

**Terms of Reference (TOR)**  
**Part time Child Protection Officer (Volunteer)**

## **1. Background**

Save the Children Fiji is a child rights organization that has Children at heart in terms of ensuring that Children's rights are promoted and advanced at all levels however according to the situational analysis of children in Fiji conducted by UNICEF indicated that 72% of parents admitted to using violent discipline against children. The incidence of household violence reported by children was twice as high in villages as in urban areas. To reduce abuse against children, Save the Children will conduct positive discipline

The PDEP is a two-year project and year 1 has been fully completed. Because of its successful implementation and impact, the donor has agreed to have the project be replicated in the maritime communities in Koro Island

**Goal of the project:** Promoting positive discipline methods to help reduce violence against children through training on child rights, healthy development in rural communities in the Eastern Division.

## **2. Volunteer Objectives**

- a) To assist in the preparation of Procurement Requests, Travel Advances and Acquittals
- b) To assist in the preparation of all training resources as well as liaison with communities
- c) To participate in training and follow ups
- d) Contribute to the project progress report as well as the final report
- e) To contribute to development of a community workplan (if required)
- f) Participate in any other positive discipline related activities as directed by the Child Protection Manager and/or the Child Rights Officer

## **3. Volunteer Deliverables**

- a. Contribute to the training for both sessions (adults & children) as co facilitators
- b. Duties are completed in accordance with SC Fiji policies and procedures and in a timely manner
- c. Submission of comprehensive, high quality and timely reports
- d. Provision of feedback to Child Protection Manager

## **4. Training**

Save the Children Fiji is committed to providing suitable training in support of the Organization's Child Protection policy. For this reason, it's the Organization's policy that all employees and volunteers undergo a Child Protection Policy training session before or as soon as possible after commencement of their employment or volunteer position.

## **5. Location**

The **Volunteer** will provide technical support to SC Fiji CP Team from the SC Fiji Suva office and is expected to travel to the field as well with the Team to conduct trainings and other Child Protection engagements.

## 6. Responsibility of Volunteer

The **Volunteer** will work in direct liaison with the Child Protection Manager and Child Rights Officers to ensure that technical support is provided for the preparation of materials for the training, as well reporting to the Child Protection Coordinator.

## 7. Duration of Work

This is a part time trainer role and therefore the Volunteer should be available should there be a need as required to conduct trainings under the Child Protection Program.

Time Required and Remuneration:

<b>Item 1:</b>	<b>Commencement Date: 15<sup>th</sup> November 2021- 28<sup>th</sup> February 2022</b> <b>Which includes Orientation and Child Safeguarding Training</b>
<b>Item 2:</b>	<b>Hours of Work : Monday to Friday (and possibly in the weekends minim 37.5 hrs/ wk)</b>
<b>Item 4:</b>	<b>Reporting to: Child Protection Manager</b>
<b>Item 5:</b>	<b>Fee Structure: FJD \$50 per day</b>

## 8. Reporting:

The **Volunteer** will report to the Child Protection Manager, SC Fiji Office, Suva.

## 9. Code of Conduct

Save the Children's work is based on deeply held values and principles of child safeguarding, and it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff and other people working for and with Save the Children. Save the Children's Code of Conduct sets out the standards which all staff members must adhere to and the consultant(s) and interpreters if applicable are bound by the principles and conditions of Save the Children's Code of Conduct and will need to sign it before conducting the training.