



Child Protection
Sub-Working Group

Terms of Reference
Child Protection Sub-Working Group
Jordan

Background

Children experienced direct\indirect violence, including abuse, exploitation, detention and torture in Syria, and some were separated from their families. Protection issues for children in Jordan include separation from their families, child labour, child abuse, exploitation, association with armed forces and armed groups, conflict with the law, Gender-Based Violence and psychosocial distress.

The Child Protection Sub-Working Group (CP SWG) was established in 2012 to coordinate emergency response activities by humanitarian workers designed to prevent, identify and respond to child protection risks for refugee girls and boys from Syria and other girls and boys affected by the Syrian crisis in Jordan.

Objective

The CP SWG is a coordinating body with the objective to strengthen and harmonize emergency child protection (CP) interventions for boys and girls affected by the Syrian crisis in Jordan, with a particular focus on unaccompanied and separated children (UASC), the worst forms of child labour, children associated with armed forces and armed groups (CAAFAG), violence against children and children in conflict with the law.

Child Protection Definitions

Generally, the term 'child protection' refers to preventing and responding to violence, exploitation and abuse against children – including commercial sexual exploitation, trafficking, child recruitment, child labour and harmful traditional practices, such as early marriage. Child protection is a special concern in situations of emergency. Many of the defining features of emergencies – displacement, lack of humanitarian access, breakdown in family and social structures, violence, weak governance, absence of accountability and lack of access to basic social services – create serious child protection problems. The CP SWG has adopted the definition of Child Protection in Emergencies as 'the prevention of and response to abuse, neglect, exploitation of and violence against children in emergencies' as agreed by the Global Child Protection Working Group June (2010), the Minimum Standards for Child Protection in Humanitarian Action (2012) and the UNHCR Child Protection Framework (2012):

- Global Child Protection Working Group: Minimum Standards for Child Protection in Humanitarian Response. 2012, available at: <http://cpwg.net/minimum-standards/>
- UN High Commissioner for Refugees (UNHCR), A Framework for the Protection of Children, 26 June 2012, available at: <http://www.refworld.org/docid/4fe875682.html>

Other key reference documents include:

- United Nations Children's Fund (UNICEF). Core Commitments for Children in Humanitarian Action. 2010. Child Protection Commitments, p. 32-35, available at http://www.unicef.org/publications/files/CCC_042010.pdf

- International Rescue Committee and UNICEF. Caring for Child Survivors of Sexual Abuse in Humanitarian Settings: Guidelines for health and psychosocial service providers in humanitarian settings. 2012, available at http://www.unicef.org/pacificislands/IRC_CCSTGuide_FullGuide_lowres.pdf
- UN High Commissioner for Refugees, Refugee Children: Guidelines on Protection and Care, 1994, available at: <http://www.refworld.org/docid/3ae6b3470.html>
- Guidelines on Gender-Based Violence Interventions in Humanitarian Settings: http://www.humanitarianinfo.org/iasc/pageloader.aspx?page=content-subsidi-tf_gender-gbv
- National Framework for Family Protection from Violence, NCFA, 2006.

Guiding Principles & Approaches

A child protection systems approach¹ should include actions for duty bearers at all levels – family, community, national and international – to mitigate and respond to the protection risks children are facing. This recognizes that all actors facilitate factors for building or strengthening national and community-based child protection systems, and are committed to strengthening other national associated systems and sub-system such as education, health and social welfare etc.

State actors and partners will prioritize the protection of children and provide immediate support to their well-being and development, with a view to ensuring durable solutions to their problems as soon as possible. Timely services, interventions and decisions in children’s best interests are essential, as is ensuring that all interventions take into account the different protection needs and capacities of girls and boys and their families.

The following guiding principles are adopted by the CP SWG:

- State responsibility
- Urgency
- Non-Discrimination
- Do not Harm
- Partnership
- Family and community-based approach
- Child Participation
- Best Interest of the Child
- Age, Gender and Diversity
- Accountability

Structure of the CP SWG

The CP SWG is a Sub-WG of the Protection WG. The Sub-Working Group will meet every second Tuesday of the month. Extraordinary meetings and ad-hoc task forces are created by the chairs and at the request of members of the Sub-Working Group, when this is considered necessary to address an urgent issue. These ad-hoc Task Forces and field-based Sub-Working Groups report to the national CP SWG.

A draft agenda is circulated to members of the CP SWG not later than three days before the regular bi-monthly meeting (i.e. every two weeks), giving the members the opportunity to suggest additional items for discussion. Draft minutes are circulated within three days of the meeting.

¹ Child Protection Working Group. Child Protection Systems in Emergencies: A Discussion Paper. 2011. Available at http://cpwg.net/wp-content/uploads/2011/10/Child_Protection_Systems_low_res.pdf (July 31, 2013)

Linkages with other working groups/bodies

The CP SWG liaises through focal points with the Protection WG, the GBV SWG, the Mental Health and Psychosocial Support WG, the Health WG, the Education WG and all other sectorial coordination groups.

Key Tasks of the CP SWG

1. Improving co-ordination and information sharing

- Identify trends and emerging issues and coordination in interventions with other sectors.
- Ensure that appropriate partners are continuously engaged in working group meetings, activities and information-sharing.
- Develop and maintain a training information matrix.
- Maintain sector information contained on the UNHCR data website, including by ensuring the regular updating of 3W and 4W matrices and Protection Dashboards, and the development of other information management tools in accordance with other inter-agency information management and reporting tools.
- Maintain sector specific information on Box Simple (guidelines and other resource tools).
- Update the ToR on an annual basis, or when needed if there is a change in the context.
- Develop a Strategy and a Work Plan and revise them once a year or when needed.
- Coordinate monitoring and evaluation including sharing and harmonizing tools and reporting on sector results.
- Conduct regular mapping of the key areas related to CP prevention and response.
- Update the CP Briefing Note quarterly.

2. Data collection and inter-agency case management systems

- Collect data on the incidence of reports of violence and neglect against girls and boys and the responses, facilitated by the use of agreed upon Information & Case Management Systems.
- Review and consolidate existing assessments on the CP situation and/or work with relevant agencies and the refugee and host populations to conduct relevant participatory assessments on CP.
- Distribute regular and consistent reports to all stakeholders to keep them informed about the nature and extent of CP issues, activities undertaken and results achieved.

3. Child Protection funding

- Update mapping of partner activities with a view to identify gaps and propose projects to address prioritized needs.
- Develop inter-agency fundraising appeals such as the RRP.
- Explore other sources of funding and follow up with identification, and contact building with relevant donors.
- Represent the CPSWG in donor fora and inter-agency funding mechanisms (e.g. ERF, RRP).
- Provide necessary information to CP partners about funding opportunities, requirements and processes (ERF, CERF, RRP, etc).
- Prioritize pooled funding proposals according to sector priorities as appropriate (e.g. ERF and RRP).

4. Mainstreaming CP into other sectors

- Regularly participate in various sector meetings to advocated for CP concerns as appropriate, ensuring that assessments, strategies and work plans include issues related to CP.
- Enhance the participation of other sectors in the CP working group.
- Monitor and assess services provided to children to identify child protection risks and provide recommendations accordingly.

- Make periodic presentations in various fora such as Sector co-ordination meetings, the ISWG and the Inter-Agency Task Force.

5. Support the roll out of Standard Operating Procedures (SOPs)

- Roll-out and periodical review of the National CP and GBV SOP in collaboration with relevant actors.
- Monitor the implementation of SOP for all actors involved in CP response.
- Monitor the implementation and updating of the referral pathways to ensure the referral system focuses on providing prompt and appropriate services to children.

6. Building capacity of CP partners and CP Mainstreaming

- Promote the application of relevant national and international standards (national protocols, existing policy guidance, etc).
- Conduct trainings and workshops on CP for members of the SWG and members of other working groups, including refugee and host communities.
- Support the capacity building of relevant stakeholders and service providers to undertake child protection in emergencies work consistent with the CP SWG priorities, including through the exchange of information, expertise and training on child protection.
- Work with partners to develop and/or revise CP materials in accordance with the local context and implement relevant joint training sessions for child protection and multi-sectoral prevention and response.

7. Advocacy

- Support community mobilization, behavior change activities and develop\revise IEC materials.
- Sensitise and advocate for specific actions for CP activities with local and national authorities.
- Sensitise and advocate for specific actions for CP with international bodies (e.g. SRSGs and Special Rapporteurs).
- Develop joint advocacy messages in coordination with the Advocacy WG, liaising with other sectors on cross-cutting issues.

Membership and responsibilities

The membership of the CPSWG includes national authorities, UN agencies, INGOs, donors and national/local NGOs. The CP Coordinators will brief interested agencies on the Terms of Reference, Work Plan and the Strategy for the sub-working group, in addition the roles and responsibilities of the members.

Responsibilities of CP SWG Members include:

- Coordinate planning and assessments with all other actors to avoid duplication and address gaps, including geographical and programmatic gaps.
- Regularly attend meetings and share information about activities, trends in violence against girls and boys, and challenges encountered in the field.
- Actively participate in the activities of the working group, including leading and or participating in specific activities of the coordination group and development of common tools and approaches.
- Designate focal points for managing communication from and to the group (e.g. data request).
- Agree to follow guiding principles for ethical child protection programming.

Leadership and responsibilities

The CP SWG in Jordan is co-chaired by UNICEF and UNHCR. The coordinating agencies have equal tasks and responsibilities at all times.

The coordinating agencies are responsible to:

- Ensure the smooth running of the CP SWG and support co-ordination efforts in the field, and facilitate final endorsement of CP SWG strategies and activities.
- Identify existing service gaps and opportunities for programming and funding.
- Promote close and effective collaboration with members and leadership of other working groups by encouraging participation, convening regular meetings, promoting coordination and information sharing among key actors.

In 2014, a major focus of the CP SWG will be to work towards the full involvement of the national authorities in the CP SWG, including through possible co-chair responsibilities. The National Council for Family Affairs (NCFA) will act as a link between the emergency and the national Family Protection Team, and facilitate communication at the national level, provide the SWG with available or planned national strategies and work plans, changes in roles or policies or regulations at a local level, provide updates on urgent national protection issues; networks, data bases, training and funding opportunities. The CP SWG will provide regular reporting on its activities to the national Family Protection Team (via the NCFA), and will work towards greater integration with the national coordination mechanisms, including funding a coordination position within NCFA by the chairing agencies

Reporting

- The Protection WG in Amman is the primary body for development and coordination of protection strategies in Jordan. The CP SWG co-chairs will participate in Protection WG meetings and regularly report on all developments related to Child Protection issues.
- The CP SWG reports issues of concern to the Protection WG, keeping the UNHCR and UNICEF Representatives informed, and ultimately to the Inter-Agency Task Force (which is chaired by the UNHCR Representative).
- INGO- Interagency coordination body co-chairs will be represented in the CP SWG in Amman.
- The Field Based SWGs report to the Amman based CP SWG.
- Task Forces report to the CP SWG.

Revisions

The ToR will be reviewed once a year. However, this ToR is a working document and may be revised and updated to meet the needs of all members by agreement of the majority of the members.

For further information regarding the CP SWG please contact:

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