

## **TERM OF REFERENCES**

### **Develop a capacity building plan for Child Protection Committees (CPCs) and collaborators, including the establishment/ strengthening of reporting and referral mechanisms**

<b>Project name:</b>	Against Child Exploitation (ACE) Project
<b>Location:</b>	Quang Nam, Da Nang và Dien Bien

#### **I. GENERAL INFORMATION**

World Vision is a Christian relief, development and advocacy humanitarian organization, working to improve the quality of life of people, especially the most vulnerable children.

The Against Child Exploitation (ACE) project, funded by United States Department of Labor, has commenced since 2019 in the Philippines with the view to strengthening the capacity of the Philippine government to address the Worst Forms of Child Labor (WFCL) including Online Sexual Exploitation of Children (OSEC), and violations of acceptable conditions of work.

Building on fruitful results achieved in Philippines, the ACE project will be implemented from November 2021 to September 2024 in Vietnam in 6 target districts of 3 target provinces (Điện Biên province, Đà Nẵng city, and Quảng Nam province), the expected outcomes as follows:

- Outcome 1: Improved enforcement of the legal framework and policies pertaining to the WFCL, including OSEC, and violations of acceptable conditions of work.
- Outcome 2: Improved assistance services for victims of WFCL and / or OSEC.
- Outcome 3: Strengthened partnerships to accelerate progress in addressing the WFCL, including OSEC, and violations of acceptable conditions of work.

In order to achieve the Outcome 1, the Project will coordinate with the Quang Nam DOLISA to implement the activity of developing a capacity building plan for CPCs and collaborators, including establishing/strengthening reporting and referral mechanisms. This plan will include: Content of capacity building, Form of activity, and Time of implementation (during the entire project implementation phase).

#### **II. SPECIFIC ACTIVITY**

##### **1. Activity name**

Developing a capacity building plan for CPCs and Collaborators, including establishing/strengthening reporting and referral mechanisms.

##### **2. Objectives**

To develop a capacity building plan for CPCs and collaborators, including establishing/strengthening reporting and referral mechanisms, in preventing, supporting, and addressing WFCL including OSEC, and violations of acceptable conditions of work.

##### **3. Expected output**

A comprehensive capacity building plan for CPCs and collaborators, including establishing/strengthening reporting and referral mechanisms, is developed and agreed by the implementing partners and relevant stakeholders.

#### **4. Time and place**

- Time: September 2022
- Place: targeted in Quang Nam or 3 provinces

#### **5. Target groups**

The objective and expected output can be achieved through a workshop joined by the following participants:

- CPC members at provincial level (30 people), Tam Kỳ city (15 people), commune level (around 25 people/commune x 4 commune)

- CPC Collaborators at village level: around 10 people/commune x 4 commune

(\*) Representatives to which the invitation is extended will be selected to ensure that the number of participants is about 70; or separate workshops at provincial-district-commune levels can be considered to ensure efficiency in group discussion and management.

#### **6. Contents of capacity building plan**

- Capacity building needs for CPC members at provincial-district-commune levels, including the following expected contents:

- + Levels of awareness and understanding of child labor (concept, criteria, causes, consequences);

- + Child labour monitoring tools in the community;

- + Study, analyze and evaluate the current situation of child labor in the locality;

- + Laws, policies, programs, projects, ... on child labor;

- + Trauma-informed care;

- + Home-visit model;

- + Working with children being engaged in child labor and their families;

- + Victim-focused case management;

- + Communication on prevention and reduction of child labor;

- + Develop a plan to prevent and reduce child labor;

- + Integrate child labor issues into policies, programs, projects,...

- + Capabilities in Monitoring during implementation and Reporting after completion of activities.

- Specific capacity building subjects (CPC members, collaborators and related parties if any) & relevant capacity building contents;

- Appropriate forms of capacity building activities;

- Time and duration of activity implementation;

- Introduction of potential trainer/consultant sources.

## **7. Methodology and approach**

This activity will be carried out in the form of a workshop using the following methods:

- Teamwork;
- Participatory and learner-centred approaches that combine a variety of methods and allow plenty of time for participants to practice and discuss.
- Using visual tools and practical materials/examples related to the project area to help participants easily understand, learn and apply from practical lessons.

## **III. THE CONSULTANT**

### **1. Requirements for the consultant**

- Bachelor or Postgraduate Degrees in social work, sociology or related disciplines.
- Having knowledge and experience in capacity building activities for child protection staffs.
- Experience in facilitating and guiding the capacity building planning by participatory method.
- Minimum 05 years of direct experience in implementing training activities, seminars, ... to improve the capacity of local partners in the field of child protection.

### **2. Requirements for outputs**

- Capacity building plan for CPCs and collaborators, including establishment/strengthening of reporting and referral mechanisms, developed and agreed by key implementing partners and stakeholders.
- Recommendations or notes of the consultant for capacity building activities (which may mention priorities, notes on coordination, integration, etc.).

### **3. Consultant's responsibilities**

- Develop the content, programs, materials and tools needed to run the workshop according to the objectives, methods and content requirements mentioned in this TOR.
- Facilitate the workshop.
- Provide specific recommendations and suggestions to monitor, improve, promote and enhance the role and capacity of child protection staff and community collaborators.
- Coordinate/discuss with World Vision Việt Nam (WVV) to develop a monitoring strategy and support staff working in child protection during the implementation of capacity building activities.
- Write a report after the workshop, including a Capacity Building Plan for CPCs and collaborators.
- Comply with WVV Safeguarding policies for Children and Adults.

#### 4. Estimated duration of consultancy service for one target province

The expected outputs and outcomes will be achieved by but not limited to the following tasks per province:

No.	Content	# of day
1	Research materials, prepare content and tools for the facilitation of the workshop	3.0
2	Hold a meeting to discuss and agree with the Project as well as its coordinating partners	0.5
3	Facilitate the workshop	1.0
4	Finalize the plan and report	1.5
<b>Total:</b>		<b>6.0</b>

#### 5. Consulting fees

The consulting fee is based on the experience and competence of the consultant.

The consultant is responsible for paying the Personal Income Tax (PIT). The project will deduct PIT before paying the consulting fee.

Expenses of travel and accommodation for the consultant will be covered by WVV in accordance with the Project's policies.

#### 6. Terms and forms of payment

The payment will be made once by bank transfer after the work is completed and the output is accepted by WVIV.

#### IV. APPLICATION

1. CV (including full name, title, agency, contact phone number, relevant experience).
2. The implementation plan and the detailed workshop outline (clearly stating the workshop agenda and implementation method).
3. Proposal for Consulting Fee & Consulting Duration.

The selection of consultants will be based on: 60% based on qualifications & work experience, and 40% based on the proposed fee.

Application should be sent to People and Culture Department, email: WVV\_Recruitment@wvi.org before 5:00 p.m. on 18 September 2022 (Vietnam time).