

## **Children’s Advisory Team Supporting Organisation Role**

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Please refer to the [Terms of Reference for the Children’s Advisory Team](#).

For any further details or questions, please [contact us](#).

### **Aims of a supporting organisation**

As stated in the Terms of Reference for the Children’s Advisory Team (above), each child wishing to be a child advisor is encouraged to apply alongside a supporting organisation.<sup>1</sup> The supporting organisations play a crucial role in acting as the local and national representative and main focal point for the child advisor and key contact for terre des hommes in the organisation and smooth-running of the Children’s Advisory Team.

The main aims of the supporting organisation include to ensure guidance and support throughout the child advisor mandate, including helping and facilitating the various activities involved, ensuring the child is regularly updated and connected with the Team /terre des hommes, and applying ongoing child safeguarding assistance. Further details are listed in the responsibilities and roles below.

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<sup>1</sup> Since more and more children are mobilising as human rights defenders without the support of adults, a child will still be able to apply without a supporting organisation and ask for the support of Terre des Hommes to try to identify one.

## Who can be a supporting organisation?

A supporting organisation can be:

- Organisations (NGOs, for example) working with children on matters related to children's rights and the environment.
- A child-led organisation or child-led initiative which is supported by adults.
- A child-led group without the support of adults which is not a registered organisation could also become a supporting organisation. This will be relevant where children have been mobilising and organising with very little or no support from adults. In this case, terre des hommes would seek to identify an additional supporting organisation to take on specific tasks, such as child safeguarding measures.<sup>2</sup>

To ensure consistency as well as trust and security for the child advisor, as well as ongoing and regular connection with terre des hommes, we anticipate that one member of staff would be designated as the supporting organisation focal person. They would then be responsible for the main responsibilities and tasks of the role. It is likely that other members of your Team may be involved in specific activities or elements of the different tasks (such as if your organisation has a child safeguarding focal person) and that if the focal person changes, we collectively support this process to ensure the child advisor is aware and supported during any transition periods.

It is possible that a supporting organisation could cover this role for more than one child advisor.

## Responsibilities of a supporting organisation

The key responsibilities of a supporting organisation to a child advisor are:

- To be the main focal point to terre des hommes for the child advisor and maintaining regular contact throughout the mandate.
- To take a child safeguarding lead for the child advisor by applying the terre des hommes Safeguarding Policy and Procedure (read [here](#)) at all times. This includes being the main focal point for terre des hommes in communicating on the safety of the child advisor.
- To ensure that the child advisor has received the necessary information and updates from terre des hommes in relation to the activities and tasks of the Children's Advisory Team and remains well-connected.
- To give guidance and support to the child advisor in carrying out their role (see more in the list of tasks of supporting organisations below).
- If needed, providing translation and interpretation support (for all documents, feedback and implementation of activities and online meetings).

## Main tasks of a supporting organisation

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<sup>2</sup> This is to be developed and confirmed by the supporting organisations on a case-by-case basis depending on the capacities of the applicant supporting organisation and prioritising child safeguarding measures.

- Support and guide the child advisor in their various activities on the Children's Advisory Team. Depending on the capacity of the child, this includes discussing together the activity, helping to facilitate the different tasks involved (such as supporting a focus group with the child's peers, supporting the child advisors to feedback to their peers and broader children and youth structures/networks at national level on the Children's Advisory Team activities, facilitating them to give their comments to the creation of a child-friendly document or translation and interpretation support if language is not English, French or Spanish).
- Helping to ensure the child advisor has regular connection to the online platform where we will keep in contact with everyone; child advisors and supporting organisations) and Zoom calls (the platform we will use to arrange online calls with the child advisors) including helping to use these platforms. In the case where the child advisor may not have access to the internet, the supporting organisation will need to play an active role in transmitting all information and updates to the child.
- Providing regular updates to terre des hommes such as alerting them when there may be a reason as to why the child advisor is unable to commit their time (such as school exams or an illness) or helping to assist with visa applications and travel arrangements if/when the child advisor may be travelling to Geneva or possibly elsewhere as part of their role.

## **Expected time and resources commitment**

We expect that the time required by a supporting organisation to fulfil this role will be approximately 4 hours per month. This will be variable depending on the capacity, the independence and the proactiveness of the child advisor, since some child advisors (such as younger children, children needing IT support or translation/interpretation support) will require more assistance in their role.

You can expect less time commitments during quieter weeks over holidays and summer and some months where there will be more time required such as when there is a deadline for an activity of the Team.

Financial implications involve the time of organisational staff to fulfil the role. There is no expectation for supporting organisations to fund the travel and other related expenses of child advisors to attend meetings in Geneva or possibly elsewhere (which is currently on hold due to the COVID-19 pandemic)

There may be small costs relating to travel of the supporting organisation to meet a child advisor in-person to discuss/carry out their activities, as well as when facilitating possible focus groups with the child advisors' peers (such as securing a space and providing some basic resources) (which again, depending on the country context, is not possible for the foreseeable future due to the COVID-19 pandemic). Costs arising in this context may be covered by terre des hommes upon request.

## **Child safeguarding**

The safeguarding of a child advisor (and any children engaging with the child advisor as part of the Children's Advisory Team activities at local and national level) is a key responsibility of a supporting organisation. The supporting organisation must sign and apply the Safeguarding Policy and Procedure (read [here](#)<sup>3</sup>), including guidelines for safe online participation, at all times. All adults involved in any way in the activities of the Children's Advisory Team are under the scope of this policy and procedure (see the document for more details).

All supporting organisations will be required to have their own child protection safeguards in place. They will be asked to sign a consent form to comply with the Policy and Procedure (link above) as well as to share with terre des hommes their organisational safeguarding policy and procedure.

Terre des hommes is committed to be a child safe organisation and this applies to the Children's Advisory Team and all its related persons and activities.

## **Communication flows**

Terre des hommes will maintain regular contact with the supporting organisations primarily via email and online Zoom calls. We will also expect supporting organisations to regularly monitor the online platform of the child advisors. The supporting organisations will often be communicated to as a group and it is encouraged for the organisations to exchange and share experiences as well as support one another throughout the mandate.

## **How to apply as a supporting organisation**

A supporting organisation will be required to submit a joint application with a child advisor using this [online survey](#), which will be circulated broadly. The survey will ask the supporting organisation for key information about the organisation including contact details, an organisational child safeguarding policy and procedure and your organisational structure and budget.

Where a child advisor has not applied alongside a supporting organisation, or has applied alongside a child-led group without the support of adults, they will be able to request for terre des hommes' support in trying to identify a possible supporting organisation.

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<sup>3</sup> Translations of the safeguarding policy and procedure are available upon request.