

Terms of Reference
Child Protection Sub-Working Group (CP SWG) – South West
Uganda Refugee Response
2018

BACKGROUND

Protection issues for children in South West of Uganda include separation from their families, child labour, child abuse, neglect, exploitation, children in conflict with the law, SGBV and psychosocial distress. The Child Protection Sub-Working Group (CP SWG) aims to coordinate response activities by humanitarian workers and government bodies designed to prevent, identify and respond to child protection risks for refugee and host community children.

PURPOSE

The CP SWG is a coordinating body with the objective to strengthen and harmonize emergency child protection (CP) interventions for children. The CP SWG coordinates and harmonizes child protection response for refugees and host community children, and ensures that all children of concern receive appropriate support in line with UNHCR's Framework for the Protection of Children, SPHERE/Child Protection Minimum Standard in Humanitarian Action, and Uganda Government specific standards. The Child Protection Sub-Working Group will be guided by the 1951 Convention Relating to the Status of Refugees, the 2006 Refugees Act as well as the 2010 Refugees Regulations on all matter relating to asylum-seeking, refugee or stateless children, and will promote Humanitarian Principles that ensure neutral, impartial, accountable and transparent delivery of protection and humanitarian assistance.

The protection of children and support to their well-being and development, with a view to ensuring durable solutions to their problems as soon as possible will be prioritized by all CP actors. The following guiding principles are adopted by the CP SWG: Confidentiality → State responsibility → Urgency → Non-Discrimination → Do not Harm → Partnership → Family and community-based approach → Child Participation → Best Interest of the Child → Age, Gender and Diversity → Accountability

ACCOUNTABILITIES

Consistent with the overall objectives, priorities and targets in the Integrated Refugee Response Plan 2018(RRP), as well as the Comprehensive Refugee Response Framework (CRRF) in Uganda, the CPSWG is accountable for:

- Ensure timely and coordinated interventions to respond to CP issues;
- Promote effective inter-agency programme implementation, supported by common needs assessments, gaps and capacities analysis, and programme design, in order to maximize impact, prevent overlap and minimize gaps;
- Strengthen development and sharing of knowledge and skills, and use of standardised tools, procedures, and protocols;
- Contribute to common advocacy and resource mobilization platforms; and,

- Monitoring progress against relevant CP indicators and targets in the RRP, The Regional Framework for the Protection of South Sudanese Children, Burundi Situation- Regional Inter-Agency Plan of Action for the protection of Refugee Children, and the Settlement Transformative Agenda (STA).

MEMBERSHIP

The CPSWG is open to all operational partners implementing programmes for protection of refugee- and host community children. Actors include Government (The OPM, District as well as Police Family and Protection Unit), UN/inter-governmental organisations, and non-governmental organisations (both national and international).

For consistency, each organization will be represented by a permanent and alternate member.

RESPONSIBILITIES OF THE CPSWG MEMBERS

- Coordinate planning and assessments with all other actors to avoid duplication and address gaps, including geographical and programmatic gaps.
- Regularly attend meetings and share information about activities, trends in protection concerns for girls and boys, and challenges encountered in the field.
- Actively participate in the activities of the working group or any Task Force that may be set up by the CPSWG, including leading and or participating in specific activities of the coordination group and development of common tools and approaches.
- Public advocacy on issues related to children.
- Set up and enforce by-laws in the interest of children.
- Facilitate and promote links between the settlement-level CPSWG and the national CPSWG. Specifically, support the national CPSWG, to ensure effective coordination of prevention and response activities. This includes receiving updates and minutes from the meetings of national CPSWGs, and addressing unresolved coordination/operational issues through the national CPSWG.
- Designate focal points for managing communication from and to the group (e.g. data request).
- Agree to follow guiding principles for ethical child protection programming.
- Sharing of lessons learned, and the promotion of best practice.
- Set-up and maintain an up-to-date common platform for compiling and sharing key tools amongst all members of the CPSWG.
- Identify trends and emerging issues and coordination in interventions with other sectors.

CHAIR OF THE CPSWG

The CPSWG shall be co-led by UNHCR and OPM, and in view of the recognition of their leadership and accountability roles in the sub sector's response.

RESPONSIBILITIES OF THE CO-LEADS

The coordinating agencies have equal tasks and responsibilities. These include:

- Coordinating all partners in the child protection sub-working group, in an inclusive and transparent manner, respecting their mandates and programme priorities, to achieve the objectives set out in the RRP, ReHoPE and STA;
- Call meetings to set strategies and monitor progress toward common targets, and share summary action points with all partners; Promote close and effective collaboration with members and leadership of other working groups by encouraging participation, promoting coordination and information sharing among key actors
- Compile and analyse information about needs/gaps to guarantee a common understanding by all partners of the sector's needs, to ensure that the strategy's objectives and targets are met;
- Encourage the use of common needs assessment and monitoring tools, and ensure timely and accurate reporting by all partners;
- Maintaining operational link between the settlement-level CPSWGs and the national CPSWG
- Provide technical support to partners/CP sub working group members;
- Promote close and effective collaboration with members and leadership of other working groups by encouraging participation, convening regular meetings, promoting coordination and information sharing among key actors;
- Facilitate the relationship with relevant Government counterparts and identify common advocacy messages;
- Devise communication strategies towards beneficiaries;

REPORTING

- One focal point will be designated for reporting. Each location can decide whether to appoint a temporary focal point for reporting or to do it on a rotational basis (the secretariat in Nakivale shall be led by the CP Partner implementing programmes in the camp and an alternate shall be from Windle International Uganda).
- The CP SWG will report to UNHCR Protection in Mbarara. UNHCR Protection will report and liaise with the National Child Protection Sub-Working Group in Kampala and the Protection working group in Mbarara.
- The minutes of the meeting will be shared with the members within two days after the meeting for comments. The final version of the minutes will be shared with all the members as well as with UNHCR Protection in Mbarara within four days after the meeting. The CP SWG reports to and timely shares minutes of meetings the Kampala based CPSWG (through UNHCR Protection Mbarara), while the national level CPSWG provides regular updates, including meeting minutes to the sub-national and settlement-level CPSWGs.
- The CP SWG reports issues of concern to the National Child Protection Working Group, keeping the UNHCR Senior Protection Officer and Child Protection focal points informed of its activities and programmes.
- Task Forces established by the CP SWG will report back to the CP SWG.

SCHEDULE OF MEETINGS

- In Kyaka, the Sub-Working Group will meet monthly, during the last Wednesday of the month.
- In Nakivale, the Sub-Working Group will meet monthly, during the first Tuesday of the month
- In Oruchinga, the Sub-Working Group will meet monthly, during the third Tuesday of the month.
- In Rwamwanja, the Sub-Working Group will meet monthly, during the last Wednesday of the month.
- In Nyakabande, the Sub-working group will meet monthly, during the last week of the month. The day will be decided depending on the convoys.

This will allow to share the minutes of each meeting with the national CP SWG which meets on the first week of the months.

Ad-hoc meetings can be organized at any time depending on the needs.

A draft agenda is circulated to members of the CP SWG not later than the 4 days preceding the regular meeting, giving the members the opportunity to suggest additional items for discussion.

REVISION OF THE TOR

The TOR will be reviewed once a year. However, this TOR is a working document and may be revised and updated to meet the needs of all members by agreement of the majority of the members.

Last revised on: 26/07/2018

Last approved at the meeting of the CPSWG on: 26/07/2018