

Terms of Reference

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 makers. 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. Key focus sectors are Child Protection, Child Participation, Education, Livelihoods, Disaster Risk Reduction, Cash and Voucher Assistance and Humanitarian Response.

Save the Children International has three breakthrough areas, one of which is to “Be Protected.” Aligned to this and based on the findings of the Child Rights Situational Analysis (CRSA), SC Fiji has prioritised **Child Protection** in its Strategic Plan 2019-2021. The CRSA highlighted that critical level of violence against children in the home, alarming levels of child sexual abuse and children exploited to work to supplement the family income.

To address these issues, it is important that SC Fiji to partners to promote and take positive disciplining initiatives at community and regional level especially with the Department of Social Welfare, The Police Force and the iTaukei Affairs Board. SC Fiji will advocate as well as partnering with stakeholders to develop training and capacity building for all those involved in the implementation process of child rights.

2. Project Summary and Outcomes;

Child Protection (CP) Program is a crucial and core component of Save the Children. The program is implementing the ‘I AM Digital’ phase 3 project in 5 schools focusing on;

- Developing new “I AM Digital” educational resources on misinformation prevention and critical thinking on social media assets which comprise of two (2) new fact sheets, and up to 12 new social media quick tips
- For Fiji, Developing and delivering a school based “I AM Digital ‘pilot program which shall include exploration of potential integration of the “I Am Digital “resources into the national education curriculum through initial discussion with the Ministry of Education and dissemination of fact sheets as a resource material to five (5) pilot schools in Fiji and prepare the lessons learnt report for this activity.
- Prepare a report on lessons learnt from the schools in Fiji. Which can be shared with the Advisory group for potential scaling and expansion into other “I Am Digital “countries.
- Delivering a launch event for Phase 3
- Design, implement and monitor the impact of the expansion of the ‘I Am Digital’ online safety educational campaign for Fiji Samoa and Kiribati which shall include the Vendors expertise in child protection, gender, LBGTIQ and disability inclusion;
- Engaging a media company to create and design the fact sheets

3. Objectives

The I Am Digital Phase 3 project will be launched in Q4 of 2022 and will continue to target digital literacy, citizenship, and safety issues identified by the Safety Advisory Group comprising of key regional leaders, actors, and researchers in this area, as well as by youth representatives from the region. In consultation with the Advisory Group and local teenagers and youth, Save the Children Fiji and Meta will continue to collaborate to develop a program that is relevant and targeting local priorities and needs, and is appropriate to the social, cultural, language, and other contexts in the local environment.

The project's primary goal for this phase is to disseminate online safety educational resources and materials in decentralized locations with a focus on five schools, as recommended by the Ministry of Education, Heritage, and Arts.

5. Study Area

Save the Children Fiji, in collaboration with the Volunteer, will be conducting an awareness on Online Safety to 5 targeted schools in Fiji approved by the Curriculum Development Unit under the Ministry of Education, Heritage and Arts.

6. Responsibility of the Volunteer

a. The project will engage the services of a Volunteers to provide support to the Communications Officer during implementation of planned activities;

b. Volunteer Objectives

- i. To provide technical support to the Communication Officer and Child Protection Manager in the delivery of activities in communities and with stakeholders
- ii. To support the project with specialized skills sets;
 - a. Schools
 - i. Help schools in developing and understanding of importance of online safety in school.
 - ii. Provide logistics support to Communications Officer in planning and implementation of awareness in the 5 schools.
 - iii. Support the Communications Project Officer to deliver child centred and appropriate activities
 - iv. Provide administrative support to the Communication officer

iii. Participate in any other Child Protection related activities as directed by Child Protection Manager.

c. Volunteer Deliverables

- i. Provide a fortnightly timesheet to Communications Officer
- ii. Support Communication Officer in the preparation of TORs, Advances and Procurement Requests
- iii. Support Communication Officer with activity reports and acquittals of advances
- iv. Duties are carried out in accordance with SC Fiji code of conduct, policies and procedures
- v. Provide innovative resolutions to challenges during activity implementation

7. Responsibility of Save the Children Fiji:

SC Fiji will ensure the Volunteer has access to all the information as required.

8. Main Tasks and Deliverables:

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

Note: Timeline has excluded weekends and public holidays

Activity	Key Deliverable	Estimated # of days	Timeframe
1. Child Safeguarding Training and Induction with I AM DIGITAL Project.	Signed Child Safeguarding Policy Signed	1 day	7 th November 2022
2. Assist and develop Communication officer in developing the CSG Training on online safety	PowerPoint on CSG Training	2 days	8 th November 2022
3. Trial the Online Safety Package with Children	Report CSG Training and include recommendations what to change in the PPT	2 days	9 th & 10 th November 2022
4. Preparation of TOR, Advances and Procurement Request for the 5 schools	Approved TOR, Advances and PR for 5 schools	10 days	7 th -18 th November 2022
5. CSG Trainings and disseminate IEC materials to 5 schools	Assist with CSG Trainings and disseminate IEC materials to 5 schools	8 days	21 st Nov – 2 nd December
6. FINAL Report submitted to Communications officer and Child Protection Manager with comments from SCF Team	I AM DIGITAL FINAL Implementation report	5 days	8 th December 2022

9. Duration of Work:

The volunteer will carry out the assigned tasks from. Any additional days may be decided with the CEO based on available budget.

10. Fees and Payment Structure:

The Volunteer will be paid daily rate of FJD 50 per day to a maximum amount of \$1,500.00. The fee will be paid as per approved key deliverables with the submission of the timesheet to Communications officer on a fortnightly basis.

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

11. 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 Volunteer(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:



Shairana Ali
Chief Executive Officer

Date: 05/10/22