

## Child Protection Focal Point: Terms of Reference

### Overview

In mid-December 2017, the Child Protection Sub-Sector (CPSS) in Cox's Bazar introduced "Child Protection Focal Point" system to coordinate CPSS camp level activities. This system has contributed to strengthening coordination and maintain a clear flow of information between the CPSS and the camp coordination structures. It has also contributed to a stronger referral mechanism in the camps as well as addressing children's evolving needs and enhancing coordination for effective child protection response. The focal points have continued to coordinate with different stakeholders including: Child Protection actors; Protection focal points; GBV Focal Points, other sector focal points, CiCs and CIC support staff, APBN, law enforcement agencies and communities. Furthermore, CPFs have been a strong pillar in emergency preparedness and response for child protection.

### Objectives

The specific objectives of child protection focal points are-

- 1) Support child protection by engaging all the sectors in the humanitarian response in line with the Joint Response Plan (JRP).
- 2) Improve child protection coordination among child protection actors, other sectors and agencies including government at camp level.
- 3) Strengthen referral including to case management staff for all children.

To realize this, the CPSS will ensure integration of child protection principles in all sectors to improve delivery of services that enhances safety, upholds dignity, and promotes and protects the rights of beneficiaries in line with the "DO NO HARM" principle. The Child Protection Sub-Sector will provide trainings, and technical guidance on child protection mainstreaming staff and partners across all sectors. This will be replicated by CPFs wherever possible at camp level with field staff and volunteers.

### Framework for Coordination

CPFs will be guided by the CPSS coordination team and CPSS SAG which will develop standard operational tools, workplans, guidelines, and training materials on child protection to be used across the response and in the field. The coordination team will draft materials and guidance notes which will then be endorsed by the CPSS SAG to support CPF in their work.

On behalf of CPSS, CPFs will represent child protection in camp level coordination meetings and other sector meetings as appropriate.

The CPFs will work closely with CP partners, Protection actors and other sectors including; Food Security and Livelihoods (FSL), Education, Site Management & Site Development, Health, Nutrition, WASH, Shelter & NFI, Communication with Community WG, and Mental Health Psychosocial Support (MHPSS) working group to ensure child protection is central to the humanitarian response. CPF replicates the coordination structure at Cox's Bazar and therefore falls under the umbrella of the Protection Sector together with the GBVSS.

### Roles and Responsibilities of Child Protection Focal Points

#### Coordination and representation of CPSS at camp level

- Maintain communication with other Child Protection focal points, child protection partners at the camp/location level including sharing information on child protection.
- Participate in protection and other coordination meetings at the camp/location level.
- Liaise the Camp in Charge (CiC), Site Management Sector and other actors as required.
- Coordinate with Protection Focal Point, GBV Focal Point and other sector focal point.
- Organize child protection coordination meetings at the camp level on a regular and on a need basis.
- Act as a focal point for the CPSS as delegated and guided by the CPSS.
- Meet protection focal point and CiC regularly.
- Coordinate with CPSS at Cox's Bazar level to ensure consistent approaches and responses.
- Coordinate between CPFs as needed across camps.
- Represent CPSS at camp level including acting as liaison between child protection actors and authorities.

### Referral

- Maintain up to date mapping of child protection facilities and activities in their respective camps and regularly share with child protection actors to ensure accurate and effective referrals.
- Be available and contactable for urgent referrals of child protection cases within their allocated camp/location as



needed/requested by child protection actors and actors from other sectors.

- Support direct referrals for children and families in need of access to services including referral to case management services as required.

### Communication channels with CPSS

- Speak regularly to CPSS in Cox's Bazar to provide up to date information as per above.
- Provide weekly movement plans to CPSS.
- Provide up to date information to the CPSS biweekly highlighting child protection issues, trends, patterns, challenges, incidents including biweekly reports.
- Request support from CPSS as needs are identified at camp level.

### Roles in emergency preparedness and response

#### *Preparedness*

- Ensure all camps have emergency child and caregiver information boards erected.
- Work with community-based mechanisms to ensure community-level emergency preparedness plans.
- Disseminate prevention of child protection risks messages prior to emergency.

#### *Response*

- In large scale emergency, seek support from another person (possibly CP person) in the field.
- Organize available services / service mapping and monitoring to improve the quality of emergency services and collecting data for the analysis of CPSS.
- Family tracing and reunification only on inter-agency and inter-sector level not for beneficiaries. They should be focal point for other sector actors in this regard and then refer to case management actors for FTR.
- Ensure back up CFPF for weekends or rotation when large scale emergency as we require full time CFPF even on weekends.
- Convene more regular CP meetings at camp level and attend all relevant coordination meetings related to emergency
- Daily reporting back to CPSS as well as site management, CIC and others leading the overall response.
- Be strongly embedded within overall Protection coordination which includes sub-sectors.

### Other Responsibilities

- Support reunification of temporarily lost child in collaboration with case management actors and in line with child protection protocols and in coordination with all other actors.
- Support community level focal points for temporarily lost children in emergency.
- Monitor CP activities, identify gaps and challenges in collaboration CP Actors to inform actions/ responses and keep up to date CP activities in camp.
- Work closely with communities and establish strong relationships with community level child protection mechanisms for information sharing and collaborate to design or develop new initiatives aimed at protection of children both within an emergency and as part of day to day activities.

### Requirements for nominating CFPFs

- i. Have a very good understanding of Child Protection and Rohingya camp settings.
- ii. Minimum 1 year of experience in Child Protection.
- iii. Commit at least one year as CFPF.
- iv. Have received training on Child Protection and Coordination.

### Assignment, orientation, and dissemination of CPSS Focal Point

The contact details of the focal point will be circulated publicly and distributed by the ISCG to all sectors humanitarian partners and the Camp in Charges. All focal points are required to attend an orientation session where they will be briefed and discuss these responsibilities.

Child Protection Focal Points will be supported by the Child Protection Sub-Sector. They are appointed on an individual (not agency) basis. In case a designated staff ceases being a staff of the agency, the organization shall immediately inform the CPSS.

### Revision of the ToR

This ToR can be reviewed as-needed, at least once a year. Any revision shall be discussed and endorsed by the CPSS SAG.

