



TERMS OF REFERENCE

Consultant for ChildPact Sustainability and Representation
with the function of

CHILDPACT SECRETARY GENERAL

‘United Voices for Children’ Project

October 2016

World Vision Germany
AgroInvest Foundation Serbia
ChildPact & its members

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Introduction

In October 2013, World Vision Germany and AgroInvest Foundation Serbia developed a project concept in response to the German Federal Ministry for Economic Cooperation and Development (BMZ) call under its Sozialstrukturträger pilot programme. Under this pilot programme, BMZ is seeking to strengthen civil society, which includes capacity building for civil society networks and coalitions with an emphasis on long-term operational and financial sustainability advocacy. BMZ accepted the application developed by WVG and AFS entitled ‘United Voices for Children’.

The project partners are 7 ChildPact members from the Western Balkans, Eastern Europe and South Caucasus: Albania, Armenia, Bosnia and Herzegovina, Georgia, Kosovo, Moldova, and Serbia. ChildPact with all its 10 members (the 7 mentioned above and Azerbaijan, Romania and Bulgaria) is a beneficiary.

The project aims to contribute to child well-being, protection and rights through strengthening civil society. There are three major expected results: **1.** Increased visibility and operational & financial sustainability of the child protection networks; **2.** Better policy monitoring by implementing a Child Protection Index; **3.** Increased capacity to influence child protection reforms through policy recommendations and advocacy initiatives.

This TOR is referred to the **support to sustainability of ChildPact** which is one of the crucial elements to strengthen the existing project results related to the sustainability of the national partner coalitions.

Summary

Project Title:	United Voices for Children (UVC)
Activities that are object to this ToR:	Support to the implementation of the UVC project activities. Support to the development of ChildPact.
Consultancy time-frame:	21 months

About ChildPact

In the last 20 years, governments in our region strived to reform their child welfare and protection systems, but reforms remain incomplete and children remain the most vulnerable members of our society. The transition to democratic governance did not create systemic reforms to improve the living conditions of children and this is a shameful failure. To address this failure, in every country child-focused NGOs have come together in child protection / child rights networks. Civil society networks are crucial for the global effort to increase child well-being as they influence policy developments and implementation which lead to more effective programs. But civil society networks/ coalitions and many of their members lack adequate visibility, funding and marketing capacity, which leads to gaps in efficiency and to unacceptable delays.

In September 2012, 8 national coalitions from 8 countries in the region signed a Memorandum of Understanding to establish the regional coalition called [ChildPact](#). ChildPact has since officially registered in Romania and expanded its membership to include 10 members. ChildPact is a network of networks. Through its members ChildPact represents 600 NGOs, which work with more than 500,000 vulnerable children.

ChildPact's mission is to change children's lives by inspiring transformational child protection policy making and implementation. The organization has three main objectives:

1. ChildPact advocates for and contributes to evidence based policy making that embeds child protection at all levels of decision and implementation.
2. ChildPact supports the strengthening of its members' capacity to tackle current and emergent issues in child protection.
3. ChildPact acts as a reference point on child protection issues based on the Child Protection Index.

Purpose of the consultancy

Enhance the sustainability of ChildPact by providing support to the implementation of the UVC project activities and further development of ChildPact

Expected outcomes of the consultancy

There are two main categories of activities that the consultant will implement so as to realize the ensuing outcomes.

I. Support the implementation of the UVC project activities:

1. Maintains political and diplomatic representation on behalf of ChildPact and its [members](#) and actively frames and participates in political discourse / dialogue.
2. Maintains the dialogue between ChildPact members and develops joint policy contributions.
3. Enhance the exchange of knowledge and experience between members in collaboration with the UVC Project Manager and the ChildPact [board](#).
4. Promotes and supports the development of the [Child Protection Index](#) and actively uses it as an advocacy tool.
5. Supports the UVC Project Manager and the ChildPact members in the successful implementation of the UVC fundraising, advocacy, visibility and governance strategies by collaborating on the fulfilment of tasks and by communicating with the ChildPact board and the boards of the ChildPact members.

II. Support to development of ChildPact:

1. Ensures the administrative and overall functioning, development and management of the organisation (ChildPact), in full compliance with the legislation in the country of its registration (Romania).

2. Represents ChildPact in relation to its stake-holders (NGOs, donors, government and EU officials, other coalitions, academia, etc.).
3. Implements the ChildPact strategy and its action plan. Has authority to further develop policies and strategies for the board approval and can be expected to develop instruments and protocols for testing the effectiveness and the impact of the ChildPact strategies.
4. Proposes and implements fund-raising solutions in close collaboration with the ChildPact management board, is aware and/or involved in coordinating and developing all fundraising activities and funding proposals made by a member or a group of members on behalf of ChildPact.
5. Coordinates and facilitates ChildPact's meetings and communicates effectively with members to promote collaboration, negotiation, and problem solving.
6. Continually broadens expertise and contacts and serves as a resource person.
7. Prepares periodical reports of activity, to be approved by the ChildPact board.

Deliverables

1. Contributions to the quarterly and annual UVC reports
2. Regular monthly Individual Mobility/Mission Reports
3. Contributions to the project evaluation
4. Quarterly UVC work plan updates
5. Annual Action Plan of ChildPact approved by the ChildPact board
6. Quarterly report on the implementation of the ChildPact Action Plan
7. Drafts of policies, strategies, action plans, position papers, advocacy positions and statements
8. ChildPact's advocacy strategy for the use of Child Protection Index, to be developed in collaboration with the ChildPact secretariat, board and members
9. Reports / website articles on exchange of knowledge and experiences between the national coalitions
10. If needed, additional documents in agreement with the UVC Project Manager and the ChildPact President.

Authority and Responsibility

The consultant will hold the ultimate responsibility for the successful realization of the above-mentioned outputs and outcomes. The consultant is expected to:

- 1) Manage the necessary logistics, organise work sessions and take active part in the UVC project overall communication.
- 2) Define tasks, action plans and deliverables in communication with the UVC Project Manager and the ChildPact President.
- 3) Report to and collaborate with the UVC Project Manager and the ChildPact President.
- 4) Develop the deliverables within the given time period in clear English.

The project staff and partners will:

- 1) Provide a clear ToR;
- 2) Introduce the Consultant(s) to the relevant internal and external stakeholders;
- 3) Provide information on existing documents upon request;
- 4) Be available for guidance and clarifications, etc.;
- 5) Review drafts of required deliverables and suggest necessary changes;
- 6) Approve final versions of deliverables and make payments accordingly;
- 7) Provide a template for the consultancy mission report and timesheets;

Consultancy Requirements

Consultants will be chosen with the following criteria in mind:

1. Previous experience in a similar role, with a strong preference to experience in connection with the work of ChildPact or/and its members.
2. Excellent fund-raiser, with proven success in fundraising from institutional and/or private donors. Very interested in and concerned with long-term non-profit sustainability, with an interest to design and develop innovative and courageous fund-raising strategies and plans.
3. Excellent network builder with proven experience in initiating and leading civil society networks at local, national and / or regional level in the ChildPact area and beyond.
4. Excellent with people at all levels and from all institutional backgrounds. Comfortable with collective supervision (i.e. a steering committee). Outstanding negotiations and communications skills. Never 'takes it personally' and has a habit of checking assumptions and facts.
5. Knowledge of the ChildPact region (Western Balkans, South Caucasus, Eastern Europe), of child protection reforms and child rights networks in the region.
6. Fluency in English (writing and speaking) and excellent coordination and technical skills.
7. Flexibility with regards to research products: multiple drafts might be needed before final release
8. Proven mentoring and coaching skills.
9. Knowledge of the EU neighbourhood and enlargement policies, of the structure and functioning of European institutions and of EU development cooperation policies and practices.
10. Knowledge of the structure and functioning of relevant institutional and civil society stakeholders (Unicef, CoE, NGOs, etc.).

Logistics and working environment

The consultant will work with his / her own equipment (ex. laptop, mobile phones, skype equipment, etc.). The workload corresponds to a full time position.

Application and budget

The budget is based on a fixed monthly fee of cca. EUR 2250 gross. Taxes will apply in the country hosting the project (Serbia) and depending on the country of origin of the consultant additional taxes may apply or not. The applications will be evaluated on the quality of bids and the level of fulfilment of the consultancy requirements by the ChildPact Board and the UVC Project Manager. To apply for this consultancy, please send the following documents to mirela.oprea@wvi.org and officeafsuvc@gmail.com, **before November 20 2016**:

- CV with a focus on similar assignments, including 3 relevant references
- A letter of intent, including a personal vision regarding ChildPact's potential and directions for development in the future with applicant's contribution (please be specific regarding the way the applicant's strengths will be harnessed for ChildPact's development)

Intellectual Property Rights

The final outputs are the joint property of World Vision Germany, AgrolInvest Foundation Serbia, ChildPact & its members.

Appendices.

Project summary available [here](#)¹. ChildPact webpage available here: www.childpact.org. Webpage of the Child Protection Index available here: <http://2016.childprotectionindex.org>.

¹ <http://www.childpact.org/2015/03/19/three-things-child-protection-networks-need-new-childpact-project-to-address-them/>