

## **TERMS OF REFERENCE FOR CHILD FOCAL PERSONS**

### **Background**

1. The Royal Government of Bhutan (RGoB) in working towards the establishment of a comprehensive and sustainable child wellbeing and protection system identified the need for focal persons in the relevant organisations under the government and non-government sectors as an integral part of the system. The Child Focal Persons (CFP) will take the lead in mainstreaming child wellbeing and protection issues into their respective sectors.

### **Objectives**

2. The CFP will take on the lead in mainstreaming child wellbeing and protection while incorporating a gender perspective into their respective organisations at the policy and implementation levels to ensure enhanced coordination and collaboration amongst sectors in protecting and promoting the rights and wellbeing of children.

### **Responsibilities**

3. As the CFP, the officer will be required to:
  - Organise/facilitate sensitization/awareness/training programs for the organisation;
  - Participate in meetings/conferences/trainings/awareness programs organised by the National Commission for Women and Children (NCWC);
  - Liaise with other government and non-government organisation to ensure enhanced collaboration in relation to promoting child wellbeing and protection issues;
  - Collect and maintain data relevant to child wellbeing and protection, and share it with the NCWC and other partners as required and use this information for increasing awareness of organisational staff;
  - Identify areas and activities through which child wellbeing and protection can be integrated into organisational efforts and mobilise support for this; including surveys and studies being carried out;
  - Provide input for reports, studies and other documents of relevance including legislations and policies;
  - Take on the role of alternate gender focal point and thereby assist the lead gender focal point in respective organisation; and
  - Update the NCWC on any changes in contact information or transfers of the CFP.
4. The NCWC as the lead government agency to promote and protect the rights of children will:
  - ensure capacity building of all CFPs through in and ex-country training programs;

- provide technical assistance to the CFPs in their efforts to mainstream child protection, which includes review of reports and other documents to incorporate a child protection perspective;
- participate in and facilitate when required capacity building programs organised by the CFPs;
- provide information in relation to child protection which is required by the CFPs in their efforts to mainstream child protection;
- work with the RCSC to incorporate the CPF terms of reference into the performance evaluation system of the RCSC; and
- maintain an updated list of CFPs and their contact information, which will be shared with all CFPs and use it as a means to share information.