



Opportunities with Digna, the Canadian Centre of Expertise on the Prevention of Sexual Exploitation and Abuse (PSEA)

Digna is seeking a variety of experts, consultants, organizations and service providers to support their network of non-governmental organizations to work toward the shared goal of preventing and addressing sexual exploitation and abuse in the delivery of international assistance.

Do you have any of the following expertise, related to the prevention of sexual exploitation and abuse in the delivery of international assistance?

Skills and services	Areas of expertise
<ul style="list-style-type: none"> ● Training facilitation ● Content development (training and resources) ● Research and analysis ● Consultation services 	<ul style="list-style-type: none"> ● Complaints and reporting mechanisms ● Finance and insurance for non-profit organizations ● Human resources ● Investigation ● Legal aid ● Organizational policies & procedures ● Project design and implementation ● Psychosocial support ● Other (related to SEA)

If your work relates to any of the above, Digna would like to hear from you!

AVAILABLE OPPORTUNITIES

Full terms of reference attached

PSEA training facilitation & content development: Two opportunities

1. **Immediate** (April to June 2021): Facilitation of 3 pre-developed modules, in English and French.
2. **Ongoing**: Development of PSEA-related trainings, as identified in Digna’s capacity building framework and facilitator’s expertise and availability

Research consultancy: Digna’s future services and feasibility study

Conduct a study to identify how the Canadian international assistance sector and Digna could develop collective resources to support efforts to prevent and address sexual misconduct (i.e. whistleblower hotlines, investigations, legal support, etc.).

Digna’s online database

You/your organization can be featured in a list of identified resources and professionals that can offer support services to Digna’s network of Canadian non-governmental organizations working in international cooperation in their efforts in PSEA.

How to apply

Interested parties can [please submit your profile here](#). To view the full list of questions in the Profile ahead of your online submission, download the [document here](#).

Digna thanks all those interested in working with Digna. Digna is committed to taking an intersectional and survivor-centred approach to its work, and to ensuring the most vulnerable to SEA are the focus of our work. We encourage all to apply, including women, people from Indigenous and racialized identities, with disabilities, of various sexual orientations, gender identities and expressions, and others who can contribute to diversity and who share our mission. We seek a variety of people and perspectives to support Digna to work toward the shared goal of preventing and addressing sexual exploitation and abuse. We will be happy to work with those requesting accommodation at any stage of the process.

Individual deadlines and processes for each opportunity are specified in the attached terms of reference. You will be notified about the status of your profile within four weeks following the deadline.



Opportunities with Digna, the Canadian Centre of Expertise on the Prevention of Sexual Exploitation and Abuse (PSEA)

PSEA training facilitation & content development consultancy

Digna's mandate is to improve the Sector's ability to prevent and address sexual exploitation and abuse towards those they work with, particularly women and girls. As such, we are looking for consultants to develop and/or deliver training and workshops targeting specific capacity gaps within the Canadian international cooperation sector related to PSEA. Building on the progress made in the first year and a half of the Centre, and using Digna's baseline data to inform the content, future capacity building opportunities offered to Canadian partners will seek to fill the capacity gaps identified and build overall awareness of gender-responsive good practices and modalities to PSEA.

Consultancy Terms of Reference

Digna will hire multiple consultants to develop and/or deliver training on behalf of the program. Individuals and organizations may apply to one or both of the available opportunities for training delivery. Below are the desired skills for both opportunities:

Desired skills:

- Ability to develop or facilitate training, preferably with some experience using online platforms.
- Knowledge of preventing and responding to sexual exploitation and abuse in the context of international assistance.
- Strong understanding of gender-responsive, intersectional, survivor-based and trauma-informed approaches.
- Ability to discuss sensitive topics with a high level of discretion and compassion.

Language:

- Excellent spoken proficiency in either English, French, or both languages is required.
- Ability to write reports in English and/or French.

Available opportunities:

Immediate (April to June 2021): Facilitation of 3 pre-developed modules in English and French.

Contract type: Consultancy

Duration of contract: April to June 2021, up to 20 days of work (a total of 6 trainings: 3 modules, each delivered separately in English and in French).

Location: Remote work and virtual delivery of training sessions.

Application Deadline: March 31, 2021 (midnight EST).

Deliverables:

- The consultant will use [InterAction's PSEA course materials](#) (updated versions of guides, resources and handouts coming soon) to facilitate online training to staff and volunteers of Canadian organizations working in international cooperation and humanitarian assistance.
- The consultant will ensure that course materials can later be replicated by participants within their own staff and partners in a variety of contexts, by building in space during the training for questions & guidance around how to facilitate each module.
- The consultant will conduct an evaluation of the training materials, based on their experience and feedback from participants, and provide a report with recommendations for modifications or future adaptations of the materials.

Application guidance:

- [Please submit your profile here.](#) To view the full list of questions in the Profile ahead of your online submission, download the [document here.](#)
- Priority for this consultancy opportunity will be given to bilingual (English/French) facilitators with availability between April and June 2021.
- Applicants who successfully pass the first screening will be asked to develop a brief action plan for the training delivery and pass an interview.



Opportunities with Digna, the Canadian Centre of Expertise on the Prevention of Sexual Exploitation and Abuse (PSEA)

PSEA training facilitation & content development

Contract type: Consultancy

Duration of contract: Up to 15 days of work per training (depending on length of training and material development required). Contracts will begin as of June 2021, until December 2022 at the latest.

Location: Remote work and virtual delivery of training sessions.

Application Deadline: Ongoing.

Deliverables:

- The consultant will develop and/or facilitate online training to staff and volunteers of Canadian organizations working in international cooperation and humanitarian assistance. The training will be on topics related to the prevention of sexual exploitation and abuse, responding to the needs identified in the attached capacity building plan.
- The consultant will ensure that course materials can later be replicated by participants within their own staff and partners in a variety of contexts, by building in space during the training for questions & guidance around how to facilitate each module.
- The consultant will provide a report with recommendations for future capacity building opportunities delivered by Digna.

Application guidance:

- [Please submit your profile here.](#) To view the full list of questions in the Profile ahead of your online submission, download the [document here.](#)
- Please submit a proposal outlining what training topics you are applying to deliver and/or facilitate. Include the estimated length or options for each training as well as their sequencing, and an overview of your experience and knowledge related to delivering this type of training. This can be submitted as a document of approximately 2 pages (maximum 5), audio or video recording (maximum 10 minutes), or other medium according to your preferred ways of working. Application medium will not impact the selection process. We will be happy to work with those requesting accommodation at any stage of the process.
- Applicants who successfully pass the first screening will be asked to pass an interview.

Context for trainings to be delivered

The following topics are where organizations need the most support; these will guide the focus of Digna's capacity building efforts as part of this call for proposals. **Bolded words identify the highest priority topics:**

- Policies and code of conduct development
 - **Gender-responsive** policies and practices
 - Recruitment and Human Resources management
- Organizational change and leadership on SEA
 - Assessing PSEA needs and prioritizing efforts as an organization.
- **Survivor-centered response** and support mechanisms
- Establishing organizational:
 - **Reporting systems** that are safe, confidential, adequate, accessible, and effective.
 - Response systems (i.e. **investigations**)
- Training and communicating on SEA prevention
 - Train-the-trainer approaches
 - **Working with partners**
 - Effectively communicating rights and reporting to communities
- International coordination of SEA prevention and response
 - International frameworks (such as OECD-DAC recommendations)
- **Monitoring, evaluation**, and reporting of SEA prevention and response.

Other areas for consideration:

- Sector-specific considerations and PSEA best practice (i.e. health, education, livelihoods, WASH, etc.)
- Learning around digital technologies and leveraging innovations in this space
- Including indigenous perspectives and leadership when developing PSEA systems



Opportunities with Digna, the Canadian Centre of Expertise on the Prevention of Sexual Exploitation and Abuse (PSEA)

Research consultancy: Digna's future services and feasibility study

The challenges of preventing and addressing sexual exploitation and abuse (PSEA) in the delivery of international assistance require multi-faceted and system-level approaches along with long-term commitments to sector-wide capacity. The complexities require coordination and collaboration, particularly in the area of increasing organizations' capacity to undertake these institutional changes, but also to ensure that a coherent and integrated approach is taken, rather than a series of disconnected initiatives. The intent across the sector to make progress on PSEA is clear, yet there are gaps around the capacity to address SEA which require sustained collective action, collaboration, and, especially, resourcing.

Digna has committed to conducting a feasibility study with the following goals:

- Researching effective and recommended modalities for sector-wide collective systems and resourcing of PSEA related services
- Exploring the feasibility of service provision to Canadian organizations (i.e. investigation support, insurance pools, whistleblower hotlines, etc.)
- Scoping ways to make Digna sustainable for future years

While several ideas for potential support resources have been explored, to date it has been unclear the extent to which these fall within the scope of Digna and many questions around their feasibility remain. It is proposed that Digna undertakes research to establish whether the ideas are feasible and if so, recommendations as to how these would be implemented. Digna will aim to build a self-sustaining model of funding, leading to the phase-out of government contributions. This will be explored as part of the feasibility study.

It is absolutely essential that sector support on PSEA survives beyond project funding, and that it be able to serve the largest possible community. This will be possible only if new partners are found and, more importantly, the services provided are valued and paid for by those who use them. It is projected that partnerships with health, insurance, human resource and duty of care companies will eventually form a feature of the hub's long term activity. The feasibility study will provide recommendations on partnership models and the resourcing required.

Consultancy Terms of Reference

Digna will hire a consultant(s) to conduct a study to identify how the sector and Digna could implement sustainable, collective resources to support the efforts to prevent and address sexual misconduct for the Canadian international cooperation sector.

Contract type: Consultancy

Duration of contract: up to 35 days of work between May to December 2021.

Location: Remote work.

Application Deadline: April 14, 2021 (midnight EST).

Deliverables:

- The consultant(s) will research best practices, available services and potential partnerships for the future of a financially sustainable model for PSEA support and collective systems for Canadian organizations.
- The consultant(s) will seek advice from relevant stakeholders (i.e. advisory committee members, working group members, Canadian and international experts on PSEA) to inform this research and to ensure that an intersectional approach is embedded in the recommendations.
- The consultant(s) will produce practical recommendations for potential ways forward and the required resources and structures needed for a feasible and sustainable model for Digna's future.

Desired skills:

- Significant research or practical experience in the context of: prevention of sexual exploitation and abuse, safeguarding, sexual and gender-based violence, international cooperation and humanitarian assistance, or other related subjects.



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- Excellent ability to conduct research and produce high quality analytical recommendations, with preference for intersectional and participatory approaches.
- Knowledge of the international cooperation sector.
- Strong understanding of gender-responsive, intersectional, survivor-based and trauma-informed approaches.
- Ability to discuss sensitive topics with a high level of discretion and compassion.
- Familiarity with the Canadian landscape of potential partners and systems related to the areas of research.

Language:

- Proficiency in spoken and written English and/or French required.

Application guidance:

- [Please submit your profile here.](#) To view the full list of questions in the Profile ahead of your online submission, download the [document here.](#)
- Please submit a concept that outlines proposed timelines, methodologies, how you will engage stakeholders, resources/budget requirements, and why you are best placed to undertake this work. This can be submitted as a document of approximately 4 pages (maximum 10), audio or video recording (maximum 10 minutes), or other medium according to your preferred ways of working. Application medium will not impact the selection process. We will be happy to work with those requesting accommodation at any stage of the process.
- Applicants who successfully pass the first screening will be asked to pass an interview.



Opportunities with Digna, the Canadian Centre of Expertise on the Prevention of Sexual Exploitation and Abuse (PSEA)

Feature your services on Digna's Online Database

Digna is committed to increasing access to relevant and available resources to organizations in our network so they can choose to use them as needed. Digna is creating an Online Database to achieve this. This database will be a list of identified resources and professionals that can offer support services to organizations to support their work to PSEA. If you are an individual, organization, or service provider who can offer these services and wish to be added to the database, we want to feature you!

Note: Digna is not a survivor support centre, and cannot offer intervention, legal advice, or serve as a reporting agency on behalf of survivors.

Terms and conditions

Digna would like to ensure that the resources in our database are of value to Canadian organizations, and that we can say we have done our due diligence regarding the resources we are publicizing. The following process and terms will be applied to those who wish to be featured on our database on an ongoing basis:

- 1) Individuals, organizations and service providers: [please submit your profile here](#). To view the full list of questions in the Profile ahead of your online submission, download the [document here](#).
- 2) Provide the contact information of at least one reference for someone who has used your [services/resources] (ideally in the context of a Canadian organization, or international cooperation).
- 3) Digna will use our vetting criteria to screen all submitted resources:

Mandatory criteria:

Content:

- ✓ Relevant to the subject of prevention and addressing sexual exploitation and abuse.
- ✓ Relevant to the international cooperation sector
- ✓ Can provide references (ideally by at least 1 Canadian CSO working in international cooperation)
- ✓ Available to Canadians/in Canada

Types of resources

- ✓ Easily accessed, shared, and understood by any person.
- ✓ Survivor-centered or driven initiatives and resources.
- ✓ Range of services or providers inclusive of BIPOC, LGBTQ+, different backgrounds, cultural contexts, religions, and abilities.
- ✓ Clear steps and actions on how to access or use the resource.

Desired criteria:

- ✓ Multiple languages available (English and French are priority)
 - ✓ Available in the long-term
 - ✓ Virtual tools/resources that are accessible (i.e. offline, downloadable, accessible)
 - ✓ Engaging and easy to process resources in times of distress or need for quick answers.
- 4) Digna will confirm your listing and payment of the annual fee before publishing the information provided.
 - 5) Digna will review listings annually and remove listings who are unresponsive, fail to pay the fee, or receive negative feedback from our network.

Financial considerations

An annual listing in the database costs \$100 for the rest of 2021, and subsequent renewal in 2022 will be \$50.

Why are we asking for a fee? To ensure the financial sustainability of providing a database, with the goal of supporting organizations in PSEA in the long-term. As a listed service provider, you will gain potential clients from our large network of organizations. *If this fee is not viable for you or your organization, we would be happy to work with you to find a solution.*

Questions? Reach out to digna.info@cooperation.ca