

Tip sheet



Conducting safeguarding due diligence checks on organisations or individuals you are contracting to provide services

This document is an adaptation of this [Tipsheet produced by RSH Global](#). It outlines the steps organisations should take to conduct safeguarding, including protection from sexual exploitation and abuse (PSEA), due diligence checks on organisations and individuals with whom they are going to work.

Steps to be taken before contracting an organisation or an individual to provide services:

1. **Develop Terms of Reference (ToR) for the work.** Be clear what services you are looking for, the scope of work and the experience/expertise you require from the service provider. State your commitment to safeguarding and PSEA, as well as your expectations of service providers regarding safeguarding.
2. **Request a proposal.** Ask service providers to set out how they will deliver the service you require, including how they will safeguard people during the work, including from sexual exploitation and abuse. Invite more than one provider to do this, so you can compare approaches.
3. **Ask the organisation to provide their Safeguarding or PSEA Policy, Code of Conduct, etc.** Check whether they contain the necessary provisions to keep everyone safe from harm and abuse.
4. **Interview the organisation or individual** to assure yourself they can deliver the service you want. If contracting an organisation, you may want to talk to the person delivering the service as well as the organisational lead.
5. **Get references** for the organisation or individual you are planning to contract to deliver the service. It is good practice to get at least two references. These should be from organisations who have received a service from the organisation or individual in the last 12 to 24 months. Ask the referees about the organisation's approach to safeguarding and PSEA.
6. **Do background checks on the organisation or individual**, meaning whatever is available to you in your context. If contracting an organisation, they should be able to provide you with information on the checks they have carried out on their staff or associates who would be working with you.
7. **Draft a contract** for the organisation or individual service provider that you select to deliver the service. Include the agreed ToR and make sure agreements about safeguarding are included. Require the organisation or individuals delivering the service to sign your organisation's Safeguarding Policy and Code of Conduct.

8. **Brief the individuals and organisations on their obligations.** Make sure all those involved in delivering the service are clear about their commitments and obligations under your Safeguarding Policy, including on PSEA, before they start providing services to you.

Toolbox

You can find a list of documents which can help you in the process of conducting the due diligence checks below:

More information on **safe recruitment** practices:

- General information for all staff involved in recruitment processes: **[Tip sheet on Safe Recruitment \(Eastern Europe\)](#)**
- Country-specific guidance:
 - **[How-to note: Safe Recruitment in Moldova](#)**
 - **[How-to note: Safe Recruitment in Poland](#)**
 - **[How-to note: Safe Recruitment in Romania](#)**