

Terms of Reference

Assistant – Sponsorship Service and Child Protection

Position: Assistant – Sponsorship Service and Child Protection

Location: District Office – Mugu, Humla, Doti

Application Deadline: 15th September 2017

Starting Date: 9th October 2017

Duration Contract: One year with the possibility of extension

Reports To: District Coordinator

Background:

Good Neighbors International (GNI) is an international, non-profit humanitarian organization established in 1991 and working in 38 countries around the world. It is headquartered in South Korea. GNI has fundraising offices in the USA, Korea, and Japan, and an International Cooperation Office in Geneva. GNI currently implements 195 community development projects (CDPs), covering a variety of areas including rural development, income generation, health, water, sanitation and hygiene, child education, protection, disaster risk reduction as well as advocacy and network building to improve the impact of the projects.

GNI Nepal has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building. GNI Nepal has been implementing its activities in 20 districts.

The Assistant - Sponsorship Service and Child Protection (SS & CP) will work under direct supervision of District Coordinator and officer, SS & CP as well as in close coordination with all district, departments, community based organizations (CBO) and implementing partners (IP) and district line agencies.

Job Description

The Assistant - SS & CP will support in designing, implementation, M&E and capacity building of IPs/CBOs for all activities related to sponsorship service and child protection. Main duties and responsibilities are as follows:

1. Annual Child Letter (ACL)

- Facilitate the writing, collection and delivery of Annual Child Letter
- Train Community Based Organization (CBO) volunteers in ACL writing, collection and delivery
- Translate ACLs into English and scan the original ACLs
- Register in CMS (CIP level)
- Remain updated on new ACL guidelines and forms
- Maintain records of soft and hard copies

2. Annual Progress Report (APR)

- Develop a list of sponsored children eligible for APR, interview them and fill-in the APR form
- Train Community Based Organization (CBO) volunteers in APR writing, collection and delivery
- Measure child's height (stand up), weight and take photograph the child
- Register in CMS (CIP level)
- Keep a file on each child file
- Maintain records of soft and hard copies

3. Child Intake Form (CIF)

- Develop a list of sponsored children eligible for CIF, interview them and fill-in the CIF form
- Train Community Based Organization (CBO) volunteers in CIF writing, collection and delivery
- Measure child's height (stand up), weight and take photographs of the child
- Register in CMS (CIP level)
- Keep a file on each child file
- Maintain records of soft and hard copies

4. Gift Money

- Remain updated with the list provided by the HO of children who are receiving gift money
- Facilitate purchasing of gifts that a child or his/her sponsor wants, their delivery to the concerned child, and adequately photograph the delivery of the gifts
- Facilitate the writing the of 'Thank You Letter' to the sponsors, scan them, translate them into English and upload to the CMS
- Maintain records of soft and hard copies

5. Reply Letter

- Determine the number of children who have to send the 'reply letter' to the sponsor
- Translate the sponsors' letters from English into the local Language
- Compare Sponsors' original letters and deliver them to the children
- Facilitate the writing of the reply letter, scan them, and translate them into English while uploading to the CDP-CMP.
- Maintain records of soft and hard copies

6. Home Visit

- Orientation CBO volunteers and mobilize them for data collection through interviews at home
- Facilitate data analysis and reporting
- Prepare follow-up/treatment plans for critical cases found during the home-visit and execute them
- Maintain records of soft and hard copies

7. Drop-out Management

- Identify cases of drop-outs and determine the causes
- Visit home of the dropped-out sponsored children and counsel them
- Prepare a detailed report on the drop-outs
- Register in CIP-CMP and submit CMS data to Sponsorship Service Officer
- Maintain records of soft and hard copies

8. Child Protection

- Conduct needs assessment to identify child protection related issues in working communities and support in designing and implementing pertinent activities.
- Assist in developing data collection tools
- Prepare field visit plans, tools and undertake monitoring visits to track progress, identify bottlenecks and provide feedback for improvement

9. Capacity Building

- Conduct organizational capacity assessments of implementing partners (IP)/CBOs on their capacity to respond to sponsorship service and child protection related issues
- Assist in developing training materials and teaching modules for sponsorship data management and child protection activities for different stakeholders
- Provide technical support and training to stakeholders on sponsorship service, children data management, and child protection

10. Coordination

- Conduct meeting with local stakeholders, line agencies, and grassroots child protection mechanisms, child clubs, schools and parents
- Coordinate with CBOs/IPs for smooth implementation of activities/programs

11. Monitoring & Evaluation

- Develop monitoring and evaluation plans
- Visit field for monitoring
- Support in researches and surveys

12. Reporting

- Prepare and submit daily, weekly, monthly and periodic reports
- Collect case stories, best practices and lesson learnt

Job Specification

- Bachelor's degree in relevant field with one year of experience in sponsorship service and child protection

- Experience in psychosocial counseling and life-skills training will be preferred
 - Working knowledge of English and Nepali languages along with good communication skills
 - Working knowledge of Microsoft Office Package and CMS applications
 - Working knowledge of child protection will be highly appreciated
 - Good interpersonal, communications, training and facilitation skills
 - Willing to visit working areas frequently
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Note: We encourage women and candidates from ethnic and marginalized communities to apply. Canvassing at any stage of the process shall lead to automatic disqualification.