

TERMS OF REFERENCE FOR A CONSULTANCY WORK ON CAPACITY BUILDING FOR CCARDESA SECRETARIAT ON SEXUAL EXPLOITATION & ABUSE, AND SEXUAL HARASSMENT

1. BACKGROUND

The Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA) was established by the Southern African Development Community (SADC) in 2010 to coordinate agriculture-related research and development programs across 16 SADC member states. Its specific mission is to set the regional research and development agenda, mobilize resources, support capacity development, foster collaboration, and disseminate agricultural information and knowledge among SADC member countries. Since its establishment, CCARDESA has actively coordinated and supported the implementation of programs aligned with member states' regional integration aspirations. CCARDESA's interventions in the agricultural sector have been guided by the priorities and strategies of SADC countries.

Among the programmes currently being coordinated by CCARDESA are the Agricultural Productivity Programme for Southern Africa (APPSA) which has carried out various field experiments to generate technologies that can improve the resilience of agricultural production systems; the Food Systems Resilience Project (FSRP), aiming at increasing the resilience of food systems to reduce the impact of climate change on farming systems and food insecurity; the Accelerating Impacts of CGIAR Climate Research for Africa (AICCRA) which helps deliver a climate-smart African future driven by science and innovation in agriculture, and the Intra-ACP Global Climate Change Alliance Plus (GCCA+) to strengthen the capacity of member states to reduce the impacts of climate change. These regional programmes are supported by various International Finance Cooperation/Development Partners such as the World Bank, the European Union, and the International Fund for Agricultural Development (IFAD).

As part of the implementation of activities, CCARDESA staff are involved in coordinating activities, preparing, and managing work contracts for consultants, thus, required to travel within the Region and beyond to implement the projects/programmes. Hence, the possibility of being subjected to SEA/SH. In line with international environmental and social obligations, it is required that all staff charged with the implementation of Investment Project Financing (IPF) Programmes, and other Development Partners (EU and UN) funded programmes understand their roles in preventing and mitigating the risks of Sexual Exploitation & Abuse, and Sexual Harassment (SEA/SH).

2. JUSTIFICATION

Although the nature of CCARDESA Programme activities poses moderate-to-low environmental and social risks, such risks cannot be ignored. One possible social risk associated with CCARDESA activities is exposure to SEA/SH. SEA/SH is a global issue that affects 1 in 3 women in their lifetime, girls and boys and a few men. Incidents of SEA/SH have occurred in projects financed by the World Bank and other Multilateral Financial Institutions, and Development Partners. As a result, the World Bank is making concerted measures to strengthen its approach to preventing and mitigating SEA/SH risks in Bank-financed projects.

The Bank's SEA/SH prevention and response measures include robust requirements relating to the identification and mitigation of social risks (including the risks of SEA/SH), specific enhancements in operational processes and guidance to help prevent, mitigate and manage the risks, issuance of updated Standard Procurement Documents (SPDs) for Works that align with the Bank's environmental and social objectives and requirements (including specific requirements relating to the management of SEA/SH). This cascades to contractors in the form of qualification requirements, technical specifications, contractual obligations and remedies, and other relevant provisions which eventually form integral parts of the Employer's bidding and contract documents.

The FSRP is one of the world bank-funded programmes being coordinated by CCARDESA. During the preparatory phase, the Environmental and Social Commitment Plan (ESCP), which formed part of the Grant Agreement, was adopted in accordance with the Environmental and Social Framework (ESF). The ESCP served as a commitment to which CCARDESA had committed to addressing the risks/issues of SEA/SH. CCARDESA is thus, expected to report any incidents and accidents related to the Programme which have, or are

likely to have, a significant adverse effect on the environment, communities, or workers, including, inter alia, cases of sexual exploitation and abuse (SEA), sexual harassment (SH), and accidents that result in death and serious injury. Hence, CCARDESA is seeking an expert to capacitate staff to ensure that they are competent in managing the risks of SEA/SH.

3. OBJECTIVE OF THE ASSIGNMENT

The overall objective of this consultancy is to strengthen the capacities of the CCARDESA Secretariat on how to prevent, mitigate, and respond to incidents of Sexual Exploitation and Abuse, and Sexual Harassment (SEA/SH) as a form of Gender Base Violence (GBV).

4. OBJECTIVES AND SCOPE OF WORK

4.1. SPECIFIC OBJECTIVES

The following are the specific objectives:

- i. To create awareness on the position of Multilateral Development Banks/Partners in addressing SEA/SH;
- ii. To sensitize staff on the importance of preventing SEA/SH risks and their obligations in preventing SEA/SH during implementation of development projects;
- iii. To strengthen capacity for CCARDESA staff on how to integrate SEA/SH in work contracts;
- iv. To learn how to develop a SEA/SH Prevention and Response Action Plan and report incidents of SEA/SH;
- v. To capacitate staff on how to manage SEA/SH risks (prevent, mitigate, respond/report) during project implementation.

4.2. SCOPE OF WORK

To achieve the stated objectives, the consultant is expected to undertake, but not limited to the following tasks:

- i. Develop training materials relevant to the assignment in accordance with the Bank's Multilateral and Development Partners policies, legal frameworks, and international agreements;
- ii. Submit the training materials for review prior to the training session;
- iii. Conduct a one (1) day virtual training for CCARDESA staff on SEA/SH using developed training materials;

- iv. Compile and submit a detailed training report.

5. DURATION OF THE ASSIGNMENT

This assignment is expected to take a total of five (5) working days. In preparation for the assignment, the Consultant is expected to work closely with the Head of Human Resources, and the FSRP Regional Programme Coordinator. The assignment can be delivered offsite.

6. REPORTING REQUIREMENTS AND TIMELINES FOR DELIVERABLES

This assignment is expected to take a total of five (5) working days spread over a period of 30 calendar days.

S/No.	Deliverables/Reports	Required day(s)
1.	Develop and submit training materials in MS Word & PDF prior to training	3 days
2.	Deliver virtual training on SEA/SH to CCARDESA Secretariat	1 day
3.	Compile and submit a final training report	1 day
4.	Total Working days	5 days

Electronic copies of each report listed in the table above shall be submitted to the CCARDESA Head of Human Resources within the scheduled timelines.

7. PAYMENT SCHEDULE

The payment schedule of the contract shall be 100% after submission of the final report to the satisfaction of the contracting authority. Payment will be made upon completion of the service and subsequent submission of the invoice.

8. CONSULTANT QUALIFICATION AND EXPERIENCE

The Consultant must have the following minimum qualifications and competencies:

- i. At least a Master's degree in Social Sciences, Sociology, Psychology or related discipline;
- ii. At least 10 years post qualification experience in working with Multilateral Development Banks/Agencies in social development work;
- iii. Understanding of the World Bank Good Practice Note on Addressing SEA/SH in Human Development Operations, and the World Bank Group Action Plan for Preventing and

Addressing Sexual Harassment and/or other Multilateral Development Banks Environmental and Social Framework;

- iv. Excellent understanding of the World Bank Environmental and Social Standards (ESS1, ESS2, ESS4, ESS10);
- v. Fluent in English;
- vi. Proven knowledge of a subject matter;
- vii. Ability to execute virtual training session and engage audience during the training session;
- viii. Ability to write concise technical papers, adapting the content to the knowledge level and cultural context of the target audience.

9. ESTIMATED TIME INPUTS FOR THE CONSULTANT

The Consultant shall devote a period not exceeding 05 working days to prepare, facilitate the training workshop and compile the final report.

10. MANAGEMENT AND ACCOUNTABILITY OF THE ASSIGNMENT

The Consultant will report to the FSRP Regional Programme Coordinator, who will be responsible for the assignment's overall technical and administrative issues. The Consultant will, on reasonable notice, participate in meetings and discussions as required. All meetings, discussions, presentations, training materials, and deliverables shall be in the English language.

11. OBLIGATIONS OF THE CLIENT

CCARDESA will provide the consultant with the relevant documentation, and CCARDESA will facilitate all arrangements pertaining to the training workshop.

12. PROPERTY RIGHTS OF CLIENT IN REPORTS AND RECORDS

All materials produced by the Consultant during this exercise shall belong to CCARDESA and shall not be used, re-produced, or distributed without CCARDESA's prior written permission.