About the SCI Foundation

The SCI Foundation (SCIF) is a charitable company registered in England and Wales; charity number: 1182166; company registration number: 11775313.

The Schistosomiasis Control Initiative (SCI) was founded in 2002 at Imperial College of Science and Technology, London with a $30 million award from The Bill and Melinda Gates Foundation's Global Health Programme. The grant enabled SCI to provide a proof-of-concept for national-scale schistosomiasis control programmes. Since then, it has supported the delivery of over 200 million treatments against neglected tropical diseases across sub-Saharan Africa. The SCI Foundation became an independent Charitable Company in 2019 and plans to support the delivery of many millions more in the next three years within a broadening programme of work.

SCIF has 30 staff members globally, all working directly with an office in London. SCIF does not maintain any offices outside the UK and works directly with Governments in each country within SCIFs portfolio of support. SCIF staff travel frequently to support colleagues within each country for variable periods of time, and on occasion travelling to remote locations including those which could be categorised as high risk.

Further information can be found on our website: schisto.org
Tender Procedure

Bidders are requested to write their proposals so that their responses correspond to and are identified with the content of proposal and submit their proposal to Joshua Oliech, Director of Finance and Operations j.oliech@schisto.org.uk no later than 06 August 2021.

The tender is open to either individuals or consultant agencies.

Content of the proposal

A. Profile of the consultant
Explaining why they are the most suitable for the work.

B. Outline of relevant experience
Describe in detail previous experience with similar and not for profit organizations. Describe how this experience demonstrates the ability to provide the services outlined for the respective activities in this ToR’s scope. Case studies and reference sites to be provided.

C. Recent CVs

D. Budget proposal

E. Contact details
   Company Name
   Contact Name
   Email Address
   Telephone Number
   Website

F. References
### Background

SCI Foundation is an international non-governmental organisation which was formerly part of the Imperial College London. Since becoming a standalone entity, SCI Foundation has been formally reviewing all policies, processes and practices to align with our current status, and ensure they are fit for purpose.

SCI Foundation contracted a third party to conduct a Duty of Care Benchmarking project to review SCI’s existing security and risk management practice to make recommendations on how it may be improved, and guidance on a set of required policies and procedures (policies and practices relating to, incident management, overseas travel, remote and lone working, organisational risk appetite).

To support SCI Foundation with the development of appropriate international travel and safety best practices, SCI Foundation seeks to engage a consultant to take this work forward. A task team comprising staff from across various departments within SCI Foundation will also be available to provide consultation and support the development of deliverables which are aligned to SCI’s working model.

### Objectives and Scope of work

The purpose of this consultancy is to support SCI Foundation in providing a safe environment for internal staff and associated personnel when travelling internationally on SCI Foundation business. The output of the consultancy is to develop a set of policies and procedures that take forward the recommendations of the Duty of Care benchmarking project that is fit for purpose and in line with SCI Foundation’s strategy and values. The objectives are to:

- Perform a review of current policies, processes and procedures and identify gaps and where improvements are required to align with best practices in the sector.
- Produce a recommendation report and prioritised action plan in consultation with the International Travel Safety task team (ITS) for approval by the Senior Management Team (SMT).
- Through consultation with the ITS task team and other key staff, produce a set of agreed policies and procedures (including those listed below) and others as listed in the action plan.
- Provide training to the organisation on the international travel safety portfolio of work.

### Expected Outputs and Deliverables

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<th>Deliverable</th>
<th>Output</th>
<th>Report type</th>
<th>Frequency/due date</th>
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Reporting

The Consultant will be reporting to the Senior Management Team, and signoff of deliverables will be approved by the Senior Management Team.

Required expertise and qualifications

Expertise and qualifications required which will be used as criteria to evaluate applications:

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<thead>
<tr>
<th>Expertise/qualification</th>
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<tr>
<td>Minimum of 10 years expertise in safety management.</td>
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<td>Minimum of 10 years expertise in crisis management</td>
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<td>Extensive experience of working with International Development NGOs.</td>
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<td>Extensive knowledge of the sub-Saharan African context, with desirable experience of working in sub-Saharan Africa and/or in politically unstable countries</td>
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<td>Knowledge and practical experience of implementing global health and safety legislation</td>
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<td>Excellent team working and collaborative approach to developing shared outputs</td>
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<td>Excellent presentation and communication skills</td>
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<td>A clean track record of professional indemnity</td>
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