

Terms of Reference

Position Title:	Child Protection Curriculum Development Consultant
Department:	International Programs
Location:	Work from home, (one planning meeting in Sydney)
Employment Status:	Consultancy (approx. 40 days)
Reports to:	Child Protection Advisor

1. ORGANISATIONAL CONTEXT

ChildFund Australia is an international development agency that works in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children's rights.

ChildFund Australia directly implements child-focused development programs in Vietnam, Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste and the Pacific. We also works in conjunction with the ChildFund Alliance global partnership to deliver programs in countries throughout Asia, Africa and the Americas. Programs are funded by sponsorship contributions, grants, donations and other revenue including Australian NGO Cooperation Partnership (ANCP) funds.

Child protection is a key element of our [2015-2020 Strategic Plan](#) and we will continue to establish and maintain child protection programming that prevents and responds to violence, abuse, neglect and exploitation of children.

2. BACKGROUND

ChildFund Australia has made significant shifts to focus our child protection programming in recent years. In the multiple country context that ChildFund is operational, frontline service providers' knowledge and capacity to provide child focused services has been identified as a gap and key bottleneck to the advancement of quality child protection interventions on the ground. In an attempt to address this issue, a growing part of ChildFund's child protection work has focused on the professional development of frontline child protection staff such as social workers and others providing direct case management, counselling and other welfare support services. Work includes training, system strengthening, and support for on-the-job application of learning through coaching and mentoring.

As this work has advanced, the child protection team has organically developed a range of training curriculum and accompanying resources (handouts, activities etc.) for different audiences that are used in various projects across our country offices and Pacific program. The audience for these materials are not beginning practitioners, but qualified and/or experienced frontline workers.

We are seeking to engage a consultant to collate, refine, standardize and where required further develop existing pieces of curriculum and resources into a series of discrete modules that can be utilized

as individual modules or as a set when preparing curriculum for different contexts and projects. The consultant must have experience with professional curriculum development in welfare and child protection, and preferably qualifications and professional experience in social work and direct case work.

3. POSITION OBJECTIVES

- a) Initial inception meeting with Child Protection Advisor and Child Protection Specialist (preferably in Sydney office)
- b) Develop work plan and list of curriculum modules and approach to packaging materials
- c) Write modules, (likely about 30-40 days worth of training), in regular consultation and communication with child protection team.
- d) Incorporate feedback and finalise modules
- e) Organise and refine existing accompanying resources and where required develop new accompanying resources (handouts, activity packs, slides)
- f) Work with designer to finalise relevant resources (as agreed with ChildFund)

4. RESPONSIBILITIES /DELIVERABLES

Output	Date
Initial inception meeting	Week 1
Work plan and list of modules (approx. 40 days of training)	Week 2
Draft set of agreed modules and accompanying resources	Week 8
Incorporate feedback and finalise modules	Week 10
Oversee designer to finalise relevant resources	Week 16

5. REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core competencies

- Commitment to ChildFund Australia’s vision and values;
- Excellent time management and multi-tasking skills;
- Ability to work autonomously;
- Strong interpersonal and negotiation skills;
- Accountability.

Functional/Technical Competencies

- Specialised knowledge of social work practice or child protection and child development;
- Experience providing training on social work skills or child protection;
- Experience developing curriculum for adults;
- Excellent capacity to write for different audiences;
- Experience writing curriculum for developing country contexts.
- First hand experience of case work, case management and / or one to one work in a service user and service provider context.

Qualifications & Experiences

- Qualifications or relevant work experience in social work, psychology, child protection or related discipline;
- Technical and/or academic expertise in curriculum development, preferably in child protection (e.g. TAFE Certificate IV in Training and Assessment);
- At least three years of professional work experience in child protection, education, international development projects;

6. TIMETABLE AND DURATION

The Consultancy will be for a period of 40 days between March and June 2018.

7. MANAGEMENT AND REPORTING ARRANGEMENTS

The Consultant will report to ChildFund Australia's Child Protection Advisor.

8. CONFIDENTIALITY

All discussions and documents relating to this Terms of Reference will be treated as confidential by the parties.

9. ADDITIONAL INFORMATION

- The successful candidate must have the current right to work in Australia.
- For this role, appointment is dependent upon provision of an Australia Federal Police Check or NSW Working with Children Check.
- The successful candidate will be reviewed against the Department of Foreign Affairs and Trade ('DFAT') and National Security Australia counter-terrorism watch lists at the onset of the contract.
- The successful applicant will be required to have in place insurance arrangements appropriate to provision of the requirement in this Terms of Reference.
- Consultancy fees will be paid in two instalments (30% on signing contract and 70% on acceptable completion of contract.
- Existing materials and materials developed as part of this consultancy are and will be the intellectual property of ChildFund Australia. Any and all parts of this materials shared and developed are not be replicated or on sold by the consultant in other contexts without the prior knowledge and formal consent and authority of ChildFund Australia
- The Consultant is expected to act at all times in a manner consistent with the Mission, Vision and Values of ChildFund and in compliance with the organisation's policies and procedures including Child Safeguarding Policy and Code of Conduct.

10. ACKNOWLEDGEMENT AND DISCLAIMER

ChildFund, its Board and staff make no express or implied representation or warranty as to the currency, reliability or completeness of the information contained in this TOR. Nothing in this TOR should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of this TOR or the submission of an EOI in response to it. No contract will be created until a formal written contract is executed between ChildFund and a selected consultant.

11. APPLICATION

Interested candidates are encouraged to apply by submitting:

- Your CV
- An example of curriculum previously developed (5-10 page excerpt is adequate).
- A brief expression of interest that includes a **total amount** for the project and a breakdown of your daily rate and all other costs associated with completing the assignment.

Please submit your application to mkavenagh@childfund.org.au by COB on Friday March 3rd.