

ZANZIBAR NATIONAL ASSOCIATION OF THE BLIND

TERMS OF REFERENCE (ToR)

FOR DEVELOPMENT OF SEXUAL HARASSMENT POLICY FOR ZANAB

1. Background

The Zanzibar National Association of the Blind (ZANAB) is a national organization representing persons who are blind or visually impaired in Zanzibar. ZANAB advocates for the rights and inclusion of people with visual impairments across education, health, and economic sectors.

ZANAB is committed to providing a safe, inclusive, and respectful environment for its staff, members, and stakeholders. However, to strengthen institutional safeguards and address risks related to sexual harassment and abuse, there is a need to develop a comprehensive Sexual Harassment Policy.

This policy will guide prevention, reporting, and response mechanisms in line with national laws and international standards.

2. Purpose of the Assignment

To engage a qualified consultant to develop a Sexual Harassment Policy for ZANAB that will:

- Establish clear standards of behavior and zero tolerance for sexual harassment
- Provide accessible reporting and response mechanisms
- Ensure protection of survivors and confidentiality
- Promote awareness and prevention within the organization

3. Objectives

The objectives of this assignment are to:

- Develop a comprehensive and context-specific Sexual Harassment Policy
- Align the policy with national laws and international safeguarding standards
- Define clear procedures for reporting, investigation, and disciplinary action
- Ensure accessibility and inclusion for people with disabilities
- Strengthen prevention and awareness mechanisms within ZANAB

4. Scope of Work

The Consultant will be expected to:

- i. Review relevant national laws, policies, and international frameworks related to sexual harassment, safeguarding, and disability inclusion.
- ii. Conduct consultations with ZANAB staff, members (including women, youth, and persons with disabilities), and key stakeholders to identify risks and gaps.
- iii. Develop the Sexual Harassment Policy covering:
 - Definition and forms of sexual harassment (including workplace and community settings)
 - Scope and applicability of the policy
 - Rights and responsibilities of staff, Board, and members
 - Reporting mechanisms (including confidential and accessible channels)
 - Investigation procedures and timelines
 - Disciplinary measures and corrective actions
 - Survivor-centered approach and protection measures
 - Prevention strategies including training and awareness
 - Safeguarding considerations for people with disabilities
- iv. Ensure the policy uses inclusive, gender-sensitive, and accessible language.
- v. Develop an implementation plan with clear roles, responsibilities, and timelines.
- vi. Propose monitoring and reporting mechanisms.
- vii. Facilitate a validation workshop with stakeholders.
- viii. Submit the final Sexual Harassment Policy in English and Kiswahili.

5. Expected Deliverables

- Inception report with methodology and work plan
- Stakeholder consultation report
- Draft Sexual Harassment Policy (English and Kiswahili)
- Presentation of key components of the policy
- Final validated Sexual Harassment Policy document

6. Duration of the Assignment

The assignment will be conducted over a period of 3–4 weeks from the date of signing the contract.

7. Consultant Qualifications

The Consultant should possess:

- Master's degree in Gender Studies, Law, Human Rights, or related field
- Proven experience in developing safeguarding or sexual harassment policies
- Experience working with NGOs/CSOs and disability inclusion
- Strong knowledge of safeguarding standards and gender issues
- Excellent facilitation, analytical, and writing skills

8. Reporting and Supervision

The Consultant will report to the Executive Director of ZANAB and work closely with a designated technical team.

9. Application Process

Interested consultants should submit:

For Individuals:

- Cover letter expressing interest and suitability
- Technical and financial proposal
- Updated CV

For Consulting Firms:

- Cover letter expressing institutional capacity
- Technical and financial proposal including methodology and work plan
- Team composition and CVs
- Certificate of registration
- TIN certificate

Applications should be sent to email: wasioona@gmail.com

Deadline for submission:

10. Confidentiality

All information obtained during the assignment shall remain confidential and used solely for the purpose of this assignment.