

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

1. Background

Child Protection (CP) Program is a crucial and core component of Save the Children. The program is implementing the “Ending Violence Against Children (EVAC)’ project to 6 communities in the Western Division with the long term goal of “Children in Fiji face less harm from all forms of violence” under the Women’s Fund Fiji Project.

The objective of the project is to eliminate all forms of violence against children in Fiji through the implementation of proven effective approaches and strategies with stakeholders and communities. The project engages strong representation of the Kids Link Fiji Alumni through the child participation component. The project focuses on building collective actions to achieve the long-term outcome of children in Fiji face less harm from all forms of violence.

2. Volunteer

a. The project will engage the services of 1 Volunteer to provide support to the team during implementation of planned activities;

b. Volunteer Objectives

- i. To provide technical support to the Community Facilitator in the delivery of activities in communities and with stakeholders
- ii. To support the project with specialized skills sets;
 - a. Communities
 - i. Help communities in developing and understanding of importance of community action plans
 - b. Child Clubs
 - i. Support the Community Facilitator establish Child Clubs in Communities
 - ii. Support the Community Facilitator to deliver child centered and appropriate activities

iii. Participate in any other Child Protection related activities as directed by the Child Protection Manager and/or Community Facilitator

c. Volunteer Deliverables

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

3. Recruitment

Successful applicants will need to undergo a Police Clearance before being engaged as part of the Save the Children recruitment policy and requirements. Successful applicants will also undergo a Child Safeguarding Training in adherence to Save the Children’s Child Safeguarding Policy.

4. Location

The **Volunteer** will be based in the SCF Lautoka office and is expected to travel to communities with Officers during implementation of project activities.

5. Responsibility of Volunteer

- a. The **Volunteer** will work in direct liaison with the Project Manager and Community Facilitator to ensure that the required support as per Sections 2(b) and 2(c).
- b. The **Volunteer** is required to cover costs of movement to and from the office when required for engagements

6. Duration of Work

This is a part time role and therefore the Volunteer will be engaged on a need(s) basis in accordance with the Project Team workplan.

Time Required and Remuneration:

Item 1:	Successful applicants will be given a 1-year contract subject to review and renewal as per Save the Children policy
Item 2:	Successful applicants shall have the same rights as Save the Children personnel as per the organization's Volunteer Policy
Item 4:	Successful applicants shall be remunerated at FJD\$50.00 per day for each day of engagement for approx 50 days.
Item 5:	It is the responsibility of successful applicants and Save the Children to contribute to FNPF deductions as per the FNPF Act Section(s) 33, 34 and 35

7. Reporting:

The *Volunteer* will report to the Project Officer, SC Fiji Office, Lautoka and Suva.

8. 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.



Approved: Shairana Ali, CEO

21/02/223