



Extension TERMS OF REFERENCE

Consultant for preparation of a Policy for Safeguarding of Children and Vulnerable Adults

1. Background:

The First Children's Embassy in the World Megjashi (FCEWM; Megjashi) is a non-governmental organization with the purpose to protect children and their rights. FCEWM believes that a child or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and adults and to keep them safe.

2. Purpose of the assignment:

The purpose of this assignment is to prepare a Policy for Safeguarding of Children and Vulnerable Adults for the FCEWM. The overall objective is to produce a policy that is binding for all staff members, Board members, volunteers, interns, consultants and other collaborators ensuring effective protection of children and adults in risk by clearly defined steps, responsibilities and roles in reporting of such violations.

The Policy has to provide a comprehensive framework for protection of all children and vulnerable adults involved in the FCEWM activities, projects and programs and contribute to the strengthening of the protection of children and vulnerable adults in the community.

In order to make this Safeguarding policy more accessible to children, Policy should be also prepared on Child Friendly language.

3. Scope of work:

The scope of work includes:

- Desk work to become familiar with existing operational documents including policies and procedures within the organization: Statute, Strategy Plan, Code of Ethic, ISO 9001:2008 documents and other relevant documents.
- Use of self-audit tool for getting an overview of the organization. Based on the findings from the audit tool, the consultant has to prepare the draft of SP

- Review and incorporate any comments received on the draft SP after being shared with FCEWM and donors within 15 days' timeline
- Prepare a short version of the policy in Child Friendly language.
- Facilitate a 1-day workshop with the management and other staff members in Macedonian language.

The consultant will liaise regularly with the FCEWM Project Coordinator and the final Safeguarding Policy for Children and Vulnerable Adults should be approved by the Assembly of the FCEWM.

4. Deliverables:

The Policy (full version and in Child Friendly language) has to be developed within the context of national conditions, international best practices, donor guidelines, Macedonian laws and regulations and FCEWM internal policies and procedures.

Policy for Safeguarding of Children and Vulnerable Adults should be submitted in English and Macedonian language and should include the sections as below:

Introduction

- a) Purpose and scope of the SP;
- b) Definition of abuse and maltreatment (types of abuse);
- c) Core child safeguarding principles and values;
- d) Legal framework – international and national legislation

Preventative measures and reporting

- a) Standards for the organization's Human Resource policies (recruiting, hiring, training) or Recruitment Policy and Training and Education about SP;
- b) Code of Conduct for employees and Code of Conduct for people who are connected to the organization (financing providers, individual donors, committee members, volunteers, etc.);
- c) Communication standards (press, fundraising, etc.) - Information, Communication and Media Guideline
- d) Reporting Procedure which defines the ways of reporting any safeguarding concerns and action that should be taken overcoming them

Accountability and Monitoring and Evaluation

- a) Policy for Accountability (Responsibility for implementation of SP)
- b) Monitoring and Evaluation of the Safeguarding Policy for Children and Vulnerable Adults

5. Timeline:

Within one month period from September to October 2018.

6. Qualifications of the Consultant:

- Advanced degree in law, psychology or related discipline
- At least 3 years of extensive experience in protection of child rights
- Experience in drafting policies and similar documents
- Excellent analytical, oral and written communication skills in Macedonian.
- Strong facilitation skills and ability to lead a plenary and document simultaneously
- Strong interpersonal skills and the ability to communicate and work well with diverse people.

7. How to apply:

Applications must be sent in English language with subject “Application –Safeguarding Policy” to freelegalservice@childrensembassy.org.mk not later than August 24th, 2018 and entail the following:

- Expression of Interest (cover letter) emphasizing relevant experience
- CV
- Two references
- Financial offer including total number of working days anticipated for completion of this assignment (preparation, workshop, translation of the document, finalization) and the fee per working day in gross amount (before any legal deductions).

*Only shortlisted candidates will be contacted.