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## Terms of Reference for the Evaluation of: Safeguarding in Sport: Online Learning Pilot Project

### Organisational Context

#### ChildFund Australia

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Our vision is a world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future.”

ChildFund Australia directly manages and 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 12 organisations which assists almost 23 million children and their families in 70 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

#### ChildFund Sport for Development: Safeguarding in Sport

ChildFund is a Pioneer Organisation with the International Safeguards for Children in Sport, which supports sports organisations to understand how to develop systems that keep children physically and emotionally safe.

ChildFund works with partners around the globe to ensure that safeguarding children in sport is a priority. In addition, ChildFund works to ensure that partners also have in place practices to prevent sexual exploitation, abuse and harassment of adults at all levels of sport. Both of these areas includes participants and athletes from the grassroots to the elite levels.

Through our Safeguarding in Sport work, we are supporting National Sports Federations, Regional Associations and International Federations across Asia, Oceania, Africa and the North Americas through cross-country learning with a focus on organisations establishing entry-level safeguarding

practices. This support provides organisations with practical tools and knowledge to progress their safeguarding practices and ensure that everyone is safe in sport at all levels.

## Background

In 2020, ChildFund began a 2 year project working specifically to support partners Oceania Rugby and selected member unions to develop their safeguarding practices. The global COVID19 pandemic resulted in travel restrictions and public health measures, which in turn led to a significant impact on planned project delivery as face-to-face meetings and workshops were no longer possible.

With the situation also resulting in many sports governing bodies being unable to implement normal operations, ChildFund transitioned this existing safeguarding in sport work (training and education, as well as resource development) to an online setting. This provided the opportunity for sports governing bodies around the world to participate in a pilot project to improve safeguarding in sport practice and resources through an online delivery process. The pilot project ran from August 2020 to January 2021.

This evaluation will focus specifically on the **Safeguarding in Sport: Online Learning Pilot Project** component, not the broader safeguarding in sport project.

The goal of the pilot project is to support sports governing bodies to improve internal safeguarding practice in-line with international good practice.

## Purpose

This end-of-project evaluation will provide the organisation with an understanding of the intervention's relevance, effectiveness, efficiency (including value for money), sustainability, coherence, and impact, in the context of a short, small and targeted COVID-19 pivot intervention.

The evaluation will also examine the project's protection for replication and alignment with organisational and global frameworks for safeguarding children.

The results of the evaluation will be used in decision-making about future online safeguarding in sport interventions, as well as to communicate back to participating organisations on the effectiveness of the intervention.

## Scope of Evaluation

ChildFund seeks to evaluate this online pilot project looking at the following:

1. The effectiveness and relevance of the intervention
2. The pros and cons of scaling up online safeguarding in sport work
3. Providing an informed recommendation on future online safeguarding in sport work

The evaluation will be desk-based and ChildFund will provide access to a range of resources including online project management spaces for participating organisations, background documents including ChildFund’s safeguarding and protection commitments and International good practice frameworks, along with all of the content resources delivered. See Annex 1 for more information on the scope of the evaluation and questions relevant to the three points raised above.

## Methodology

The consultant will be expected to review key documents and to conduct interviews with key stakeholders.

## Deliverables and Indicative Timetable

Subject to negotiation with the consultant, the following is an indicative timeframe:

Dates	Outputs and Activities	Days
March	Document review and inception report	2
To mid April	Key informant confirmation and interviews/workshops	5
By end April	Data analysis	2
By first week of May	Report production and feedback	2
By second week of May	Feedback incorporated, presentation and final report	1
	<b>TOTAL</b>	<b>12</b>

The consultant is expected to deliver:

- Research proposal outlining data collection methods, list of interviewees and timetable;
- A full report (10 pages maximum plus annexes) with a 2 page summary for a development audience;
- A 2-3 page summary report written for a wider audience;
- A presentation of key findings and recommendations to ChildFund staff and relevant partners;
- All raw data anonymised, organised and shared to a Dropbox folder to be provided.

## Key Responsibilities

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- Desk review of project documents, reports, and existing quantitative and qualitative data (ChildFund will provide access to all necessary documents);
  - Manage key informant interviews/workshops with key informants across a number of time zones;
  - Ensure all data collection activities follow good research practice.

### **Management and Reporting Arrangements**

The Consultant will report jointly to Jacob Cawthorne, ChildFund Sport for Development Impact Manager and John Harris, ChildFund Sport for Development Safeguarding Officer. All reports must be written in English and provided in an electronic format (Microsoft Word).

### **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 a Code of Conduct. The consultant will also have in place a relevant criminal background check.

### **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 any financial relationship.

### **Insurance**

The successful applicant will be required to have in place insurance arrangements appropriate to provision of the requirements in this TOR.

### **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 Expression of Interest in response to it. No contract would be created until a formal written contract is executed between ChildFund and a selected consultant.

## Selection Criteria

### Qualifications and Experience

- Documented experience in conducting participatory research related to Sport for Development initiatives (specifically safeguarding in sport);
- Knowledge and experience of sporting bodies at the international, regional and national levels;
- Excellent spoken and written communication skills in English;
- Excellent analytical and report-writing skills;
- Expertise and experience in project evaluation methodologies;
- Strong analytical skills to synthesise data, develop and present findings, and make practical recommendations in timely and well-written reports;
- Able to work with people who have diverse backgrounds and skill-sets;
- Excellent written and spoken English.

### How to Apply

Expressions of Interest should include a resume, 2 referees, the proposed professional fee (based on delivery of the services in full), approaches/methodologies (please see annex 1 for additional information) and a timeline based on the Terms of Reference and two samples of previous evaluation reports relevant to this consultancy.

Please apply at [www.childfund.org.au/work-with-us](http://www.childfund.org.au/work-with-us) at your earliest convenience - applications will be reviewed upon receipt and ChildFund will close the process once a suitable candidate is identified.

We thank you for your interest in ChildFund, however only shortlisted candidates will be contacted.

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## Annex 1 - Additional Information

### Key documents available:

- Monitoring and evaluation qualitative and quantitative data;
- ChildFund Australia's current Strategic Directions;
- ChildFund Australia's Sport for Development Approach;
- ChildFund Australia's Child Protection Program Approach;
- Session facilitation guides and learning materials, including resource templates;
- Self assessment baseline and endline scores from participating organisations;
- Relevant policies and key resources developed by participating organisations ;
- Project management platforms used for communication and access to resources across the project;
- Course Overview;
- Minimum practice safeguards.

### Key informants:

Around 30 key informants have been identified — the consultant will need to identify which informants require a one on one interview and which can participate in group sessions or through other methodologies to ensure the maximum number of voices are heard. A list of key informants will be provided to the successful candidate noting that these include individuals in Asia, Oceania, North Americas and Africa, which will require the management of time zones.

### Questions for exploration:

The effectiveness and relevance of the intervention seeking to answer the following questions:

- Has positive change in safeguarding in sport practice been achieved across participating sports organisations?
  - To what extent was this achieved?
  - What were the key barriers to change?
- Did the technical elements of the pilot project contribute to effective learning and practice for entry level safeguarding in sport's work?
  - To what extent was this achieved?
  - What were the key barriers to effective learning?
- Was the content delivered relevant to the contexts of the participating organisations?
  - Where was content most and least relevant?

An overall analysis of ChildFund Australia's the pros and cons of scaling up online safeguarding in sport work:

- How could the online delivery modality and administrative elements be refined to maximise participant engagement and learning effectiveness?
- How could ChildFund have improved learning?

- Was the project cost-effective and time-effective?
- How could future initiatives be resourced?
- Are there benefits in seeking external accreditation of content?
- Are there benefits in seeking alignment with sports organisation's training and education processes?
- Does the model (or an iteration of the model) provide scale-up potential?

A recommendation for the future:

- What is your recommendation for the future of this work for ChildFund?