Task/Outputs	Estimated duration to complete	Target due date
	Output 1	Developing contextualized content for an online "Sexual Harassment" training through SARA App with main interfaces and each one includes sub interfaces including narrative texts, scenarios, case study, videos, photos, and per-post tests.	(80 hours) in September 2021 20.09.2021
	Output 2	Developing awareness-raising topic (e.g. cyber sexual exploitation and abuse)	(40 hours) in September 2021 30.09.2021
	Output 3	Developing standardize PSEA toolkits (Awareness and M&E) Developing guidance notes on specific issues (reporting, complaints handling, evidence gathering, minimum standards for investigation, safe referral and victim's assistance)	(140 hours) one month and a half (October and November 2021) 15.11.2021
	Output 4	Reviewing the received comments on the developed contents and reflecting on the appropriate responses	(90 hours) one month and a half (November and December 2021) 31.12.2021
Minimum Qualifications of the Individual Contractor			
Qualification	University degree in law, Human Rights, International Relations, Political or Social Science or a related field from an accredited academic institution; Master's degree is an asset.		
Professional Experience	<p>A minimum of 5 years of relevant professional work experience in protection against sexual exploitation and abuse, including very good knowledge of the technical area.</p> <p>Experience in developing training materials that can be added to SARA App (mobile-friendly) and other materials that can be circulated as guidance notes and toolkits .</p> <p>Experience in conducting trainings.</p> <p>Experience working in Syrian context is an asset.</p> <p>Experience in capacity building and systems strengthening is an asset.</p>		
Other Competencies	<ul style="list-style-type: none"> • Time management (in managing deliverables); • Team management; • Professionalism, courtesy, patience; • Outstanding inter-cultural communication, networking and coordination skills 		
Language Requirement	Proficiency in English is required. Arabic is an asset and desirable.		
Supported Document(identified by service requester)	<p>Attendance sheet (hourly).</p> <p>training material (sexual harassment)</p> <p>Awareness material (cyber SEA)</p> <p>Guidance note, toolkit</p> <p>Final Achievement report</p>		
.Criteria for Evaluation of Level of Technical Compliance of Individual Contractor			
Evaluation Criteria		Obtainable Score	
1	Total Price/السعر الإجمالي	20%	
2	The ability to supply an invoice/القدرة على تزويد فاتورة	10%	
3	Certificates of experience related to the requested service/شهادات الخبرة المرتبطة بالخدمة المطلوبة	25%	
4	Certificates of academic qualifications related to the requested service/شهادات المؤهلات العلمية المرتبطة بالخدمة المطلوبة	25%	
5	Previous contracts with HRO or with other parties to provide similar services/العقود السابقة مع منظمة احياء الامل أو مع جهات أخرى لتقديم خدمات مماثلة	10%	
6	Payment method (cash or bank)/طريقة الدفع (نقدي او عن طريق بنك)	10%	
Total (out of 100%)		100%	
Payment Milestone			
The consultant will be paid on a lump sum basis (all-inclusive of expense relate to the above assignment including travels outside and inside the duty station) under the following installments.			
No	Outputs/Deliveries	Payment Schedule	
1	Payment upon Signing of Contract & Submission of Workplan	20%	
2	Upon satisfactory completion of deliverable 1 and 2	30%	
3	Upon satisfactory completion of deliverable 3	50%	
Total (out of 100%)		100%	

Applicants must fill the questionnaire based on a Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the individual provider's duty station) and any other applicable cost to be incurred by the service provider in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

Note: Only In the event of unforeseeable travel that is not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses will be paid from the service provider.

How to Apply:

• Hope Revival has a zero-tolerance regarding sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. HRO also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles

• Hope Revival is an Equal Opportunity Employer. Hope Revival considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable law.

• If you are interested to contract with HRO you should fill the following link: <https://forms.gle/y5MP4PcgCk7aSYte8> no later than **15th August 2021** (Turkey Time) clearly stating the title of service applied for and the reference number (Ref No). Any offers received after this date/time will not be accepted.

Service providers wishing to contract with the Hope Revival organization must submit the following documents at the minimum:

- 1- A copy of the company's license - for service providers in Turkey
- 2- A copy of the tax number of the company or the service provider - for service providers in Turkey
- 3- A copy of some of the previous contracts executed by the company or by the service provider - for service providers in Syria and Turkey
- 4- A copy of the recommendation letters for the institutions / organizations / companies or previously contracted parties - for service providers in Syria and Turkey
- 5- A copy of the ID card (except if the contractor is a company) - for service providers in Syria and Turkey
- 6- A copy of the bank account - for service providers in Syria (PTT account) and Turkey.
- 7-- Any other documents that can support the information presented above is considered an added value for evaluating the provider's service
- 8- Signed CV including names of at least 3 referees including contact information and cover letter in ENGLISH describing your reasons for applying and relevant qualifications

• Hope Revival thank all applicants; however, Kindly be informed that only winner provider will be contacted.

Human Resource Management	Form No	Sr-01
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