

## Sport for Development Consultant Terms of Reference

<b>Consultancy Title:</b>	Sport for Development Consultant
<b>Timeframe:</b>	Part-time March 2019 start
<b>Department:</b>	International Programs
<b>Location:</b>	Flexible with possible travel
<b>Reports to:</b>	Senior Advisor, Sport for Development Programs and Partnerships

ChildFund Australia is seeking a Consultant with experience in: developing child-focused, play-based Sport for Development life skills curricula that deliver clear development and sport outcomes; training of Sport for Development trainers; working in complex partnership environments; and working collaboratively with national, regional and/or global organisations and sporting bodies. The Consultant should also have relevant experience in the Pacific or Asia.

### 1. Organisational Context

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children's rights. We want every child to be able to say: "I am safe. I am educated. I am heard. I have a future."

ChildFund Australia implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 14 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government's overseas aid program.

## 2. Background

ChildFund Pass It Back is an innovative Sport for Development program led by ChildFund in partnership with World Rugby, Asia Rugby and Women Win. The program aims to equip children and young people in Asia to overcome challenges, inspire positive social change and 'pass it back' to their communities.

ChildFund is partnering with World Rugby for Rugby World Cup 2019 in Japan. As part of World Rugby's Impact Beyond 2019 program, over 20,000 children in Asia will benefit from involvement in ChildFund Pass It Back, giving them the opportunity to participate in sport and develop life-long skills and knowledge. See [www.childfundpassitback.org](http://www.childfundpassitback.org) for more information.

ChildFund Australia is in the process of adapting ChildFund Pass It Back's integrated sport and life skills curriculum to other sporting codes.

## 3. Objective of the Consultancy

The overall objective of the Consultant is to support high quality adaptation of the ChildFund Pass It Back curriculum by:

- (i) Supporting the adaptation of a child-focused, play-based Sport for Development life skills curriculum to another sporting code
- (ii) Supporting the training of Sport for Development trainers

The Consultant has no management responsibility and will work closely with a range of ChildFund stakeholders, including a geographically diverse regional team.

## 4. Scope of Work and Timeframe

This Consultancy is scheduled to take place from March 2019. It is estimated that the consultant will require approximately 20 working days to complete the Consultancy. This will include:

- Developing a detailed work plan in collaboration with ChildFund Australia
- Undertaking a desk review of relevant documents and phone/Skype planning meetings with relevant ChildFund stakeholders
- Producing a draft child-focused, play-based Sport for Development life skills curriculum adapted from the ChildFund Pass It Back program. Working in close and regular collaboration with relevant ChildFund Australia stakeholders (sport content will be provided by the relevant sporting code and integrated by the consultant)
- Producing a final version (with sign off) of the above curriculum incorporating two full rounds of feedback from relevant ChildFund Australia stakeholders
- Supporting the training of pilot Sport for Development trainers on the above curriculum in-country (training of sport content will be led by the relevant sporting code)
- Producing a report (and recommendations) on the above training of trainers

## 5. Required Competencies/Experience/Qualifications

### Core Competencies

- Commitment to ChildFund Australia's values, vision, and mission  
Ability to work effectively in teams across multiple locations and organisations
- Excellent interpersonal, written and verbal communication skills  
Exemplifying accountability and integrity  
Demonstrated ability to adapt and be flexible

### Functional Competencies

- Excellent writing skills
- Excellent analytical and report-writing skills
- Good IT skills
- Fluency in English
- Organised and methodological
- Deadline-oriented and proactive
- Experiential training

### Qualifications and Experience

- University education in a relevant field
- Documented experience developing child-focused, play-based Sport for Development life skills curricula
- Extensive experience as a life skills trainer/educator with sports experience an advantage
- Experience working in limited capacity environments
- Experience working with children and young people
- Experience working in complex partnership environments
- Experience working collaboratively with national, regional and/or global organisations and sporting bodies
- Relevant experience in the Pacific or Asia

## 6. Management and Reporting Arrangements

The consultant will report to ChildFund Australia's Senior Advisor, Sport for Development Programs and Partnerships.

### Confidentiality:

All discussions and documents relating to this TOR will be treated as confidential by the parties.

### Child Safeguarding:

The successful applicant will be required to comply with ChildFund Australia's Child Safeguarding Policy and Procedures and to sign the Code of Conduct. If the consultant will be having direct contact with children or having access to children's personal information, an Australian Federal Police Criminal Background Check must also be carried out.

### Counter-Terrorism:

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism. In order to meet its obligation, the consultant's name will be reviewed against

Department of Foreign Affairs and Trade (DFAT) and National Security Australia lists at the onset of financial relationship.

**Insurance:**

The successful applicant will be required to have in place insurance arrangements appropriate to provision of the requirement in this TOR including (without limitation) travel insurance.

**Acknowledgment and disclaimer:**

ChildFund, its Board and staff make no express or implied representation or warranty as to the currency, reliability or completeness of the information contained in this TOR. Nothing in this TOR should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of this TOR or the submission of an EOI in response to it. No contract will be created until a formal written contract is executed between ChildFund and a selected consultant.

## 7. How to Apply

Interested applicants should submit the following via email to the Senior Advisor, Sport for Development Programs and Partnership at [cpinney@childfund.org.au](mailto:cpinney@childfund.org.au) by close of business on 28 February 2019. Please note only short-listed applicants will be contacted.

- Cover letter
- Resume
- Proposed daily consultancy rate (taking into account proposed number of days)
- Two samples of work relevant to this consultancy.
- Contact details of three referees