

# REQUEST FOR QUOTATION PSEAH STUDY

## TERMS OF REFERENCE

*Date: 12May, 2021*

### 1. Issue:

Japan Quality and Accountability Network (JQAN), a network of like-minded humanitarian and development practitioners in Japan, was formed in 2015 to promote and advocate humanitarian core principle for the humanitarian aid community and partners with the objective to improve the quality and accountability of humanitarian assistance for the people suffering and damage caused by natural disaster and manmade crisis. Japan NGO Center for International Cooperation (JANIC) serve as JQAN's secretariat.

More information on JQAN and JANIC can be found at below.

<https://jqan.info/english/>

<https://www.janic.org/en/>

<https://spherestandards.org/organizer/quality-and-accountability-network-japan-jqan/>

To meet the objective, JQAN has participated in consultation process of CHS drafting and Sphere revisions, attending networking opportunities organized by CHS Alliance and Sphere, translation of latest edition of major standards, and implementing regular trainings to Japanese practitioners and government officials.

As part of pursuing its mandate, JQAN has recognized PSEAH (Protection from Sexual Exploitation, Abuse and Harassment) as one of important topics for Japan based NGOs, Government of Japan and other key partners. To enhance awareness and capacities to respond to SEA and SH accordingly and support for the partners to create enable environment to protect rights of recipients.

In this context, JQAN has decided to conduct a study on PSEAH to gain a comprehensive understanding of how JQAN in partnership with member NGOs and key partners should work on the issues related to PSEAH. The study also will enable the JQAN to learn about the issues concerning and the challenges, which will help JQAN to make appropriate action points to follow up.

### 2. Purpose:

The purpose of this request for proposals is to solicit competitive offers for the provision of research and analysis service for JQAN to promote advocacy and training on the topic of PSEAH among Japan based NGOs and donor agencies.

JQAN is seeking for either individual or firm/institutional consultant to review previous and on-going PSEAH experiences, practices and tools used by the partners outside of Japan. Based on the study outcomes and findings, the consultant is expected to draw key lessons learned, to analyze challenges and opportunity to suggest JQAN in order to develop a comprehensive training package on PSEAH for Japanese NGOs and its partners.

The main objectives of this study are;

- To collect and review the ongoing PSEAH experiences and the practice of NGOs in countries of choice. NGOs could be either local NGO or branch office of INGOs.
- To analyze the existing practices to suggest action points for Japanese NGOs to introduce measures related PSEAH as part of raising quality and accountability of projects.
- To provide analysis of existing practices on training of PSEAH to management level and recipient community which JQAN can use to develop training modules.

### 3. Scope of Services

The study has two components: (i) Policy and implementation analysis and (ii) Training Modality. The two linked components should run concurrently and the selected consultant is expected to conduct activities as described below:

Note: Consultant is requested to select 2(two) countries where Japanese humanitarian assistance is actively provided in their proposal.

#### Component A: Policy and implementation Analysis

- \* Review national legal systems and penalties related to PSEAH in the country concerned
- \* Review policies on PSEAH adapted by the major donors and development/humanitarian partners include, but not limited to UNICEF, UNDP, UNHCR, governments of UK, USA, Australia and Korea, supporting NGOs working in the country concerned,
- \* Draw examples of actual measures taken by NGOs (policies for preventing the occurrence of specific PSEAH incidents, rules and methods of investigation, claim policy, internal training, segregation, coping mechanisms for victims and related persons (staff, community etc),
- \* Desk study on any support systems related to PSEAH (introduction support, reporting system, investigation, victims/survivors support, etc.) provided by local NGO umbrella organizations/networks in the country concerned,
- \* Key informant interview with individuals or staff of organizations/agencies who are positioned to observe the PSEAH policy and actions of NGOs, such as umbrella organizations/networks, UN agencies and researcher/academia,
- \* Analyzing the findings and to identify gaps and opportunities to make suggestions for JQAN to follow up action points,
- \* Provide technical and advisory assistances for JQAN to formulate advocacy papers s for Japanese NGO sector and donor agencies.

#### Component B: Training Modality.

- \* Desk study on the best practices and good examples on PSEAH training modules (for awareness raising, and for capacity building of individuals and organisations) adopted by NGOs, especially for management level and recipient community.

\* Key informant interview with relevant partners including, but not limited to, NGOs, multiple/bilateral support agencies, academic institutions, who are actively involved in capacity buildings/training activities in relation to PSEAH,

\* Analyzing the findings and to identify gaps and opportunities to make suggestions for JQAN to follow up action points,

The consultant will closely collaborate with JQAN Steering Committee on research data, developing tools, selection of sample organizations, data presentation and study reporting formats.

#### 4. Methodology and Implementation Arrangement

The consultant should ensure that relevant partners are given the opportunity to contribute to the study, through meetings, interviews, briefings and dissemination activities. In context of Covid19 pandemic, the consultants are recommended to adopt remote methodologies for data collection like desk review, online meetings, phone survey and remote key informant interviews to ensure the safety of the both interviewer and interviewee.

The consultant will work closely with designated JQAN officer and provide an update on a weekly/bi-weekly basis by email with regards to progress to ensure effective communications to meet objective.

For all tasks specific tools and templates will be developed and agreed to between JQAN and the consultant following signing of the contract. It is expected that the reports provided by the contractor will adhere to the agreed upon templates. For all remaining tasks, general approaches will be developed and agreed to between JQAN and the consultant, upon signing of the contract. The reporting language will be English and it is expected from the consultant to be fluent in writing and speaking.

#### 5. Expected Outputs and Deliverables

The consultant will work under overall guidance of JQAN designated officer and expected to deliver following major outputs;

- Inception report within 5 days after the inception meeting with a detailed Work Plan and a monitoring plan including final concept of the methodology, data collection tools (survey), and sample selected NGOs and key informants along with the selection strategy and list of data to be collected;
- Final study report, as per the agreed format, containing timely, relevant, and verified information to JQAN.
- Raw-data collected during the contract period.
- Online dissemination workshop conducted to share the findings and recommendations of the study

#### 6. Expected Schedule and Consultancy Duration

The below table shows the tasks and suggested the number of days per task. The tasks and days can be revised according to the suggested methodology by the consultant. It is expected the Study Report to be finalized and submitted by end of August 2021.

Task	Activity	Days	Due Date (tentative)
1	Inception Meeting	1	June 21
2	Inception report (Revision of work plan based on inception meeting)	5	June 30
3	Data Gathering	22	July- August
4	Report writing	5	August 15
5	Dissemination workshop	2	Between August 25-31
6	Finalized study report		End of August
All		35	June 2021- August 2021

## 7. Questions and Clarifications

If JQAN, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the RFQ, such information will be communicated simultaneously in writing to all the bidders. Bidders may submit questions in writing to the following address by email before the deadline.

Contact Person:

Name / Surname	Title	E-Mail Address
Sawako Matsuo	Manager	<a href="mailto:qa@janic.org">qa@janic.org</a>

Any explanation or amendment to be made regarding the RFQ shall also be shared with all applicants simultaneously. Bilateral negotiations will not be held with the institutions applying during the process.

## 8. Meeting with the Interested Consultants

Clarification meetings/calls can be held with the interested consultants during the RFQ Process.

## 9. Eligibility Documents Required for the Consultants

The RFQ is open for either individual or farm/institutional consultant. The required documents are listed below for the interested individuals and companies separately.

For Individual consultant:

- CV including detailed information on the capacity of the individual and services provided on similar consultancy work on PSEAH (such as list of projects, clients and etc.)
- Select 2(two) countries which applying consultant plan to conduct survey with the reason of choosing or added value.
- Quotation (VAT tax included) and payment conditions.

For Farm/Institutional consultant:

- Valid Company Registration Documents
- Company Profile Document providing detailed information on the capacity of the company and services provided on similar consultancy work (such as list of projects, clients, number of offices, full/part time staff, experts, surveyors and etc.)

- Sample Study Report (please remove all related information to make it anonymous)
- Company Reference File
- Technical Proposal (Select 2(two) countries to conduct survey in and plan work and time schedule. Please also provide CV of key staff who will take part at the study.)
- Quotation (VAT tax included) and payment conditions.

#### 10. Period of validity

The validity period of the quotations shall be at least 30 calendar days from the date of submission. The bids which has shorter period of validity will not be taken into account.

#### 11. Currency of Quotation

The amounts quoted in the offers given by the companies are required to be written in JPY or USD.

#### 12. Language of offers and procedure

The proposals and all other related documents shall be written in English.

#### 13. Alteration or withdrawal of tenders

Bidders may not alter or withdraw their tenders after submission.

#### 14. Submission of Proposals

Interested Individuals or Companies/Organizations shall provide a quotation along with the information and documents by 31 May, 2021. The documents shall be in PDF format and signed by the authorized person. All the documents shall be in a zipped file and shall be send to the following e-mail address;

Name / Surname	Title	E-Mail Address
Sawako Matsuo	Manager	<a href="mailto:qa@janic.org">qa@janic.org</a>