

## Terms of Reference

### SSCA Consultancy – CDRR Project

#### 1. Background

Save the Children Fiji (SC Fiji), started in 1972 and, is dedicated to driving positive change for children in Fiji. Globally, Save the Children protects the rights of children in more than 120 countries and supports millions of the most vulnerable and hardest to reach children around the world. In Fiji, Save the Children works to create long-lasting, sustainable change in the lives of children by driving change from the community level through to government and policy. SC Fiji has worked in more than 50 informal settlements and communities across the Northern, Western, Eastern, and Central divisions and focuses on national advocacy work to ensure the rights of children are met. SC Fiji's key focus areas include: Child Rights and Child Protection, Child Participation, Education, Child Poverty, Livelihoods, Disaster Risk Reduction, Cash and Voucher Assistance, and Humanitarian Response.

#### Child-Centred Disaster Risk Reduction (CDRR) Project

The CDRR Project focuses on school safety and disaster risk reduction in schools and communities using the Safe School Common Approach which is an initiative of Save the Children International. Safe Schools is an all-inclusive all hazards approach to ensure that children are safe in and around the schools from violence, conflicts, natural and everyday hazards, including COVID-19 and is aligned to the Comprehensive School Safety Framework. The project targets strengthening national-level systems as well as building capacities and resilience of schools and communities that are vulnerable to disasters. The three-year project which ends in March 2023 is funded by NZ MFAT and supported by SCNZ.

The main goal of the project is to ensure that Children in Fiji are safe and better protected from hazards and violence in schools, homes, and communities, through sustainable and scalable interventions to improve school disaster management, household and community safety.

#### School Safety Context Analysis

One of the key outputs of the CDRR project is to ensure that the National school safety coordination mechanisms are strengthened. To do so, the Project will update and validate the School Safety Context Analysis in consultation with the National Education Cluster (NEC), Ministry of Education, Heritage and Arts (MEHA) and several other key DRR/EiE actors to develop and complete the School Safety Roadmap, Priorities and Action Plans.

A School Safety Context Analysis is considered essential background for the following purposes:

- *As a shared, factual starting point for advocates, team members and new staff wanting to support comprehensive school safety and education sector development in Fiji.*

- *As an appendix to an appeal for funding for either education in emergencies or disaster risk reduction in the education sector.*
- *As part of the Emergency Preparedness Plan, as a document which will be read by both internal and external humanitarian contributors to the education sector to read 'before their helicopter lands'*
- *As 'denominator' information, providing a baseline against which to assess the adequacy, scalability and sustainability of efforts to integrate risk reduction and resilience into education sector development efforts.*

The consultant will research and write this education sector analysis, and below are potential sources of information:

- Survey research with stakeholders
- Ministry of Education, Heritage and Arts (MEHA): policies and programs
- Key informant interviews
- National Disaster Management Office (NDMO) policies and programs
- UNESCO statistics
- Reports of national meetings or consultations on School Safety and Education in Emergencies
- Mappings of education sector initiatives and lessons learned
- Humanitarian working group (or similar) plans
- Reports of disaster and emergency impacts on education

## 2. Objectives

- To utilize the findings from the research and consultations to update the 2016 School Safety Context Analysis for School Safety and Education in Emergencies for Fiji.
- To validate the updated School Safety Context Analysis for School Safety and Education in Emergencies for Fiji through a consultation workshop with relevant stakeholders such as MEHA and NEC.
- To include all relevant appendices in readable formats

## 3. Deliverables

- Review and update the 2016 School Safety Context Analysis for School Safety and Education in Emergencies for Fiji, including all relevant Appendices;
- Supporting documents for the School Safety Context Analysis as annexes. Including relevant denominator information about number and types of schools at subnational levels, and summary mapping of schools/school populations vulnerable to each major hazard to the extent possible;
- Identification of gaps in available information;
- A focus group discussion to be held with the National Education Cluster (NEC) to review the draft School Safety Context Analysis and discuss preliminary findings and recommendations in relation to the 2016 Roadmap Priorities;
- Finalise and submit the updated School Safety Context Analysis report with relevant appendices and annexes to Save the Children Fiji

- Co-develop and lead a 1-2-day workshop with MEHA, to present key findings from the final School Safety Context Analysis, and to discuss and refresh the Roadmap, Priorities and Action Plan with the wider group of NEC, MEHA and other key DRR/EiE actors
- Complete the updated 2022 School Safety Priorities, and Action Plan based on the results of the workshop.

#### 4. Responsibility of Consultant

The consultant will work with Save the Children staff to collect timely, quality, relevant and reliable information and data through desk research, interviews and focus group discussions. A brief survey to document school-safety related projects from 2016-present (who/what/where) should also be implemented with relevant stakeholders, and may be done through a combination survey and interview. Save the Children will provide an initial ‘stakeholder database’ of key contacts to consider. The researcher will be primarily responsible to:

- Develop/Design research methodology identifying key documents, select key informants for individual or group interviews, and plan questions to be discussed with stakeholders.
- Schedule an initial briefing meeting with Save the Children before the commencement of the study in the country. Save the Children will then approve the plan, in writing.
- Conduct individual and group interviews with stakeholders and key informants from Government Ministries, Cluster Systems, Education agencies and other DRR/EiE actors
- Ensure quality and valid information is collected and verify/revise where needed.
- Meet weekly via telephone with Project manager to discuss progress and concerns;
- Update the previous Education Sector Snapshot for CSS & EiE, transforming it using the new School Safety Context Analysis Template.
- Provide a presentation of the draft report to Save the Children and revise the report based on validation meeting and comments received from reviewers.
- Submit a final report to the Project Manager including all Appendices and Annexes, by the due date.
- Co-develop a 1 – 2 days’ workshop with MEHA and NEC for the widest possible group of stakeholders in school safety. At this workshop, present key findings of the updated School Safety Context Analysis and facilitate the 2022 update of the Priorities and Action Plan.

## 5. Main Tasks and Proposed Timelines

The consultant is expected to deliver the assigned tasks as outlined below:

Tasks	Key Deliverable	Estimated # of days	Timeframe
1. Trained on Child Safeguarding. Conduct a desk review	Detailed work plan and schedule finalised	5	4 <sup>th</sup> – 11 <sup>th</sup> July
2. Identify and prepare (including arrangements and appointments) for stakeholder interviews and FGDs			
3. Development of data collection tools including interview questions, FGD / KII guides, and consultation materials in consultation with PM and SC Technical Advisors.	Data collection tools finalized		
4. Lead information/data collection	Information and Data collection completed.		12 <sup>th</sup> July – 2 <sup>nd</sup> Aug
5. Analyse all data collected, use the template and the existing SSCA report to update and complete first DRAFT report  Plan and Organise for workshop	Revise the existing (2016) version of SSCA and first draft of the report completed and shared with SC Fiji and NEC for review	11	
6. Conduct a validation workshop with members of the National Education Cluster and collect feedback from reviewers, integrate inputs into final SSCA report and all appendices, submitted to SC Fiji	Final SSCA analysis report of approximately 30 pages and all appendices and Annexes.	3	3 <sup>rd</sup> – 9 <sup>th</sup> Aug
7. Plan and conduct a 1-2day workshop for school safety			10 <sup>th</sup> – 12 <sup>th</sup> August

stakeholders to develop priorities and action plan for school safety.	Presentation of the SSCA summary to stakeholders;	6	
8. Finalize Priorities and Action Plan from the workshop and submit to MEHA and Save the Children	Final 3-5page report on Priorities and Action Plan		15 <sup>th</sup> – 19 <sup>th</sup> Aug

## 6. Duration of Work

The consultant will carry out the assigned tasks within **7 weeks, between 4<sup>th</sup> July – 19<sup>th</sup> August 2022**. It is expected that the consultant will dedicate a total of **25 working days** for the entire duration of the contract. Any additional days may be decided with the CEO based on the available budget.

## 7. Fees and Payment Structure

The consultant will be paid for **25 consultancy days in total at the rate of FJD 500 per day** to a maximum amount of FJD 12,500. The fee will be paid in instalments as highlighted in the schedule below and only upon submission of detailed report on findings and work and acceptance of deliverables from SCF:

- 25% upon completion of Tasks 1-3 as per the above table of *Main Tasks and Proposed Timelines*
- 35% upon completion of Tasks 4-5 as per the above table of *Main Tasks and Proposed Timelines*
- 40% upon completion of Tasks 6–8 as per the above table of *Main Tasks and Proposed Timelines*

The consultant(s) shall be responsible for covering her/his insurance.

## 8. Requirements

- Masters degree in relevant field
- Sound experience in Education and/or Disaster Risk Reduction
- Excellent research, reporting, and policy analysis skills
- Knowledge of education sector, school safety, disaster risk management, conflict and violence prevention in country and relevant terminology (and willingness to fill in gaps in any sector, with guidance).
- Good relationships or ability to develop these with the education sector, disaster management, and child protection sector key contacts.
- Knowledge of country and official language.

## 9. Code of Conduct

Save the Children's work is based on deeply held values and principles of child safeguarding and our commitment to children's rights and humanitarian principles must be 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 to which all staff members must adhere 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 departing to the field.

Approved by:



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Shairana Ali  
Chief Executive Officer

10 June 2022  
Date