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TERMS OF REFERENCE

PSEA and Child Safeguarding individual Consultant

CONTRACT MODALITY:	**Individual Consultancy (National)**
DUTY STATION:	**Child Protection Section, UNICEF, Kigali, Rwanda Country Office,**
DURATION OF CONTRACT:	**6.5 months (office-based + travel)**

Purpose of Assignment

UNICEF Rwanda supports national systems and partners to prevent and respond to sexual exploitation and abuse (PSEA) and to ensure that children, families, communities and affected populations can safely access assistance, information, reporting channels and survivor-centred referral services. In public health emergencies, including Ebola virus disease preparedness and response, PSEA is a cross-cutting responsibility that must be integrated across coordination, case management, risk communication and community engagement, service delivery and monitoring.

The Rwanda Biomedical Centre (RBC) coordinates key technical areas of national public health emergency preparedness and response. UNICEF collaborates with RBC, the National Child Development Agency, relevant ministries, districts, the PSEA Network, United Nations entities, civil society partners and service providers to strengthen risk mitigation, reporting mechanisms, training, communication, referrals and accountability to affected populations.

This deliverable-based consultancy responds to a temporary six-month surge in specialized technical and coordination requirements linked to Ebola preparedness and approved related emergency PSEA commitments. The concentrated, time-bound outputs cannot be fully absorbed by existing staffing capacity without affecting ongoing programme delivery. The consultant will produce defined, reviewable technical products and will not replace staff functions, provide day-to-day operational support, exercise supervisory authority, represent UNICEF in decision-making, or manage UNICEF resources.

The assignment will support Ebola preparedness and only those broader emergency PSEA activities that are explicitly included in the confirmed Government–UNICEF workplans and eligible donor-funded commitments.

In addition, UNICEF Rwanda supports the strengthening of PSEA and child safeguarding systems across development and humanitarian programming. This includes support to government institutions, implementing partners and communities to strengthen prevention, reporting, referral, accountability, workforce capacity and safeguarding practices in UNICEF-supported programmes.

Scope of Work

Objective: Provide time-bound technical, coordination, capacity-building, communication and monitoring support to strengthen the integration of PSEA within UNICEF-supported Ebola preparedness and related emergency response programming.

With particular attention to priorities agreed between UNICEF, RBC and NCDA, the consultancy will focus on the following areas:

1. Coordination and mainstreaming: Review approved plans, workplans, indicators and reporting tools; prepare documented PSEA integration recommendations; develop agendas, briefing notes, minutes and an RBC action-

status matrix; and document decisions and follow-up from agreed technical sessions.

2. Risk assessment and mitigation: Apply or adapt approved tools to assess PSEA risks in selected programme and emergency settings; prepare a prioritized mitigation matrix with actions, responsible parties, deadlines and evidence; and provide documented recommendations on safe programme design, codes of conduct, personnel identification and safe recruitment.

3. Complaints, feedback and referrals: Map accessible, confidential and child-sensitive channels; prepare a gap analysis and improvement plan; adapt orientation materials on safe handling, consent, confidentiality, referral and non-retaliation; and monitor awareness without collecting identifiable case details. Any concern must be referred through authorized channels.

4. Capacity development: Adapt and contextualize existing approved UNICEF or inter-agency PSEA materials, including Kinyarwanda materials where required; prepare a training plan; facilitate agreed sessions; and submit attendance, pre/post assessment analysis and training reports. The assignment does not require the development of an entirely new curriculum.

5. Communication and community engagement: Adapt approved PSEA and safeguarding messages and materials; coordinate technical review with RBC and relevant UNICEF teams; document approvals and donor-visibility clearances; and implement an agreed dissemination, accessibility, reach and feedback monitoring plan.

6. Monitoring, reporting and knowledge management: Produce and update a deliverable-linked implementation and evidence matrix at agreed reporting points; submit concise monthly output summaries covering RBC-related outputs, progress against agreed RBC and partner action points, bottlenecks and recommendations; and produce a final results and handover package. These products are time-bound consultancy outputs and do not constitute responsibility for routine programme management.

7. Child safeguarding: Support the strengthening of child safeguarding policies, procedures, risk mitigation measures and awareness initiatives across UNICEF-supported programmes and partnerships, including the adaptation of approved safeguarding tools and guidance where required.

8. Partner capacity and systems strengthening: Support UNICEF Rwanda, Government and partner institutions to strengthen PSEA and safeguarding systems, including policies, action plans, monitoring frameworks, coordination mechanisms and institutional capacity for sustainable implementation and oversight.

This consultancy is a technical advisory and coordination role focused on systems strengthening, capacity development, risk mitigation, monitoring and institutional support. The consultant will not provide direct services to children, undertake case management, conduct interviews with children, or have unsupervised interpersonal contact with children during the course of the assignment. Field missions, training activities and coordination engagements under this assignment will be conducted with government counterparts, implementing partners and relevant institutions. Any interaction with community members will be for programme quality and accountability purposes and will not involve the provision of services, management of individual cases, collection of child-specific personal data, or direct responsibility for affected populations.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable	Estimated number of input days
Inception, mapping and prioritization	Accepted inception package comprising desk review, stakeholder/activity map, consultancy deliverable workplan, consultation schedule, initial risk and priority analysis, including a baseline assessment of PSEA integration across UNICEF-supported Ebola and wider humanitarian preparedness and response systems, prioritized mainstreaming gaps, coordination mechanisms, responsible stakeholders, agreed indicators and milestones for monitoring progress.	December 30, 2026	10
PSEA coordination and integration	(ii) UNICEF & RBC consolidated matrix of PSEA integration recommendations showing proposed action, responsible entity, deadline and evidence; (ii) at least one RBC-related technical review session with an accepted agenda and meeting record; and (iv) an updated RBC action-status matrix. The matrix will systematically assess and track integration of PSEA requirements within relevant emergency preparedness and response plans, coordination mechanisms, partner responsibilities, operational tools and monitoring arrangements.	January 31, 2027	15
Complaints, feedback and referral strengthening	At least one co-creation workshop completed with relevant emergency preparedness/response stakeholders and documented actions; (participant records	February 28, 2027	10

	and workshop report); contextualized orientation materials, accessible channel and referral map, gap and accessibility analysis, improvement plan, standard orientation note, and safe pathway-testing protocol.		
Capacity development	Accepted training package including role-based learning objectives, adapting and contextualizing existing approved UNICEF/inter-agency PSEA materials, with Kinyarwanda versions as agreed; approved ToT & PSEA Cascading plan; agreed sessions (ToT & cascading) completed; participant records; pre/post assessment analysis; and consolidated training report with at least 75% of participants demonstrating improved knowledge.	March 31, 2027	40
Community communication and monitoring	Communication and monitoring package comprising: (i) technically cleared PSEA and safeguarding messages/materials or an updated dissemination package integrated into existing emergency RCCE/community engagement mechanisms wherever appropriate; (ii) documented RBC and UNICEF technical review and required visibility clearance; (iii) an approved outreach and accessibility plan identifying audiences and channels; (iv) implementation evidence; and (v) a reach and feedback summary with findings and actionable recommendations.	April 30, 2027	30

Risk mitigation and programme quality	Accepted updated risk assessment using approved tools; prioritized mitigation matrix; monitoring findings; corrective-action status; and accepted input to the relevant programme or donor report, demonstrating systematic integration of PSEA risks and mitigation measures within humanitarian preparedness, response, partner monitoring and programme quality processes	April 30, 2027	25
Final results and handover	Handover package comprising: consolidated results report; deliverable/evidence index, including completed, pending and recommended follow-up actions; lessons learned; sustainability recommendations; organized handover files, demonstrating progress against the agreed baseline and indicators and the extent to which PSEA has been mainstreamed across relevant preparedness and response systems.	June 15, 2027	20

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Education:

- A university degree in one of the following fields is required: Social work, psychology, law, human rights, international development or any related field

Work Experience:

- At least five years of progressively responsible professional experience in PSEA, safeguarding, child protection, GBV, accountability to affected populations, humanitarian action, public health emergencies or a closely related field

Language requirements

- Fluency in English (verbal and written) required.
- Fluency in Kinyarwanda (verbal and written) required
- Knowledge of another language of the humanitarian operation or UN language, especially French, is an asset

Knowledge/Expertise/Skills:

- Demonstrated knowledge of child protection, safeguarding and survivor-centred referral systems is required.
- Familiarity with UNICEF Child Protection programming in Rwanda
- Familiarity with UNICEF Child safeguarding policy, UN policies and practices on protection from sexual exploitation and abuse (PSEA).
- Ability to work in a fast-paced environment, to meet deadlines, and to take initiative to troubleshoot and solve problems before they arise

Desirables:

- Prior experience supporting PSEA, child safeguarding, GBV, child protection or accountability to affected populations in emergency or humanitarian settings.
- Experience working with government institutions, UN agencies, civil society organizations or inter-agency coordination structures in Rwanda.
- Experience developing or adapting training, awareness-raising, communication or community engagement materials, including in Kinyarwanda.
- Experience conducting risk assessments, mapping referral pathways, preparing action plans, and documenting programme results.
- Knowledge of Ebola preparedness/response or public health emergency programming would be an added advantage.
- Strong writing, facilitation, coordination and reporting skills, including ability to produce concise technical products under tight deadlines.