

Date: January 11, 2022

Proposals due by: January 25, 2022

Subject: Request for Proposal (RFP) for SEA Investigator/Consultant

SEED Foundation is seeking a Sexual Exploitation and Abuse (SEA) investigator to lead and conduct investigations on a needs basis into allegations of SEA committed by SEED personnel against clients and programmed participants. Additionally, the investigator will also work with SEED to build its capacity on SEA investigations, with a SEED staff member shadowing part of the process.

Requirements:

- The candidate must be trained and certified in SEA investigations.
- Experience conducting SEA investigations in challenging environments.
- Excellent verbal and written communications skills and an ability to conduct face-to-face and remote learning events.
- Ability to travel to and stay in the Kurdistan Region of Iraq for assignments (up to 10 days), sometimes at short notice.
- Experience in NGOs and working in humanitarian settings is highly desirable.
- Demonstrated experience in the field of sexual exploitation and abuse, sexual harassment, gender-based violence, staff misconduct and discipline, and / or humanitarian affairs is highly desirable.

The candidate must be able to exercise sound judgment and exhibit skill necessary to lead and undertake SEA investigation in a challenging context. They must be trustworthy, dependable and accountable for the decisions they take throughout the investigation. The candidate will also be independent with no material, personal or professional connection with any of the witnesses, particularly the complainant and the subject of the complaint.

Languages

Fluency in English is required, knowledge of Arabic and/ or Kurdish is a plus.

TERMS AND CONDITIONS

- The consultant will be managed by SEED Foundation's Operations Department in Erbil, KRI. The consultant's presence is required to work very closely with the Director of Operations.
- The consultant will be required to utilize his/her own technology equipment and

maintain workable, safe and secure Skype, ZOOM and email accounts for communication.

- All materials produced by the consultant during the period of this consultancy will belong to the SEED Foundation.
- The consultant must sign SEED Foundation's Code of Conduct, and abide by all provisions of these policies for the duration of the consultancy period
- Depending on the case, the consultant might be required to travel to other governorates in the Kurdistan Region where SEED Foundation implements programs. Location of investigations and the consultant will be communicated as part of the assignment ToR.
- Travel expenses (tickets, hotel accommodation and local transport) shall be covered by SEED according to SEED Foundation's travel policy.

DURATION OF THE WORK

The SEA investigator would work with SEED Foundations on a needs/ assignment basis for a duration of 12 months, subject to satisfactory performance and the consultant/ investigator meeting the requirements, for example, language.

Field visits are expected to last up to ten working days.

DELIVERABLES

A. Investigation report with recommended decision

1. Submit a plan for the investigation, including the establishing the investigation file and investigation team
2. Undertake investigations, including interviews and evidence gathering
3. Produce and submit final report with investigation findings with relevant evidence and recommendations for next steps
4. Record and submit an outline documenting all steps and actions undertaken during the investigation

B. Coaching and capacity development to shadowing SEED staff on best practices and approach to SEA investigations



seed foundation
Social Educational Economic Development

Proposal submission process and timeline:

Interested candidates can apply by sending the following to procurement@seedkurdistan.org:

1. A cover letter indicating your past experiences in leading and/ or conducting SEA investigations as well as building capacity of others, your language skills, your daily rate for SEA investigations, indicating whether you are available for 10 days in February 2021, and;
2. Relevant credentials and/ or resume.