



REQUEST FOR PROPOSAL

ICPNC COORDINATOR SHORT-TERM CONSULTANCY

CLOSING DATE: NOVEMBER 28TH, 2017
CLOSING TIME: 11:55PM

Purpose

Save the Children Canada (the “Company”) is inviting proposals for the provision of an International Child Protection Network of Canada (ICPNC) short-term coordinator consultant position to support with development of an annual report, planning for an annual F2F meeting, and updating the ICPNC website.

Background

The International Child Protection Network of Canada (ICPNC) is a collaboration of international child-centered development organizations, academics, and experts committed to increasing the effectiveness of Child Protection programming and policy globally. The ICPNC was established in 2013 and comprises of a Steering Committee and 4 working groups: Policy Engagement, Children’s Participation, Child Safeguarding, and Monitoring and Evaluation.

Scope of Work

The Company requires the services of a consultant on an exclusive, retained basis, to provide the following services:

- **Develop an ICPNC Annual report 2017:**
 - Plan, coordinate content input from ICPNC members, write and finalize ICPNC’s 2016 Annual Report. The annual report should be 8 to 10 pages in length and include at minimum: Summary of ICPNC collaboration for 2016; Steering Committee Update; 1-2 page updates per WG (Strengths, Lessons Learned); photos; learning opportunities for 2017.
 - Submit draft for review
 - Submit final version for approval and uploading into the site
- **ICPNC Annual Face-to-Face Meeting**
 - Support to Plan and Coordinate the ICPNC Meeting Content and Logistics (e.g. Email updates, tracking attendance, resources, venue, refreshments, etc)
 - Support with logistics (materials, remote participants, refreshments) and minutes during the meeting (must be available all day Feb 2nd)
 - *ICPNC Annual Meeting Report*: Develop a Summary Meeting Report and submit for review by February 14th; Submit Final Report for February 20th
- **Update Website**
 - Collect and Upload recent resources and reports to the ICPNC Website
 - Assess the current structure of the site and propose new ideas on its organization

Expected Deliverables

- Finalized ICPNC Annual Report
- Successful preparatory documents and delivery of the ICPNC Annual Meeting
- ICPNC Annual Meeting Report
- Updated Website

Timeline

- The Company is seeking to fill this position from November 15th 2017 to February 28th 2018 on a part-time basis. The selected candidate must be available for the full day of the face to face meeting.

Location

- The ICPNC Coordinator will work from the Save the Children Canada Toronto office. The coordinator will submit a proposal of hours and timing which will be discussed with and approved by their Save the Children supervisor.

Qualifications

Education and Training/Certification

- Post-Graduate Degree (Completed or in process) in related field (international development, sociology of childhood, social work, children's rights and child protection, Communications)

Required Experience and Competencies

- Proven experience in technical report writing, with particular emphasis on child protection or related theme (e.g. children's rights, children's participation, international development)
- Proven experience in organization of events
- Strong writing, editing and creative formatting skills
- Strong organizational skills with attention to detail
- Effective and diplomatic interpersonal communication skills
- Ability to work well under pressure
- Able to adapt to a changing environment and be flexible

1.2. RFP Process

The RFP process will consist of three phases:

- I. **Written Proposal Submission** - The written document should include all information requested as defined in this RFP.
- II. **Company Evaluation and Decision** – Evaluation by the Decision Committee and communication to successful vendor.
- III. **Contracts & Negotiation** – Contract discussions and negotiations

1.3. Proposal Submission Requirements

The following information is requested:

- Cover Letter
- Curriculum vitae
- Proposed detailed work plan to achieve the deliverables (Gantt chart)
- Fee structure and payment schedule for range of services

Written proposals should not exceed 2 pages in length. Submissions are to be made electronically in MS Word or PDF format to the following contact:

Name: Carol Tisshaw, Senior Child Safeguarding Specialist

Email: ctisshaw@savethechildren.ca

Deadline: November 28th, 11:55pm EST

1.4. Fees

Save the Children Canada on behalf of the ICPNC shall pay the consultant agreed upon fees as finalized in the contract up to 1200\$ (one thousand two hundred dollars). Proposed fee structure quoted in the proposal must be valid at the time of RFP award. Please note that the issuance of this RFP does not commit the Company to pay any cost incurred in the preparation and submission of a response, or to procure a contract for any goods or services.

1.5. Child Safeguarding

Save the Children is the world's leading independent organization for children. The most fundamental thing we must do above all else, is to be safe for children and we should exemplify what this means. We are an organization that is focused on the betterment of children and guarding against and ultimately eliminating all types of harm to children including sexual, physical, emotional abuse and deliberate neglect or exploitation of children.

Our ambition is to make Save the Children *safe* for children. **We strive to be an organization where:**

- The **safety and welfare of children** are our highest priority and are paramount in all that we do
- **No child is harmed** as a result of actions of anyone working for or on behalf of Save the Children
- **Children** we come in to contact with are **safe and have confidence** in us as a child safe organization
- **Everyone** who works for or with Save the Children understands and believes that safeguarding children is **their job**

Save the Children has an obligation to ensure that all staff, vendors and volunteers are in compliance with Save the Children's Child safe Guarding policy. Though the Coordinator may not have direct contact with children they will be representing Save the Children in the public space The agreement language below outlines the Coordinator's commitment to signing on to Save the Children's, CSGP and request training.

- (a) Coordinator will abide by the Save the Children Canada Child Safeguarding Policy.
- (b) Coordinator will engage in a CSG orientation.