

FemiliPNG

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ToR Type: Consultancy

Location: Port Moresby, Papua New Guinea

Title: Development of Operating Manual for the Safe House component of a private-public partnership to address Family and Sexual Violence

BACKGROUND:

Femili PNG is a Papua New Guinean NGO currently based in Lae, Papua New Guinea, that runs a Case Management Centre to assist survivors of family and sexual violence to access the services they need. Femili PNG also has a national focus, providing technical support to smaller providers, and modelling best practice approaches to Case Management.

The Bel Isi PNG Initiative to address Family and Sexual Violence

Bel Isi PNG is a private-public partnership between the National Capital District Commission, the Oil Search Foundation, Femili PNG, and private businesses to address Family and Sexual Violence (FSV) in Port Moresby. The program has an innovative subscription model which aims to see business assume significant responsibility for service delivery.

As part of this partnership, Femili PNG has been engaged to operate a Case Management Centre (CMC) and Safe House providing services to public and private clients. The *Bel Isi Ples* (Safe House) will provide a high quality safe house option aimed at working women from subscribing businesses. Case Management services will also be provided on-site.

Given the high-risk nature of safe house operations, we require support to develop comprehensive operating procedures.

PURPOSE OF CONSULTANCY

Specific Objectives

The key objective of this consultancy is to develop a comprehensive Operations Manual for all aspects of the operation of the *Bel Isi Ples* Safe House including logistics, security, human resources and child protection.

Scope of work

1. Become familiar with Femili PNG operations and approach to addressing Family and Sexual Violence in Papua New Guinea (1 day)
2. Desktop review of existing Femili PNG procedures, Pacific Women Grant requirements, Australian Government Child Protection Guidelines and relevant Government Standards, Policies and legislation and Bank South Pacific Security Procedures (2 days)
3. Meet with key stakeholders and existing safe house operators in Port Moresby to develop a strong understanding of local context and existing national level guidelines and policies relating to safe house operations (3 days)
4. Assess key child protection risks involved in Femili PNG Operations in Port Moresby and provide recommendations to Femili PNG on strategies to reduce and manage these risks through development of a risk management framework (1 day)
5. Develop an Operations Manual for the *Bel Isi Ples* Safe House. The Operations Manual must:

- a. Follow national PNG minimum standards for operations of Safe House facilities
 - b. Integrate with the Femili PNG Case Management Policy and Procedure Manual
 - c. Incorporate Femili PNG security protocols and those developed by Bank South Pacific for the Safe House
 - d. Address key child protection risks identified in the initial assessment (3 days)
6. Assist in the development and delivery of training materials for staff on the use and implementation of the procedures, including helping design simulation scenarios (3 days)

Expected Outputs

- Child Protection Risk Framework
- Safe House Operating Manual and Standard Operating Procedures
- Training program for staff based on the operational manual and standard operating procedures

TIMEFRAMES

14 days have been allocated for this assignment but can be negotiated with the consultant. It is our preference that consultants be willing to deploy immediately.

SELECTION CRITERIA AND APPLICATIONS

- Experience in managing and operating Safe Houses in the Pacific Region or similar context
- Track record of assessing and mitigating child protection risks in complex projects
- Significant experience in developing security procedures in high risk environments
- Previous experience working or consulting in Papua New Guinea would be highly desirable

The consultant should be available to start work immediately, as the Manual needs to be developed and delivered to Femili PNG by July 7th 2018.

Applications can be sent to dylan@femilipng.org and will be accepted on a rolling basis. Applications should address selection criteria and confirm availability.

MANAGEMENT AND REPORTING ARRANGEMENTS

The Consultant will report to the Femili PNG Port Moresby Operations Director, liaising closely with the Femili PNG CEO. All reports must be written in English and provided in an electronic format.

CONFIDENTIALITY AND INTELLECTUAL PROPERTY

All discussions and documents relating to this ToR will be treated as confidential by the parties.

CHILD PROTECTION

The successful application will be required to comply with the Femili PNG Child Protection Policy and sign a code of conduct. The consultant will also have to have in place a national police criminal background check.

INSURANCE

The successful application will be required to have in place insurance arrangements appropriate to provision of the requirements in this TOR including (without limitation) travel and health insurance.