

## TERMS OF REFERENCE

### For an expert to develop a **Guide on enabling child and youth participation in advocacy**

#### Background

SOS Children's Villages recognises the essential value in participation of children and young people with care experience in advocacy work. Through their participation, children and young people in care contribute significantly in shaping relevant and effective childcare policies and practices.

Advocacy campaigns have been part of the organisation's strategic plan since 2009. The organisation is further looking to develop participatory approaches to its advocacy work, at national, regional and international level.

In the frame of engagement of children and young people from alternative care in advocacy work, SOS Children's Villages International seeks to develop a practical guide for SOS Member Associations and the various GSC offices to provide a set of minimum standards for meaningful participation to be followed when organizing children's and young people's participation in advocacy activities, at the national and international level.

#### Goal of the guide

The guide is meant to support both SOS Member Associations and regional/international level offices to organise and support effective and meaningful participation of children and young people without parental care or at risk of losing parental care in advocacy activities at national and international level.

The guide should embody a set of minimum standards for meaningful participation to be used by those organising child and youth participation in advocacy and to enable the organisers to:

- Assess the relevance and necessity of child and young people's participation in advocacy
- Assess the most adequate forms of involving children and young people in advocacy, e.g. virtual and/or face-to-face forms of participation
- Have access to a catalogue of child and youth participation methods and understand how to choose according to relevance, effectiveness, safety, cultural appropriateness and sustainability criteria as well as the preferences of children and young people involved
- Adequately prepare and inform children and young people about the possible levels and ways for their participation
- Organise adequate organisational and personal support in preparation and throughout their participation in advocacy activities, including recommendations for the training of co-workers organising child and youth participation in advocacy
- Ensure reflection and systematised follow up to various participatory activities involving children and young people
- Ensure safety and protection of all rights of children and young people involved in advocacy
- Assess the relevance and the most effective way of using media (in all its forms) in supporting advocacy by children and young people
- Ensure informed consent of appropriate guardian of children and informed personal consent of young people over 18 to the use of their statements, photographs, recording etc.
- Assess potential risk factors for the child and/or young persons as well as for the organisation, and possible means of mitigating them
- Evaluate the impact of participation of children and young people in advocacy both in regard to the personal development of children and young people involved as well as in regard to achieving the change objectives set by the organisation.

## Suggested structure of the guide and possible themes to be addressed

Foreword by a relevant representative of the highest management of the organisation and a young person with experience in advocacy at national and international level

- Introduction: brief presentation of the goals of the document and of the methodology used to develop the guide
- Role, value and impact of advocacy by children and young people
- Principles of participation and specificity of involvement of children and young people with care background in advocacy
- Planning, recruitment and preparing for participation: minimum standards, guidance and practical tips for participation
- Various ways of involving children and young people in advocacy. These should include methods, minimum standards, guidance and practical tips, building capacity, preparing communication and presentation materials and methods
- Monitoring and evaluation of children and youth participation: standards and guidance on available tools
- Safety and child protection measure: minimum standards and practical tips
- Participation of children and young people at international level: minimum standards and practical tips for recruitment, preparation, accompanying persons (including rules for the accompanying children and young people), administrative arrangements (visa, passports, travelling, accommodation, accompanying persons)
- Organisational, human and financial resources to be made available to support meaningful child and youth participation in advocacy
- Media coverage for child and youth participation: minimum standards and practical tips
- Challenges and barriers (e.g. cultural issues, keeping young people motivated, challenges related to working with children and young people from alternative care, etc.) – and how to address them
- Catalogue of resources available SOS internally and externally to support child and youth participation in advocacy
- Annexes (templates, tools) - case studies, examples of meaningful participation and examples of tokenism and meaningless participation should be included and illustrating the various areas of content listed above.

Further suggestions on the structure and themes to be addresses are welcomed!

## Methodology

Information should be drafted based on desk research, scanning of existing SOS internal and external resources for child and youth participation in advocacy, interviews and/or focus group discussions with children and young people and co-workers involved in advocacy, case studies etc.

The consultant will be supported in his/her work by one SOS co-worker of the International Office with sound experience in involving children and young people in advocacy activities at national and international level. The consultant will be provided with extensive briefing and guidance and all available resources developed by the organization. Also, the SOS co-worker will facilitate the consultation processes with children, young people and relevant SOS co-workers.

In coordination with the team, the consultant shall plan the development of the guide following these steps:

- Initial briefing and guidance on the available resources
- Desk research of existing SOS internal external resources on child and youth participation (includes scanning of existing resources from the previous and current advocacy projects, such as: the *I matter* campaign and the Post2015 project)
- Conduct interviews and/or focus group discussions with children, young people and relevant SOS co-workers from various national and international contexts and identify relevant case studies or examples of participation within SOS Children's Villages
- Prepare the first draft of the guide
- Share the first draft for consultations with relevant co-workers and children and young people
- Consolidate feedback and provide a second draft for consultations
- Finalize, proofread, edit and lay-out the final version of the guide for child and youth participation in advocacy

## Expected deliverables and timeframe

ToR *Guidance document for child and youth participation in advocacy*

May 2015 - December 2015

The first draft of the guide should be ready by 30<sup>th</sup> of June, the second draft by 15<sup>th</sup> of September, while the final document should be sent for proofreading, editing and layout by 30<sup>th</sup> of October 2015. The document should be made available online and in a final PDF version by 15<sup>th</sup> of December 2015.

### **Payment:**

5000 euro for about 20 working days during the agreed period of the consultancy.

### **Profile of the external consultant**

The consultant must have:

- Sound initial training and professional experience in social sciences
- Solid understanding of child protection principles of engagement with children
- Previous experience in supporting child and youth participation in advocacy at national and international level
- Indepth knowledge of human rights advocacy and participatory approaches to advocacy
- Proven experience in desk research and drafting guidance documents
- Availability for travelling and working in an international context
- Excellent writing and communication skills in English

**The interested candidates should submit an up to date Curriculum Vitae, a letter of interest related to the current Terms of Reference and an example of previous developed document on the topic of child participation (link or PDF) by 27<sup>th</sup> of April 2015 to [raluca.verweijen-slamnescu@sos-kd.org](mailto:raluca.verweijen-slamnescu@sos-kd.org) or [almandina.guma@sos-kd.org](mailto:almandina.guma@sos-kd.org).**