

## Terms of Reference Child Protection Sub Working Group – National Level Uganda Refugee Response

Updated February 2020

### **Background**

As of December 2019, Uganda hosts a total of 1,381,122 refugees mainly coming from South Sudan, Democratic Republic of Congo as well as Burundi, Somalia and Rwanda. Children constitute over 60% of all registered refugee children of which a considerable number have experienced violence, trauma or separation from family members. As per UNHCR data, in December 2019, some 50,000 children have been identified as children at risk of violence, neglect or exploitation including children separated from caregivers or relatives. Children with disabilities are at heightened risk of abuse and neglect and limited access to services has posed challenges in providing a response.

### **Purpose and objective**

The aim of the Child Protection Sub Working Group (CPSWG) in Kampala is to coordinate and harmonize the country-wide Child Protection response for refugees and host community children, and to ensure 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/or Uganda Government specific standards. The CPSWG will be guided by the 1951 Convention Relating to the Status of Refugees on all matter relating to asylum-seeking, refugee or stateless children, and will promote core humanitarian and protection principles that ensure neutral, impartial, accountable and transparent delivery of humanitarian assistance. This includes oversight and guidance for CPSWGs at settlement level and close engagement with relevant government counterparts on district level coordination for child protection.

The CPSWG has adopted the definition of Child Protection in Emergencies as 'the prevention of and response to abuse, neglect, exploitation of and violence against children in emergencies' as agreed by the Alliance for Child Protection in Humanitarian Action and the Minimum Standards for Child Protection in Humanitarian Action (2019). Child protection risks are of particular concern in situations of emergency and displacement as children often lack humanitarian access, family links and social networks may breakdown or become dysfunctional, and children and families often lack access to social services.

### **Guiding Principles and Definitions**

The following main global Child Protection Guiding Principles are upheld by the CPSWG:

- State responsibility to Child Protection
- Non-Discrimination and Respect for Diversity
- Do No Harm and enhance children's safety and dignity
- Urgency
- Survival and Development
- Child Participation
- Best Interest of the Child
- Partnership and Cooperation
- Accountability
- Impartiality



### **Structure of the CPSWG**

The CPSWG at national level takes place in Kampala and functions as the overall coordinating body to ensure Child Protection activities for refugee children are implemented. The CPSWG reports issues of concern to the national Child Protection WG coordinated by the Ministry of Gender, Labour and Social Development, keeping the UNHCR Representatives informed where relevant. The CPSWG also serves as a sub-group to the National Refugee Protection Working Group, co-led by the Office of the Prime Minister (OPM) and UNHCR.

The CPSWG co-chairs will participate in National Child Protection Working Group meetings and report back to the CPSWG members, both at the national, sub-national and settlement-levels on all developments related to refugee children related Child Protection issues.

The CPSWG shall be co-led by UNHCR and UNICEF in view of the recognition of their leadership and accountability roles in the sub sector's response. However, further integration, synergies as well as linkages should be developed with the national Child Protection Working Group. The CPSWG is a Sub-WG of the Protection WG within the Uganda Refugee Response Coordination Structure.

The CPSWG will meet every second Thursday of each month. The meeting will take place at UNHCR/UNICEF offices on rotation basis. Extraordinary meetings may be held, and task forces may be created by the co-chairs and at the request of members of the SWG, or as per urgency and prioritisation of interventions on a national and sub-national level as they arise. These ad-hoc Task Forces report to the national CPSWG. In 2020, three Task Forces are in place as per agreement with CPSWG members, including the Case Management Task Force (CMTF), the Cash-based Intervention in Child Protection Task Force (CBI/CP TF) as well as Child-friendly Spaces TF. Separate TORs exist for the task forces.

### **Field Coordination**

The sub-national/settlement-level CPSWGs report to the Kampala based CPSWG, while the national level CPSWG provides regular updates, including meeting minutes to the sub-national and settlement-level CPSWGs. These field-based CPSWGs currently exist in all main settlements (see Annex 1). Coordinators are responsible to create, maintain and strengthen linkages between the field-based SWGs and the national SWGs. Field-based SWGs should also report to district-led Child Protection coordination structures and encourage. Please see attached Annex for a layout of field-based child protection coordination structures by location, chairs and meeting arrangements.

### **Linkages with other working groups/bodies**

The CP SWG liaises through selected focal points with all other sectorial coordination groups and the CPSWG co-leads are members of the inter-sector working group.

### **Membership**

The CPSWG is open to all operational partners implementing Child Protection programmes for refugees and host communities, be they Government, UN/inter-governmental organisations, or non-governmental organisations (both national, sub-national and international). The CPSWG co-chairs hold the responsibility to brief interested agencies on the ToRs, work plan and the CPSWG strategy, in addition the roles and responsibilities of the members.

### **Revisions of ToRs**

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.

### **Key Responsibilities and Accountability of the CPSWG**

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

- 1) Provide a strategic framework for the protection of refugee children in Uganda
  - Develop a strategy and a work plan and revise them once a year or when needed and share the work plan with members as well as the Inter Sector Working Group;
  - Ensure that activities and programmes of the respective agency are in line with the identified needs and to avoid duplication, including geographical and programmatic gaps;
  - Ensure close coordination between field and national SWGs;
- 2) Child Protection Systems Strengthening
  - Ensure refugee Child Protection responses are aligned to the national Child Protection system and in line with global standards
  - Strengthen the coordination of Child Protection activities undertaken by national and international NGOs in refugee settlements and host communities and align with national coordination systems;
  - Facilitate and promote links between the national CPSWG and the sub-national, settlement-level CPSWG;
  - Facilitate the relationship with relevant Government counterparts and identify common advocacy messages;
  - Agree to follow guiding principles for ethical child protection programming, including Government of Uganda principles;
  - Support and advise the sub-national or settlement-level CPSWG, to ensure effective coordination of prevention and response activities. This includes receiving updates and minutes from the meetings of the sub-national/settlement-level CPSWGs, and addressing unresolved coordination/operational issues through the national CPSWG;
  - Review and provide guidance and support to sub-national and settlement-level CPSWG to revise and update their TORs, maintaining consistency across all CPSWGs while ensuring these are context-specific;
- 3) Strengthen Child Protection information/ data management
  - Collect data on the incidence of reports of violence and neglect against girls and boys and the responses, facilitated by the use of agreed upon Information Management Systems;
  - Set-up and maintain an up-to-date common platform for compiling and sharing key tools amongst all members of the CPSWG;
  - Share information about needs/gaps analysis to guarantee a common understanding by all partners of the sector's needs, to ensure that the strategy's objectives and targets are met;
  - Share lessons learned, and promote Child Protection best practice;
  - Maintain sector information contained on the UNHCR data website, including by ensuring the regular updating of 5W matrices and Child Protection Dashboards, and the development of other information management tools in accordance with other inter-agency information management and reporting tools;
  - Monitor the implementation and updating of the referral pathways to ensure the referral system focuses on providing prompt and appropriate services to children;
  - Conduct regular mapping of the key areas related to CP prevention and response;
- 4) Reporting and resource allocation
  - Report timely on CPSWG activities in accordance with the RRP, CRRF agreed schedule, and through the ISWG;
  - Contribute to common advocacy and resource mobilization platforms through regular distribution of consistent reports to all stakeholders to keep them informed about the nature and extent of CP issues, activities undertaken, and results achieved;
  - Develop inter-agency fundraising appeals and represent the CPSWG in donor fora and inter-agency funding mechanisms;



- 5) Strengthen Child Protection capacity and ensure harmonized response
  - Strengthen development and sharing of knowledge and skills, and use of standardised tools, procedures, and protocols;
  - Monitor the implementation of SOPs for all actors involved in the Child Protection response;
  - Guide common processes related to the sector's response, such as contingency planning, transition from in-kind to cash interventions, targeting, or use of common data collection and information management tools;
  - Promote capacity building of relevant national and international standards, e.g. national protocols, existing policy guidance, global Child Protection Guidelines;
  - Develop and implement trainings and/or workshops for CPSWG members as well other actors on the ground;
  
- 6) Child Protection mainstreaming
  - Participate in all inter-sector coordination meetings and other relevant processes to ensure that appropriate linkages are made with other sector's objectives and strategies;
  - Provide relevant trainings on CP mainstreaming to SWG members and other humanitarian sectors;
  - Enhance the participation of other sectors in the CP working group;
  - Monitor mainstreaming of Child Protection through an agreed upon list of indicators in line with the Child Protection Minimum Standards in Humanitarian Action and/or key indicators monitored by relevant government ministries;
  
- 7) Awareness and advocacy on Child Protection risks
  - Support community mobilization, behavior change activities and develop\revise materials in close collaboration with relevant technical line ministries;
  - Develop joint advocacy messages in coordination with other sectors on cross-cutting issues.

**Contacts and Information:**

Sophie Etzold (Co-Chair UNHCR) – [etzold@unhcr.org](mailto:etzold@unhcr.org)

Lisa Zimmermann (Co-chair UNICEF) – [lzimmermann@unicef.org](mailto:lzimmermann@unicef.org)

For further information, please visit: **UNHCR Uganda - CP SWG portal:**  
<https://data2.unhcr.org/en/working-group/156?sv=0&geo=220>

Annex 1: Field-based Child Protection Sub Working Groups

Field-based Child Protection Sub Working Groups					
#	Location	Agency	Name and contact of co-chair 1	Name and contact of co-chair 2	Venue/ Frequency/ dates
1	Kampala - national level CPSWG	UNHCR / UNICEF	Sophie Etzold - Child Protection Officer (UNHCR)	Lisa Zimmermann - Child Protection in Emergencies Specialist, UNICEF	Every second Thursday of each month
2	Adjumani	UNHCR & OPM & District Probation & Gender Focal Person	Sibo Mutanguha Protection Officer (SGBV/CP). Tel: 0771006951. email: mutang@unhcr.org. Alternate or back up: John Baguma, Snr. Protection Assistant (CP), EMAIL: baguma@unhcr.org, TEL: 0780143440.	OPM: Joseline Dralelu, Community Services Officer. EMAIL: joseline3000@yahoo.com. TEL: 0777708902	Every Last Wednesday of the month. And we combine both SGBV and CP
3	Lamwo	UNHCR & OPM	Kabi Byasali, OPM Protection Officer, email: byasblessed@gmail.com , Tel number: 0777397022. Alternate, Sharon Atim, Community Service Officer, satim7@yahoo.com, Tel number: 0782193437.	Anne Grace Aleso, Protection Associate , EMAIL: aleso@unhcr.org, Tel: 0772701146. Alternate Sam Obonyo, Protection Associate - Child , obonyo@unhcr.org, Tel: 0783356091	Every third Wednesday of the month. And we combine both SGBV and CP
4	Palorinya	UNHCR, OPM & Moyo/Obongi Probation Offices	Grace Opicara UNHCR Protection Associate (Child), 0772-710094, opicara@unhcr.org	Niyonsaba Annah - OPM (Protection assistant), 0774-184549 niyonsabaannah@gmail.com; Jimmy Ameko (Snr. Probation and Social Welfare Officer, Moyo) - 0772-332373 jimmyameko@gmail.com; Pauline Butia (District Probation and Welfare Officer, Obongi) - butiapauline@yahoo.com	Every last Thursday of the month at Palorinya Basecamp
5	Kyangwali	UNHCR/ OPM	Bwengye Dickens, bwengyewazarwahi@ymail.com 0778417113, Protection Assistant (OPM)  Alternates: Nyangoma Haniffah, rafikhaniffah@gmail.com 0774370606, Com. Services Asst. (OPM)	Mohamed Madi Djabakate madidjam@unhcr.org 0782493574, Protection Officer (UNHCR)  Alternate: Geoffrey Komakech, komakecg@unhcr.org 0772701057 (Protection Associate-Child (UNHCR)	Kyangwali UNHCR Boardroom/monthly meeting/ Last Wednesday of every month
6	Bidibidi/ Yumbe	OPM/ UNHCR	Mariam Nakasango, Community services Assistant, Contact: 0783430334; Email: nakasangomaria@gmail.com	Duuki Richard, Assistant Protection Officer-Child, Contact; 0782487807; Email; duuki@unhcr.org	Every First Thursday of the Month
7	Rhino Camp Refugee Settlement	UNHCR/OPM	Lilia Aporo Alenyo, UNHCR (aporoale@unhcr.org 0783369001)	Joyce Okodraru, OPM (joyceokudraru@gmail.com 0788-688581)	Yoro Basecamp, Rhino Camp, monthly (Wednesday the 3rd week of month)
8	Imvepi Refugee Settlement	UNHCR/OPM	Anna Lundberg, UNHCR (lundberg@unhcr.org 0783-592854)	Mary Immaculate Akello, OPM (maryiakello@yahoo.com 0772-389372)	Imvepi UNHCR Basecamp, monthly (Tuesday 2nd week of the month)
9	Lobule Refugee Settlement	UNHCR/OPM	Anna Lundberg, UNHCR (lundberg@unhcr.org 0783-592854)	Sarah Alupo, OPM (atebooj@gmail.com 0777-231142)	Waju Basecamp, monthly (Tuesday 3rd week of the month)
10	Nakivale	UNHCR	Ronal Mutebi; mutebi@unhcr.org; Ronald Mutebi	Nyakaisiki Jackline; nyakais@unhcr.org	TBC
11	Oruchinga	UNHCR	Ronald Mutebi; mutebi@unhcr.org	Samuel Kulu; kulu@unhcr.org	TBC
12	Rwamwanja	UNHCR	Gershom Mugerwa; mugerwa@unhcr.org	Susan Amono; amono@unhcr.org	TBC
13	Kyaka	UNHCR	Doreen Nimusiima; nimusiim@unhcr.org	Diana Kabahenda; kabahend@unhcr.org	TBC
14	Kisoro	UNHCR/ Cafoumi	Norbert Anyidi; anyidin@unhcr.org	Norbert Anyidi; Elizabeth Atugonza	Nyakabande TC Monthly Every Tuesday of first week
15	Matanda	CAFOMI	Norbert Anyidi	Robert Kalungi	Matanda TC Monthly Every Tuesday of second week