



## **Call for applicants**

**Consultant for a qualitative assessment of the policies and procedures on integrity  
of SOS Children's Villages Belgium**

## **Terms of Reference**



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These Terms of Reference are developed to launch a call to find a consultant for a qualitative evaluation and review of the policies and procedures on integrity of SOS Children’s Villages Belgium. The consultant will be responsible for a qualitative assessment of the policies and procedures in place within the organization and to formulate recommendations to improve their quality and to guarantee their legal compliance.

The offer must be sent SOS Children’s Villages Belgium before 19 March 2021 (9:00 Brussels time) to:

[job@sos-kinderdorpen.be](mailto:job@sos-kinderdorpen.be)

<b>Title :</b>	Consultant for a qualitative evaluation of the policies and procedures on integrity
<b>Purpose:</b>	Qualitative assessment of the policies and procedures in place within the organization and to formulate recommendations to improve their quality and to guarantee their legal compliance
<b>Reporting to:</b>	SOS Children’s Villages Belgium
<b>Duty station:</b>	Home-based
<b>Duration:</b>	10 days (estimated)
<b>Period:</b>	May 2021

## 1 Context of the assignment

### 1.1 Description of the organization

SOS Children's Villages Belgium (SOS Belgium) is a non-governmental social development organization that has been active in the field of children’s rights and committed to children’s needs and concerns since 1963. SOS Children's Villages Belgium is a member of SOS Children’s Villages International, an international federation in 134 countries.

The main target group of SOS Children's Villages are children having lost parental care or that are at risk of losing it. SOS focuses on the development of the child so that (s)he becomes an independent member who participates in the society. The best way for a child to develop fully his/her potential is to grow up in a loving family environment. Recognizing the child's role in their own development and the role of their family, community, state and other service providers, we work with all relevant stakeholders to find the most appropriate response adapted to the situation of the child. Based on the specific situation and the best interest of the child, interventions are developed and the corresponding measures are implemented. Together with other stakeholders, we build on existing resources, initiatives and capacities, and strengthen them where necessary. In this way, we respond with relevant interventions using the available resources in the best possible way while having a greater impact on the situation of the children in our target group.

### 1.2 Context of the assignment

Integrity (on moral aspects, including Child Safeguarding, and financial aspects) is one of the key values within SOS Belgium. In 2018, SOS Belgium signed the Charter on Integrity of the Belgian Ministry of External Affairs, Commerce and Development Cooperation. In order to comply with the principles and approaches of this Charter, SOS Belgium confirmed/reviewed existing policies and procedures on Integrity and developed new policies and procedures where there were lacking on the following six domains: 1) ethical code, 2) internal control and risk management, 3) ethics in the relations with external stakeholders, 4) child protection and child safeguarding, 5) response mechanisms to integrity violations and 6) ethics in the relations with international implementing partners. For each of these domains a series of policies, procedures or supporting documents have been reviewed or developed that are the object of this assessment. Without being exhaustive, it concerns amongst others following documents: ethical code, risk dashboards and risk mitigation measures, (financial) internal control procedures, procedures on response mechanisms, child safeguarding guarantees, integrity policy for collaboration with private sector-major donors-legacies, partnership agreements with implementing partners, procedures on internal sensitization and continuous quality improvement on integrity etc.

The International Federation of SOS also adopted different policy and policy support documents on ‘Child Safeguarding’, ‘Prevention of Sexual Exploitation, Abuse and Harassment’ and on ‘Anti-Fraud and anti-corruption’, which are applicable for all the members of the federation, including SOS Belgium. Finally, there are different legal obligations in these integrity domains coming from the regional or federal legislation in Belgium.

## 2 Topics of the assignment

### 2.1 Object and responsibilities of the consultancy

The object of the assignment is the qualitative assessment and review of the policies, procedures and supporting documents on integrity of SOS Children’s Villages Belgium in the six domains mentioned here above.

The main tasks of the consultant are:

- To review the policies, procedures and supporting documents on integrity of SOS Belgium and to provide a qualitative assessment of these documents and of the overall integrity approach of SOS Belgium
- To assess the alignment of these documents of SOS Belgium with the policies and policy supporting documents of the International Federation of SOS
- To assess the compliance of the documents of SOS Belgium with the regional and federal legislation within Belgium.
- To provide recommendations to improve the quality of the documents of SOS Belgium and/or to provide suggestions for the elaboration of new policies/procedures/supporting documents to fill in possible identified gaps

## 3 Profile of the consultant

### Required competences and experiences of the consultant

- Have a strong and demonstrated experience in the domain of moral and financial integrity
- Have a strong experience in the qualitative assessment and compliance verification of integrity policies and procedures, especially within middle-size non-profit organizations.
- Have a strong knowledge of the legal framework in Belgium on moral and financial integrity
- Have excellent report-writing skills
- Have a good command of Dutch, French and English

## 4 Timing and expected deliverables of the consultation

### 4.1 Timing

4 March 2021	Publication of Terms of Reference
19 March 2021	Deadline for submission of offers
22-28 March 2021	Selection of the consultant, agreement on specific working calendar and signature of the contract.
3 May 2021	Start of the assignment
23 May 2021	Submission of the preliminary report to SOS Belgium and presentation to SOS Belgium
28 May 2021	Deadline for comments of SOS Belgium
2 June 2021	Submission of the final report to SOS Belgium

### 4.2 Expected deliverables

The consultant is expected to deliver:

- A preliminary report including the assessment and the recommendations
- A presentation of the report for SOS management and the steering committee on Integrity within SOS Belgium
- A final report on the assessment and the recommendations, including the feedback on the questions and observations of SOS Belgium

All documents have to be delivered in Dutch, French or English

## 5 Financial offer

The indicative number of working days for this assignment is 10 working days.

The consultant is asked to present the financial offer for the fee per working day.

## 6 Content of the offer and deadline

The offer must be sent SOS Children's Villages Belgium the latest at 19 March 2021 (9:00 Brussels time) to: [job@sos-kinderdorpen.be](mailto:job@sos-kinderdorpen.be) (subject: Consultant Integrity)

The offer must include:

- A proposal of the overall methodology of the assignment
- A financial proposal with the fee per working day
- The CV of the consultant, clearly focusing on the competences required for this assignment
- Overview of relevant consultations of other sort-like assignments

## 7 Contact

In case of questions, the contact person within SOS Belgium for these Terms of Reference is Mr. Stijn Raes, [stijn.raes@sos-kinderdorpen.be](mailto:stijn.raes@sos-kinderdorpen.be) or +32 487 361 498