

Terms of Reference for Diversity and Inclusion Consultant

1. Organisational Context

ChildFund Sport for Development programs provide children with opportunities to play, learn and grow. Using integrated sport and life skills learning, young people from vulnerable communities are equipped to overcome challenges, inspire positive social change and take active leadership roles within their communities.

Under ChildFund Australia's guidance, all Sport for Development programs contribute to achieving gender equality, reducing inequality, and ending violence against children, reflecting targets within the UN Sustainable Development Goals. Participants also develop critical social and emotional skills which help them to achieve personal goals, build empathy, manage emotions, develop positive relationships, and make responsible decisions.

ChildFund Australia implements programs with a range of 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. ChildFund's work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporates.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 9 million children and families in over 50 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.

Under the ChildFund Sport for Development umbrella, ChildFund Rugby delivers a range of rugby-based social and emotional learning products and has recently been appointed as the principal charity partner for Rugby World Cup 2021, to be played in 2022, in New Zealand. This consultancy relates specifically to ChildFund Rugby business needs.

2. Overview

ChildFund Rugby is supporting delivery of a *Grassroots to Global Series: Women in Rugby Inspiring Change*. This Series will be women-led and bring the voices of grassroots community rugby leaders together to generate a call to action to achieve equity on and off the field in grassroots rugby for current and future generations of girls and women.

Each Forum hosted during the Series will result in a national action plan outlining proposed steps to National Governing Bodies to provide equitable opportunities to participate in rugby at all levels. The findings from each Forum will then be collated and analysed at the regional and global levels to produce a set of commitments that will be presented to decision makers and influencers at both the regional and international levels. The Series will conclude with a global call to action to ensure equitable opportunities to participate in rugby at all levels for current and future generations of girls and women.

The Series will be focused around girls and women in leadership roles at the grassroots level of rugby. The Series may compliment high performance conversations, but the aim is for girls and women at the grassroots level to have their voices heard in spaces where they are often not present and who risk losing the most by being excluded from changes in the rugby ecosystem as the COVID-

19 pandemic continues to impact sport at all levels. The Series aims to engage diverse participants with strong representation from emerging unions across all Regional Associations and will offer hosting grants for a number of National Governing Bodies.

3. Scope of Diversity and Inclusion Consultant

The focus of the Diversity and Inclusion Consultant is to ensure the Series includes and represents the voice of women from diverse communities from across participating countries. It is essential that the Series is designed and conducted to include the voices of women's rugby leaders at community levels working in a range of different contexts such as rural and urban locations, in developed and developing countries and from organisations where national focus may be on community or elite sport.

The Consultant will work closely with the ChildFund Sport for Development Team to review Series approach and pilot processes. With a focus on inclusion and diversity, the consultant will work to develop inclusive forum activities and processes to ensure representation and engagement with women of different gender identities, sexual orientation, race, culture, and disability, within each national context.

The Consultant will work closely with the ChildFund Sport for Development Team to review pilot approaches for identifying components to create action plans for change and provide advice to ensure diversity and inclusion across the Series. This may include:

- Developing and reviewing participant criteria and selection processes;
- Providing advice on how ChildFund represents diversity across our communications and marketing collateral for the Series;
- Reviewing pilot forum activities and suggesting approaches to increase diversity in all of its forms and ensure appropriate strategies for engagement with women of different gender identities, sexual orientation, race, culture, and ability, within each national context;
- Reviewing and advising on Forum activities;
- Advising on the selection and role of the Series Steering Group.

4. Deliverables and Indicative Timetable

Indicative Month	Outputs and Activities	Number of Days
June	Pre meeting with ChildFund Sport for Development Team and familiarisation with key organisational and project context	1
June	Develop and review participation selection criteria	1
June	Advise on selection of the international steering group, review facilitation guides and activities	1
July	Review pilot forum activities and advise on communications and marketing	1
Total number of days		3

Note: this is subject to negotiation with the Consultant.

5. Management and Reporting Arrangements

The Consultant will report to the ChildFund Sport for Development Program Manager. The consultant(s) may also be expected to work with key ChildFund Australia staff members to ensure adherence to relevant policies and procedures. The consultant(s) will have no management authority.

6. Confidentiality

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

7. 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, as well as with ChildFund's Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedures. The consultant will also have in place a Criminal Background Check/Working with Children Check (or equivalent).

8. 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.

9. 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.

10. 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.

11. Selection Criteria

Qualifications & Experience

- Minimum of a Master's degree in political science, social science, human rights or a relevant field and five years of practical experience;
- Track record of identifying opportunities to strengthen diversity mainstreaming in projects and initiatives;
- Strong analytical skills to support and make practical recommendations in timely and well-structured presentations;
- Expertise in using participatory training methods to deliver workshops for development programmes;
- Understanding of sport and/or development sectors;
- Experience in training/projects related to gender equity, social and emotional learning and/or Sport for Development;
- Experience working in Asia and/or Oceania.

You are expected to remain alert and responsive to any child safeguarding and Sexual Exploitation, Abuse or Harassment (SEAH) risks and conduct yourself in a manner consistent with Child Safeguarding and Prevention of SEAH Policies.

Skills

- Strong communicator;
- Proactive approach to contributing to operation and strategic goals and objectives;
- Effective under pressure and adaptable
- Strong people skills; and
- Creative thinker and motivator.

The Expression of Interest should include a resume, referees, cover letter, daily professional fee.

Submit EOI by 5PM GMT 6/6/2021 to Bamboo at
<https://teamchildfund.bamboohr.com/jobs/view.php?id=86>