

Indigenous Peoples Development Services (IPDS)

Term of Reference (TOR) for

Enhancing Due Diligence-Implementing ‘Child Protection Policy’

1. Understanding the Task/Assignment

Indigenous Peoples Development Services (IPDS) is working with other Civil Society Organizations, Non- Government Organizations’, Community Based Organizations and government agencies has been working all over the country. The organization provides capacity building support to these organizations working on critical issues related to human rights and good governance. It endeavors to build capacity of the extreme poor and marginalized for the fulfillment of their rights and entitlements and raises their voice against all kind of discriminations. IPDS works with duty bearers to ensure their responsiveness and accountability towards these groups.

As the DFID requirement and decision IPDS applied the fund fulfilling the safeguarding standards. Safeguarding in its board sense means protecting people and the environment from unintended harm, but in here, DFID is focusing on preventing and responding to harm caused by sexual exploitation, abuse, harassment or bullying¹. In this regard considering all aspects of child vulnerability, the ‘Child Protection Policy’ steers IPDS to become an organization to operate to undertake interventions to keep children safe within their programme’s jurisdiction. As per contractual obligation with MJF, ‘Child Protection Policy’ is mandatory for IPDS. Therefore, IPDS has developed this TOR to identify the activities that are needed to be implemented to ensure that the ‘Child Protection Policy’ is fully complied.

2. Objective

Set actions for MJF as well as for partners with details how the ‘Child Protection Policy’² will be executed to protect children the organisation/s work with, as well as their own staff and volunteers.

3. Scope of Work

MJF has a designated focal person for Child Protection. The respective focal person in close coordination with Gender Advisor of MJF will be expected to develop an action plan and will monitor the planned activities to ensure that Child Protection within organisation and PNGOs are implemented properly as per DFID requirements.

4. Deliverable Outputs with Timeline³

	Actions	Date	Responsible person	Output
1.	A child protection focal point in MJF identified.	Dec 2018	SMT	Done
2.	Circulate the ‘Child Protection Policy’ among all staff within the organisation.	Jan 2019	Child Protection Focal Person	Policy is available to all staff
3.	Declaration of a Code of Conduct.	Jan 2019	SMT, MJF	A final Code of Conduct for MJF
4.	Develop an Informed Consent Form for Child Protection Policy.	Jan 2019	Child Protection Focal Person	HR will have a format to be signed
5.	Do Bengali translation of one section from ‘Child Protection Policy’.	Jan 2019	Child Protection Focal Person	Translated section is available to all staff
6.	Every staff/volunteer/consultant signed the ‘Informed Consent Form’ for ‘Child Protection Policy’ and get back to HR Department. (as per report it is for directly employed staff, trustees, contractors, consultants, volunteers and interns.)	Jan 2019	Coordinator-HR	Signed format will be in individual’s personal file in HR
7.	Procure Unit will ensure that every consultant/trainer read and signed the ‘Informed Consent Form’.	All through the year.	Assistant Manager-Admin (Ramesh Chandra Halder)	Signed format will be with consultant/trainer’s contract paper in Procurement Unit
8.	‘Child Protection Policy’ should be included in downstream partner’s policy.	Mar 2019	Coordinator-HR	A policy will be available to all downstream partners.

³ Enhanced Due Diligence assessment, DFID, 2018 and MJF’s Child Protection Policy

9.	A session on 'Child Protection Policy' should be included in all capacity building training.	Mar 2019	Gender Advisor	Staff both MJF and PNGOs will aware of the policy
10.	Specific set of questions need to be included in the staff recruitment process to identify the attitude of the candidates' relation to protection of children.	Jan 2019	Coordinator-HR	HRM&D policy will be updated with this information.
11.	'Child Protection Policy' will be reviewed by expert consultant.	2019	Gender Advisor	A revised, updated with present requirements, aligned with MJF other policies, Child Policy will in hand of MJF management.
12.	Every New Project's Orientation programme with PNGOs will consist a session on 'Child Protection Policy'.	All through the year.	Gender Advisor	Every partner of MJF will be aware of MJF's Child Policy.
13.	A periodic reporting format (quarterly basis) will be developed and circulated to record incidences and actions taken based on investigations.	All through the year	Child Protection Focal Person	To track down that actions are followed and implemented as per instructions.