

## **ANNEX 1: Terms of Reference Consultant for Project Support Services**

### **1. Organisational Context**

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children's rights. We want every child to be able to say: "I am safe. I am educated. I am heard. I have a future."

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. 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 11 organisations which assists more than 14 million children and their families in over 60 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.

### **2. Program Background**

This consultancy focused on Pass It Back , an innovative Sport for Development program led by ChildFund in partnership with World Rugby and Asia Rugby that delivers an integrated life skills and rugby curriculum for children and young people in disadvantaged communities across Asia.

The program aims to provide children with structured sport and life skills learning opportunities in a safe, inclusive environment, that supports social and emotional learning and allows them to positively contribute to their communities.

The program's first project was implemented between 2015-2017 in Laos and Vietnam as a combined project. The second iteration of this project began in July 2017 and will conclude in June 2020. During this period, the program also expanded projects in the Philippines, Timor Leste, and Cambodia.

### **3. Purpose**

The purpose of this Consultancy is to provide interpretation and translation support services to ChildFund from English to Vietnamese and Vietnamese to English to ensure that:

- *In terms of interpretation:*
  - o All participant understand concepts delivered during events.
  - o The events' participants are able to effectively and openly communicate together.
- *In terms of translation:*
  - o All documents are translated with high quality, formatting the translation text in accordance with the original docs.
  - o Translated documents are sent back to Pass It Back project officers through email before the deadline.

### **4. Deliverables and Indicative Timetable**

The purpose of this Consultancy is to provide interpretation and translation support services to ChildFund from English to Vietnamese and Vietnamese to English.

**Location:** to be confirmed (Up to where Pass It Back 's activities will be located)

**Time Frame (Scheduled activities)**

*In terms of translation:*

The translation service will be used on a regular basis for a period of 1 year.

*In terms of Interpretation:*

It is anticipated the activities will be undertaken from 1 to 15 July 2021. The number of days for this assignment will be discussed and mutually agreed by both sides.

**5. Management and Reporting Arrangements**

The Consultant will report to the Sport for Development Project Officer in Vietnam.

**6. Confidentiality**

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

**8. 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 an Australian Federal Policy Criminal Background Check.

**9. 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.

**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**

- INGO experience;
- Strong experience in interpretation and translation;
- Fluency in Vietnam and English;
- Flexibility;
- Sport knowledge, especially on Rugby, is an advantage

**12. How to apply**

Interested candidates are invited to send their CVs and cover letter with expected rates to the following email address [huong@childfundpassitback.org](mailto:huong@childfundpassitback.org).

Deadline to apply for this consultancy service: 17:00, February 4th 2021. The short-listed consultant(s) will be contacted for interviews.