**Ethiopia Program Gender, Child Protection, Disability and Safeguarding Audit.**

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| **Agency:** | Caritas Australia | **Location:** | Ethiopia |
| **Reports to:** | Caritas Australia: Praphulla  Partners: Caritas Ethiopia | **Contract Period:** | 15-20 days spread across 6 to 8 weeks’ time (TBC) |

1. **Introduction**

Caritas Australia has been supporting Caritas Ethiopia through Emergency Response program and this year beginning a new partnership through collaboration in long-term development Programs.

Caritas Ethiopia have been implementing Disaster risk Reduction and Social Development Programs for a long time and is operating in 16 dioceses and 56 congregations in Ethiopia. Its social development and support programs incorporate ranges of sectors such as Women, Child Protection, Family and Social rehabilitation, Education, Health Support, WASH, Emergency Food Security and Refugee matters.

This year (FY2022/23), Caritas Ethiopia is developing a new project: **Innovative Climate-Smart Livelihood Enhancement for Resilience Building Project (CLEAR)** with the support of Caritas Australia and xx new communities have been selected. The project has 4 expected outcomes:

1. The livelihood means of the targeted households are sustainably improved through innovative diversified interventions.
2. Increased access to the market network (system) to create a pro-poor market environment.
3. Improved sustainable access to safe water, sanitation, and hygiene (WASH).
4. Degraded Land and Forest are sustainably managed.

The Project draws on Caritas Ethiopia’s experiences of implementing resilience building projects over 10 years. Caritas Ethiopia and the participating new communities will establish partnerships with local agencies (especially with the Local District Governments) that complement and promote this. Focus of the program is on ensuring inclusiveness of the most marginalised in access to services and decision-making processes. Throughout the project, Caritas Ethiopia will be working in strengthening: the ability of the community to access services and service providers to address a wide range of development priorities as identified by the communities. The program design will continue to identify and include the most marginalised and will adopt strategies that promote gender equity, child protection, inclusion, and support to people living with disabilities. When developing the project design, partners will utilize the ranges of tools and approaches such as problem tree analysis, participatory rural appraisal, Asset Based Community Development and Strength-based Approaches, etc.

Through the project, the project communities will enjoy incremental access to set basic services so that by the end of the program period, they will have: access to clean reliable water; improved sanitation and hygiene (resulting in decreases in communicable diseases); have mastered better farming practices (including post-harvest produce handling and marketing) to increase food security; increase market access of the farm production increasing their family incomes; access to extension services; the most marginalised including women will participate fully in decision making processes; strong and functioning management organs will exist at community level (e.g. Water User Committees, Garden Committees, Irrigation Committees and other beneficiaries’ groups) and these will adhere to self-generated rules and regulations.

These benefits will be sustained through the improved provision of supports and services from Government; the building of the capacity of communities in various respects to address their own development needs; and the creation of strong community level structures. Additionally, Caritas Ethiopia will continue to influence policy makers at various levels in such areas as Disaster Risk Reduction and Resilience, food security, water supply and sanitation polices.

1. **Purpose and Objectives**

The audit will explore Caritas Ethiopia’s capacity and analyse gender, child protection and disability related strengths and gaps in XX new project communities (YY for each partner) to understand the current context and identify potential program activities and approaches to address challenges within these thematic areas. The audit and its recommendations will then lead to the formulation of a Gender, Child Protection and Disability Strategy in the new 5-year program design with dedicated gender, protection and disability trainings, technical assistance, and activities. It will also establish a proxy baseline against which progress and outcomes in this critical area of work can be measured. In addition, the Audit will also help to identify actions to build the internal capacity of partner.

In recent times safeguarding (Prevention of sexual exploitation, abuse and harassment and child safeguarding) has been an increasing area of focus for the international aid and development sector. Safeguarding should also be considered in this audit to understand and identify safeguarding related strengths, gaps and capacity building actions of partners. It will focus on three main areas:

1. Caritas Ethiopia’s organisational safeguarding policies, procedures, and approaches
2. Gauging staff knowledge and skills on safeguarding order to identify areas for capacity building
3. How safeguarding is incorporated into programming and communities’ engagement and awareness activities.

**The Objectives of the Gender, Child Protection and Disability Audit**

|  | Community Level | Project Level | Organisation Level |
| --- | --- | --- | --- |
| Overarching Objectives | * Determine community members’ perceptions of gender, child protection and disability and how they may differ between different groups. (i.e., men women, young and old). * To understand the potential impact of the project activities that may positively address gender, child protection and disability challenges. within the communities. * Determine the communities understanding of safe and dignified programming . | * To identify strategies/interventions to ensure the inclusion and meaningful participation of marginalised groups (women, girls, children, people with disability, etc) in our program, as well as in community life in general. * To provide recommendations for the formulation of a Gender, Child Protection and Disability Strategy for the new 3-year program design. * To identify project activities that will support safe and dignified programming. | * To understand staff skills, knowledge and perceptions on gender equality, child protection, disability inclusion and safeguarding to inform capacity building initiatives. * To review the policies, tools, templates, and resources that Caritas Australia Partners have that supports gender equality, child protection, disability inclusion programming and safeguarding against best practice minimum standard and how they can be utilized. * To make recommendations for how these approaches could be strengthened. * To map and place recommendations for capturing best practices and leveraging Gender, Child Protection and Disability support capacity and capabilities across the available stakeholders. |
| Gender | * To understand current perceptions of gender roles, responsibilities and rights in the participating communities (including in respect to division of labour, decision making, representation, relationships, safety and gender-based violence, and opportunities). * To understand the drivers of gender inequality and identify the key gender issues within target communities. * To determine good practices within the community that provide spaces and opportunities for the meaningful participation of women and girls. * To determine what strengths and capacities and mechanisms exist in communities regarding Gender mainstreaming and development. | * To better understand how gender and power dynamics can impact on the Integrated Rural Development Program's priority sectors of water and sanitation, and food security. * Recommend specific actions which can be undertaken within the project at the community level to redress gender inequality and build on strengths. | * To understand staff attitudes, perceptions and knowledge of gender equality issues, and of how Caritas Australia Partners approaches to gender equality and culture. * To outline how Caritas Australia Partners addresses gender across the organisation; including the existence and utility of gender tools, policies and training. * To recommend specific actions which can be undertaken within organisations to strengthen staff knowledge and improve gender equality. * To map and place recommendations for capturing best practices and leveraging Gender support capacity and capabilities across the available stakeholders. |
| Child Protection | * To determine the situation of children’s wellbeing in communities; including what the current challenges and risks are to their protection. * To understand attitudes amongst men, women, boys and girls about child protection and whether there are helpful or harmful attitudes to children’s’ wellbeing. * To determine what strengths, best practices and capacities and mechanisms exist in communities regarding child protection. | * To better understand child protection concerns or risks in relation to the Integrated Rural Development Program’s priority sectors of water and sanitation and food security. * Recommend specific actions which can be undertaken within the project at the community level to promote child protection, ensure the participation of children in decision-making and build on strengths. | * To understand staff attitudes, perceptions and knowledge of child protection issues, and of existing child protection/ safeguarding systems. * To outline how Caritas Australia Partner addresses child safeguarding across the organisation ensuring they meet good practice standards (CI and CA); including the existence and utility of child protection tools, policies and training. * To recommend specific actions which can be undertaken within Caritas Australia partners to better improve child safeguarding and protection. * To map and place recommendations in capturing best practices and leveraging Child Protection support capacity and capabilities across the available stakeholders. |
| Disability | * To understand the strengths, attitudes, challenges and barriers that people with disability face in maintaining their wellbeing, safety and inclusion within the communities (men, women, boys and girls). * To determine what strengths and capacities exist in communities to ensure the inclusion of people with disability is meaningful engagement to understand the current strengths and gaps in staff skills and knowledge in Disability. | * To better understand barriers, opportunities and risks in relation to disability within the Integrated Rural Development Program’s priority sectors of water and sanitation and food security. * Recommend specific actions which can be undertaken within the project at the community level to promote disability inclusion and protection, ensure the active participation of people with disability in decision-making and build on strengths. | * To understand staff attitudes, perceptions and knowledge of disability and of existing approaches to disability inclusion; including analyzing disability inclusion in the workplace and recommend specific actions, where needed. * To outline how Caritas Partners addresses disability inclusion across the organisation; including the existence and utility of Disability tools, policies and training. * To map and place recommendations in capturing best practices and leveraging Disability support capacity and capabilities across the available stakeholders. |
| Safeguarding | * To understand the context within the communities that may increase the possibility of sexual exploitation, abuse and harassment of children and others by Caritas or stakeholder staff. * To determine appropriate activities/actions that will help inform communities or the expected obligations of Caritas and stakeholder staff and appropriate reporting mechanisms. | * To better understand what safeguarding risks, arise or are exacerbated as a result of program initiatives. * Recommend specific actions which could be undertaken within the project at the community level to ensure awareness of SEAH and to develop appropriate reporting channels that align with the Caritas Australia Partners feedback and complaint mechanisms. | * To understand staff attitudes, perceptions and knowledge of safeguarding. * To review the policies, procedures and safeguarding practices of Caritas Australia partners against minimum standards (CI and CA). * To recommend specific actions which can be undertaken within Caritas Australia Partners to further strengthen safeguarding. * To map and placing recommendations for capturing best practices and leveraging safeguarding support capacity and capabilities across the available stakeholders. |

1. **Roles and Responsibilities**

**Consultant**

A consultant/s will be engaged to develop and administer this review and will be required to submit an expression of interest in undertaking the review.

The appointed consultant/s will work directly with Caritas Ethiopia in:

* finalizing the review methodology and tools
* implementing the review activities and liaising with key stakeholders,
* finalising the report and recommendations.

**Caritas Ethiopia**

As the subject of the review will be closely consulted on the review and will be engaged in approving the review methodology and survey questions. Caritas Ethiopia (partner) will also work with the consultant on developing safe processes for the role out of the review, understanding review limitations and obligations of confidentiality and data protection and safety of participants.

The partners will also provide the consultant with respective referral information for each village in case of disclosure of abuse, violence or other matters that would require referral to a support agency. Addental details of who and how to report an allegation against a Caritas staff member or volunteer will also be provided to the consultant and the communities.

At the completion of the review, key leaders of the partners will participate in the feedback workshop/meeting together with the consultant, and Caritas Australia in which the findings and recommendations will be presented and discussed.

**Caritas Australia**

Will provide funding for the review and provide technical oversight as required. Caritas Australia will liaise with all those engaged in this review and participate in the feedback workshop/meeting. Caritas Australia will also work with the partner (Caritas Ethiopia) to implement recommendations moving forward.

1. **Audience**

The gender, child protection and disability audit will be commissioned by Caritas Australia in partnership with Caritas Ethiopia. The primary audience for the audit will be Caritas Ethiopia. With the information to the partner and consent, Caritas Australia may share the results from this audit with relevant and interested stakeholders including Government and other CI partners. The Partners will also share the results to the XX communities (YY for each partner) and stakeholders involved in the audit including local government.

1. **Methodology**
2. **Desk Review**

* A review of key documents and data pertaining to Caritas Ethiopia, the projects and the community including: The first stage of the audit will require a comprehensive review of pre-existing data on gender, child protection and disability to ensure there is not excessive duplication in data collection.
* Assess the Organisational Policies (gender, child protection, child protection code of conduct, prevention of sexual exploitation, abuse and harassment and Disabilities Inclusion Policies and procedures and other protection documentation) according to the CI management standards and other tools.
* Literature review and research on the social and cultural context as it relates to gender, child protection and disability in the program areas.

1. **Risk Assessment**

The consultant in consultation with Caritas Ethiopia and Caritas Australia should provide a risk mitigation strategy detailing how they will address any risks in conducting this audit. Areas of concern include:

* Creating safe spaces for community participants during the audit (e.g., women may be interviewed separately to men, with a female interviewer, in a safe location)
* Actions and processes are outlined if information is disclosed that required reporting or referral (i.e., disclosure of abuse – who to report and how)
* How questions will be asked indirectly to ensure that no harm is created.
* Ensuring all participants including community members and staff are aware of the audit, how information will be used, expected behavior of staff and how to report concerns about staff.
* All participants can participate freely, and the consent processes is documented
* Alternative activities and procedures to minimise the risk of COVID 19 transmission
* How personal data will be collected and stored (if collected)
* A detailed referral map outlining specific referral mechanisms (including address or phone numbers) should anyone become distressed during the data collection process or need further assistance.
* Details of how referral mechanisms and avenues for feedback and complaints have been developed.
* Details of the consent process in asking community members to participate.
* Backup plan if it is inappropriate to do community interviews/questionnaires due to COVID and/or other reasons.

1. **Field Review**

After reviewing the documentation and the Objectives Matrix, a Data Collection tool for community and staff should be formulated and submitted to Caritas Australia and Caritas Ethiopia for review.

Once the data collection tool is finalised, the team that also includes Caritas Ethiopia staff (as relevant), will receive training, and will then conduct a situation analysis of gender, child protection and disability in each project location:

**At each project site, conduct the following:**

* Questionnaire – households survey (at least 200 total including women, and people living with disabilities and/or their carers); 50 in each village.
* Key informant interviews (male and female, and children at each site – care should be taken to interview a variety of informants, including village leaders at different levels and communities who practice different marriage systems)
* Key informant interviews with institution leaders from the organizations directly/indirectly related to Gender, Child Protection, Disability and Safeguarding.
* Focus group discussions (with at least one group of males, one group of females and one group of children/youth at each site.

**D. Organisational Review**

After having reviewed the relevant organisational documentation, conduct semi structured interviews and surveys with staff to determine skills, strengths, gaps and experience. The staff survey will also look at organisational culture, staff perceptions and attitudes on gender, child protection, disability inclusion and safeguarding.

**E. Analysis of data**

The consultant should submit for review a detailed outline of the methodology and tools they will use to synthesise and analyze the data collected.

The final document should consist of four sections – 1) gender audit, 2) child protection audit, 3) disability audit and 4) Safeguarding.

1. **Profile of the Gender, Child Protection and Disability Team**

The gender, child protection and disability audit will primarily be conducted by an external consultant, contracted by Caritas Australia. Appropriate Caritas Australia and partner staff will also form part of the gender, child protection and disability audit team. It is essential that the consultant and team work closely with local staff from each of the respective areas.

**The external consultant will be selected based on the following skills and experience:**

* Extensive experience in conducting gender, child protection and disability audits and developing gender, child protection and disability strategies preferably in Country Excellent understanding of context specific gender, child protection and disability issues, approaches and developments.
* Preferable having local language knowledge and skills (Amharic and other local language in project locations)
* Experience in conducting and facilitating interviews, focus groups and meetings.
* Strong analytical and report writing skills. Please note that the consultant (applicant) will be asked to submit copies of previous reports that they have written.
* Experience working with church-based partners, preferably within the Catholic context.
* The ability to communicate with diverse groups of people respectfully and effectively, including children.
* Ability to travel and work in remote locations, following the guidelines of the Governments Covid-19 and security requirements.

**COVID 19 Requirements (if relevant)**

* Partner staff, the consultant and those involved in the audit will wear Protective Physical Equipment (PPE) to ensure protection of contracting Covid-19.
* Partner staff will ensure social distancing of 1.5 square meters as per covid-19 guidelines.
* The Partner will restrict gatherings of less than 50 people following Covid-19 guidelines (as relevant).

1. **Expected Deliverable**

Prior to the field analysis, the external consultant will submit a draft implementation plan, including the risk mitigation strategy, data collection tool with details of questions to be asked, copies of the draft questionnaire and how long will be spent at each field site, for review by Caritas Australia and caritas Ethiopia staff. The consultant will also need to submit a data analysis methodology plan indicating how data will be synthesized and analyzed.

A draft gender, child protection and disability audit report will be submitted to Caritas Australia and partners within two weeks of the conclusion of the field visits. As mentioned above, this will enable verification and clarification of information prior to the finalisation of the evaluation report.

A final gender, child protection and disability audit report submitted to Caritas Australia and partners within four weeks of the conclusion of the field visits. For details of what is to be included in the final gender and child protection audit report, refer to Annex 1.

The final gender, child protection and disability audit report will include three separate sections on gender, child protection and disability including:

* An executive summary and overall recommendations
* Key findings on each area of inquiry (e.g., relevance, verification of program delivery) and an analysis of these findings
* Successes/failures and the reasons for these
* Lessons learned
* Specific recommendations on any aspect of the program, its planning, implementation, management, coordination, and other related factors. This will also identify the people responsible for implementing these recommendations.
* Specific and exclusive recommendations for each partner and program (i.e., separate reports or clearly distinct sections)
* Appendices of statistical data, participant testimonies, case studies, photos etc.
* Field work

Submission of draft Gender, Child Protection and Disability Audit within 2 weeks of concluding field visit.

Submission of final Gender, Child Protection and Disability Audit report within four weeks of concluding field work. An extension of 2 weeks has been agreed upon in case of a delay.

1. **Logistical Support**

The following support will be provided to the consultant:

* Program and partner documentation (including program designs, progress reports, monitoring trip reports) will be provided to the consultant.
* Transport, accommodation, meals and other logistical coordination if needed in collaboration with Caritas Ethiopia and in consultation with the consultant and Caritas Australia (if relevant).
* Interviews and meetings with program participants, staff, and volunteers will be coordinated by Caritas Ethiopia in consultation with the consultant, and Caritas Australia.

1. **Submission of EOI and Additional Information**

A short expression of interest is required to describe the candidate’s experience in relation to this Terms of Reference and the following:

* A curriculum vitae with two references
* A proposal outlining:
  + Technical Proposal: The proposed approach and methodology for the consultancy,
  + Financial Proposal: Proposed Budget – including daily rate and all costs in relation to travel, meals, accommodation and other expenses related to the consultancy, and
  + Availability (available months/year) to undertake the consultancy.

Applications are to be sent at Caritas Australia at [jobs@caritas.org.au](mailto:jobs@caritas.org.au) or to Praphulla Shrestha at [praphulla@caritas.org.au](mailto:praphulla@caritas.org.au) and Partner contact.

1. **Payments and Other:**

Payment will be on submission of tax Invoice on delivery against milestones in multiple tranches and will be listed in the task agreement document. No additional payments will made other than mentioned in the task agreement.

All equipment and materials required for the assignment are to be provided by the contractor except where otherwise indicated in the Terms of Reference above

Caritas Australia may request written evidence of necessary insurance (including workers’ compensation), superannuation, and taxation prior to commencement of the assignment.

1. **Caritas Australia Commitment to safeguarding and diversity.**

**11.1 Our commitment to safeguarding**

At Caritas Australia, we recognise the personal dignity and rights of all people, especially children and vulnerable adults towards whom we have a special responsibility. If you are offered this position, you will be required to undergo relevant background checks, including police and reference checks.

You will also be required to sign our Code of Conduct, which includes a section on Professional Behavior Standards for the Protection of Children and Vulnerable Adults, as well as to abide by our safeguarding policies.

**11.2 Our commitment to diversity**

At Caritas Australia, we support an inclusive and diverse workforce. In particular, we encourage Aboriginal and Torres Strait Islander applicants for all advertised positions.