



INTEGRATED DISABLED WOMEN ACTIVITIES

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Terms of Reference (TOR) Short Term Assignment for developing an Anti-Sexual Harassment and Abuse-ASHA Policy

1.0 Background:

Organizations such as IDIWA in trying to reach their aspirations are faced with internal and external challenges that affects implementation of designed programs and such challenges include but not limited to sexual harassment and abuse amongst staff and stake holders which affects its work and image internally and externally. Therefore, it's incumbent upon the organizational leadership and management to put in place mechanisms and strategies to deal with such challenges.

Harassment is any improper and unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment may take the form of words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another or which create an intimidating, hostile or offensive work environment. Harassment normally implies a series of incidents.

Sexual harassment on the other hand is any unwelcome sexual advance, request for sexual favors, verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behavior, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both males and females can be either the victims or the offenders.

Therefore, it's upon that back ground that IDIWA is seeking the services of an external expert to lead the process of developing its anti-sexual harassment and abuse policy to act as a guiding tool for all staff members and other stake holders while fulfilling IDIWA's objectives and goals.

Integrated Disabled Women Activities is a voluntary, not for profit non-governmental organization established in 2000 purposely to empower Women, People with Disabilities and other vulnerable groups to maximize their potential and improve their standard of living through Economic Empowerment and Livelihoods, Human Rights and Good Governance, Community Based Rehabilitation, Health and reproductive rights, and Education. IDIWA visualizes an inclusive society in which human rights, citizenship and potential of Women, People with Disabilities, and other vulnerable groups are respected.

IDIWA was established with the following objectives:

1. To economically empower PWDs and other vulnerable groups in Uganda

2. To promote inclusive education of Children with Disabilities and other vulnerable children in Uganda.
3. To promote and provide preventive and curative health, habilitation and rehabilitation services to PWDs and other vulnerable groups.
4. To promote and protect the rights of PWDs and other vulnerable groups in Uganda.
5. Build the organizational capacity of IDIWA to effectively implement and deliver services to PWDs and other vulnerable groups.

Purpose of the consultancy:

- IDIWA aims to establish, create and maintain a work environment in which staff are treated with dignity, decency and respect.
- The working environment of IDIWA should be characterized by mutual trust and the absence of intimidation, oppression and exploitation.
- IDIWA staff should be able to work and learn in a safe, yet stimulating atmosphere. The existence of this policy is essential to the promotion of the norms, standards, credibility, image and mission of IDIWA.
- For this reason, IDIWA will not tolerate unlawful discrimination or harassment of any kind.
- Through enforcement of the anti-sexual harassment and abuse policy and by orienting and educating the employees of IDIWA, the organization will seek to prevent, correct and discipline behavior that violates this policy.
- The consultant/consulting firm is expected to propose and develop mechanisms and procedures in the policy for the prevention of all forms of harassment including resolution of the harassment complaints.
- Under this policy, all IDIWA employees regardless of their positions, will be covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action should be suggested in the policy against any employee who violates the policy. Based on the seriousness of the offence, disciplinary action may include verbal or written warning/reprimand, suspension or termination of the employment contract.
- The policy should also outline practical guidance on what constitutes sexual harassment and abuse, and the manner and approaches in which it will be handled.

Objectives of the assignment:

- To develop an anti-sexual harassment and abuse policy to ensure that conscious and continuous efforts are made by IDIWA to streamline and integrate gender-sensitive approaches in prevention of harassment in any forms and approaches in providing a healthier working environment for its staffs.
- Develop mechanisms and procedure of resolving harassment disputes within the organization.

Expected outcomes:

1. A well-articulated and developed Anti-sexual Harassment and Abuse Policy which is relevant to the IDIWA and Ugandan context streamlined across the organization, resulting in more equitable organizational development and program delivery in avoiding harassment cases within the organization.

Expected Policy content:

The content of Anti-sexual Harassment and Abuse policy should include but not be limited to the following specific sections:

- Introduction
- Basic principles
- Definitions
- Prevention
- Complaint procedure
- Investigation
- Sanctions – Disciplinary measures
- Follow-up and monitoring: managerial responsibility
- Other recourses
- Special provisions
- Roles and responsibilities
- Reporting and Evaluation

Key Deliverables:

This assignment will be provided as a short-term consultancy to produce the following deliverables:

1. Inception report: including policy outline, desk review of existing IDIWA practices using its HR policy content on anti-harassment issues, consultations with IDIWA staff.
2. Anti-Sexual Harassment and Abuse Policy: including specific guidelines and recommendations for streamlining conflict and harassment issues in the organization;
3. Orientation session for IDIWA staff.

Qualifications and competencies required:

The interested consultant/consultancy firm will require the following qualifications:

- Experience of working on similar assignment;
- Thorough understanding of harassment forms especially moral and sexual harassment;

- Previous experience in developing HR policies & procedures and understanding of ethics compliant mechanism development.
- Excellent proficiency in English;
- Women are highly encouraged to apply.

Terms and conditions:

- The duration of the consultancy is 20 days
- The consultant/consultancy firm will report to the Executive Director IDIWA.
- IDIWA will be responsible for the following:
 - i. Organize meetings with IDIWA staff for consultations if necessary;
 - ii. On-time payments to consultant/consultancy firm upon successful completion of the assignment;
 - iii. IDIWA has the right to terminate the contract if its feedback or terms and references mentioned in the contract are not being followed by the consultant/consultancy firm.

Interested applicants should submit the following:

1. Expression of interest, including the consultancy costs;
2. Curriculum Vitae (max. 3 pages) highlighting relevant past experience and three references.
3. For consultancy firm an up to date license, up to date profile and contact details
4. Work plan

Application Procedures: Applicants meeting the above requirements are requested to submit the abovementioned documents by email to the Executive Director on email: idiwa2009@gmail.com no later than February 28th, 2019. The subject of the email should be “**Anti-ASHA Policy Development- 2019**”. Only shortlisted candidates/firms will be contacted.