

Safeguarding Policy Suite Development Consultancy

1. ABOUT Mary's Meals

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| <p>1. Background</p> | <p><u>Overview of Mary's Meals</u></p> <p>Mary's Meals' vision is that every child receives one daily meal in their place of education and that all those who have more than they need share with those who lack the most basic things. Working together with those who share our vision, we believe there is no good reason why this cannot be realised.</p> <p>Background and overview of the engagement.</p> <p>MM is committed to safeguarding everyone that the organisation engages with including children that benefit from feeding programs across the world, adults at risk/ people we serve, board members/ representatives, volunteers, employees, contractors and everyone that interacts with Mary's Meals International as it delivers its mandate. We maintain the highest standards on safeguarding, built around a survivor-centred approach, and an organisational culture that strives to prevent abuse.</p> <p>MM recognises that embedding organisational safeguarding is a long-term journey and is a reiterative process. This process commits the organisation to a process of continual improvement of standards to ensure that all reasonable steps are taken to prevent abuse and harm from occurring, and to ultimately respond sensitively but robustly to each occurrence.</p> <p>MM has a Safeguarding Children and Vulnerable adults' policy in place that informs interventions to ensure no child/ adult at risk is harmed in the course of delivering our mandate.</p> |
| <p>2. Purpose</p> | <p><u>Reason for the consultancy</u></p> <p>Mary's Meals seeks to engage a consultant to support the organisation in strengthening the safeguarding policy</p> |

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| | <p>suite and procedures in the organization, with a view to reviewing and updating available policies and procedures. This is to ensure that MM meets the highest standard in safeguarding of project participants and organizational representatives.</p> <p>The purpose of this assignment is to prepare a Safeguarding Policy suite to include; Safeguarding policy, PSEA Policy, Anti- bullying and harassment Policy, Confidentiality Policy, Complaints Management Policy and related procedures for Safeguarding of Children, and Adults at Risk of harm. The overall objective is to produce a policy suite and related procedures (to ensure full implementation of the policy suite) that are binding for all MM representatives including staff members, Board members, volunteers, interns, consultants and other collaborators ensuring effective protection of children and adults at risk by clearly defined steps, responsibilities and roles in reporting of such violations.</p> <p>The Policy suite must provide a comprehensive framework for protection of all children and vulnerable adults involved in the MM activities, projects and programs and contribute to the strengthening of the protection of children and adults at risk in the community.</p> <p>In order to make this Safeguarding policy suite accessible to children and staff and volunteers at all levels, the Policy should be friendly to all MM project participants.</p> |
| <p>3. Scope of Work</p> | <p>Assignment objectives, activities, and outputs</p> <p>The primary responsibility of the consultant will be to develop a safeguarding policy suite and related procedures that will ensure full implementation of the suite in line with good practice in the sector.</p> <ul style="list-style-type: none"> • Desk review of current and existing safeguarding and Code of Conduct documentation to become familiar with existing operational documents including policies i.e safe recruitment and procedures within the organization. • Conduct key informant interviews/ joint sessions with key organizational representatives to get an |

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| | <p>overview of existing gaps in policy and procedures across the organization.</p> <ul style="list-style-type: none"> • Map out and present existing gaps and schedule an inception meeting with MM representatives to share consultant’s understanding of the ToR and provide a suggested framework that will ensure the targets are met within agreeable timelines. • Develop a work plan outlining when key milestones for each policy will be developed alongside implementation procedures. • Develop an outline of each policy with standards clearly articulated to be discussed in a workshop with MM. • Develop best practice safeguarding procedures/SoP/guidelines for consideration by MM to enable contextualisation and ensure full implementation of Safeguarding Policy Suite. <p>The consultant will report regularly to the Global Safeguarding Lead and MM People Director.</p> <p>Timeline: Level of effort and time frame for assignment:</p> <p>Time frame for assignment: 30th September to 30th November 2022.</p> <p>The safeguarding Policy suite full versions must be developed within the context of international best practices, donor guidelines, Scottish/ UK Law and any other relevant regulatory guidelines.</p> <p>The policy suite should be submitted in English.</p> |
| <p>4. Safeguarding Children and Vulnerable Adults policy</p> | <p>The consultant must read, sign, and adhere to the MM Safeguarding Children and Vulnerable Adults Policy.</p> |
| <p>5. Contractor requirements</p> | <p><u>Contractor requirements:</u></p> <ul style="list-style-type: none"> • Demonstrated up to date understanding of International Safeguarding Standards. |

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| | <ul style="list-style-type: none"> • Working knowledge of child protection/safeguarding strategies and initiatives. • Experience of developing high quality child protection/safeguarding policies and procedures suitable for global audiences. • Demonstrated up to date understanding of Safeguarding Due Diligence guidelines for major donors. • First rate analytical skills. • Excellent time management skills able to meet tight deadlines. |
| <p>6. Application Requirements</p> | <p>Interested candidates to submit their proposals to jobs.mmi@marysmeals.org with the subject line 'Safeguarding Consultancy' by the 19th of September 2022.</p> <p>The consultant to share</p> <ul style="list-style-type: none"> • Narrative expression of interest • Financial proposal • Outline of timeline for delivery of the assignment to completion. |