



## ***TERMS OF REFERENCE FOR CONSULTANCY TO DEVELOP A SAFEGUARDING POLICY FOR ZANEC***

---

### **1.0 INTRODUCTION**

The Zambia National Education Coalition (ZANEC) is a network of Civil Society Organisations registered under the Registrar of Societies Act on 3<sup>rd</sup> July, 2002 registration number ORS/102/35/2581. The organisation currently has ninety five (95) Member Organisations comprising of Community Based Organisations, Faith Based Organisations, Non-Governmental Organisations, Teacher Trade Unions and Student Unions. The organisation works across the five education subsectors namely Early Childhood Development (ECD); Basic Education (Primary and Secondary School); Skills and Tertiary Education; Youth, Adult Literacy and Education (YALE); as well as Gender and Equity.

ZANEC's mandate is to coordinate civil society advocacy for quality, equitable and inclusive education for all Zambians. The organisation is involved in research, advocacy and member capacity building on different aspects of Education and Skills Sector in Zambia. ZANEC's focus is therefore on the implementation of national plans and international frameworks that advance education in Zambia. ZANEC takes particular interest to ensure that no one is left behind in accessing education.

### **2.0 PURPOSE OF CONSULTANCY**

In line with its mandate, ZANEC places a great premium on issues of safeguarding. As a result, the Coalition would like to engage a consultant to draft a detailed Safeguarding Policy for the organisation. The ZANEC Safeguarding Policy is expected to guide the organisation in the promotion of the principles of empowerment, prevention, proportionality, protection, partnership and accountability. This policy should provide provisions that will guide the Coalition's operations at the level of the Board of Governors, membership, staff, partners, beneficiaries and programme implementation.

#### **2.1 SPECIFIC OBJECTIVES:**

1. To identify and profile some of the safeguarding risks that the organization is exposed to.
2. To draft the ZANEC Safeguarding Policy that will help mitigate identified risks in line with the organizational mandate.

## 2.2 SCOPE OF WORK

ZANEC wishes to hire a consultant for twenty (20) working days to come up with a Safeguarding Policy for the organisation. Specifically, the consultant will be required to do the following:

- i. Convene virtual consultative meeting with ZANEC Member Organisations to get their views on the safeguarding policy as well as gaps that could be addressed.
- ii. Provide a contextual analysis of the national, international and regional safeguarding issues, including policies and protocols that should inform the safeguarding policy.
- iii. A special focus on Protection of Sexual Exploitation and Abuse (PSEA) should be clearly articulated in the Policy.
- iv. Draft the content of a holistic Safeguarding Policy aligning to ZANEC mandate.
- v. Provide implementation guidelines to the policy.
- vi. Develop a clear monitoring and evaluation strategy for the policy.

## 3.0 KEY DELIVERABLES

- i. An inception report outlining the methodology, key deliverables and timeframes.
- ii. A satisfactory draft Safeguarding Policy to be reviewed by ZANEC Secretariat.
- iii. A satisfactory second draft to be reviewed by the Secretariat and the Board of Governors ZANEC.
- iv. Final ZANEC Safeguarding Policy with relevant annexes.
- v. PowerPoint presentation of the key content or sections of the Safeguarding Policy.

## 4.0 REQUIRED COMPETENCIES

- Must possess Masters' Degree in Social Work, Child Protection, Safeguarding, Education or a related field;
- Proven experience in working around the education, protection and safeguarding sector;
- Proven experience in Policy formulation especially related to safeguarding and protection
- Proven knowledge and experience in national, regional and international frameworks on safeguarding;
- Strong analytical, facilitation, writing and communication skills;
- Ability to devote full time towards meeting the assignment deadlines.

## 5.0 HOW TO APPLY

All expressions of interest with a clear presentation on the understanding of the task, methodology, competencies and proposed cost must be submitted through email or hand delivered to the address below by **Friday, 30<sup>th</sup> May, 2025**.

The Executive Director  
Zambia National Education Coalition  
125/90A Mufufuma Street, Jesmondine  
P.O. Box 30774  
Lusaka-Zambia  
Email: [admin@zanec.org.zm](mailto:admin@zanec.org.zm)  
[infozanec@gmail.com](mailto:infozanec@gmail.com)  
[information@zanec.org.zm](mailto:information@zanec.org.zm)