

ANNEX 3a: Sample Terms of Reference for Child Protection Focal Points

1. Background

Pursuant to the 2017 Policy on Child Protection in United Nations Peace Operations, and in application of relevant Security Council resolutions on children and armed conflict, the [UN PEACEKEEPING OPERATION] Child Protection Section (CPS) is mandated to carry out the following activities:

- Ensure the integration, coordination and follow-up on issues related to children and armed conflict throughout the United Nations system and, in coordination with UNICEF and other stakeholders, engage in dialogue with the parties to conflict.
- Monitor and report on grave child rights violations committed by the parties to conflict and contribute to the fight against impunity.
- Mainstream child protection concerns throughout the work of mission components, and train uniformed components to prevent and respond appropriately to child rights violations.
- Liaise with the protection of civilians (POC) unit and uniformed components to support prevention activities, in order to strengthen the protection of children in armed conflict.
- Advocate with national and local authorities and raise awareness among governmental institutions, communities and civil society on child rights and child protection.

In order to ensure that all components of the mission integrate child protection concerns in their activities, particularly the military component, it is critical that a network of [UN PEACEKEEPING OPERATION] military child protection focal points (CPFPs) be established to ensure that child protection concerns are considered at all stages of the planning and process and in operational activities at the force headquarters level, as well as at sector and contingent levels.

The role of the focal point will be to:

- Serve as an interface between the CPS and [UN PEACEKEEPING OPERATION] military component.
- Facilitate collaboration between the CPS and the [ARMED FORCES].
- Represent child protection in areas where a CPS is not deployed.
- Mainstream child protection concerns through the work of the military component to better protect children.

2. Summary of the role

Assuming the function of child protection focal point/officer (CPFP/O) will be an additional role for the military gender and protection officer at Force headquarters. That officer will be guided and supported by the mission Senior Child Protection Adviser (CPA), who is mandated to provide substantive leadership and support to ensure child protection concerns are integrated into military planning processes and activities.

The Senior Child Protection Adviser and Force headquarters CPFP/O will coordinate and work together when required to develop relevant standard operating procedures and terms of reference for the Force.

3. Key responsibilities of the Force headquarters child protection focal point

- Work with the Senior Child Protection Adviser to strengthen advice provided to the [UN PEACEKEEPING OPERATION] Force Commander, senior military leadership, Force headquarters staff and commanders on all issues related to the protection of children.
- Liaise with and train military CFPFs at the sector and unit level to ensure implementation of child protection measures at the tactical level (battalion and company level).
- Establish/strengthen an alert system to transmit information received on any of the six grave violations and other child protection concerns through the chain of command and the CPS, as well as information on threats that could cause displacement, human rights violations, and so on.
- Oversee the implementation of specific directives including standard operating procedures on the handover of children associated with armed groups/national security forces captured in operations or those who have surrendered to the peacekeeping force.
- Develop guidelines on children's issues, including appropriate conduct during interaction with children and prevention of all forms of child exploitation and child labor.

4. Key responsibilities of the sector headquarter child protection focal point

- In collaboration with the sector-level Child Protection Officer/team leader, advise the sector commander on all issues related to the protection of children within the sector area of responsibility.
- Act as a liaison between sector child protection team and the sector headquarters, providing two-way communications between the Force and the civilian child protection teams.
- Follow up on the training of contingent CFPF/Os to ensure implementation of child protection measures at the tactical level (battalion and company level).
- Handle all issues related to child protection concerns within the Force at sector level, in collaboration with the civilian child protection sector-level team.
- Obtain referral mechanisms from the child protection team at the sector level for all military CFPFs within the area of responsibility, to address sexual violence, children separated from armed groups, unaccompanied children, and others, and continuously consult the child protection team about response and protection activities. Ensure that all military CFPFs are adequately informed about referrals.
- Inform the civilian child protection team of all child protection concerns taking place at sector level, including sharing of grave child rights violations.

5. Key responsibilities of the battalion command group child protection focal point

- Advise the Battalion Commander on all issues related to the protection of children.
- Act as a liaison between child protection actors and the battalion.
- Handle all issues related to child protection violations, including establishment of an alert system to transmit through command channel and also to the child protection unit/section, pertaining to information received on any of the six grave violations, especially the recruitment or use of children by armed forces or armed groups, the killing or maiming of children, sexual violence, attacks on schools and hospitals, abductions of children and the denial of humanitarian access.

- Coordinate with military CPPF at Force/mission headquarters.
- Develop and oversee the implementation of specific standard operating procedures on the handover of child soldiers captured in operations or those who have surrendered to the peacekeeping Force.
- Develop guidelines for the battalion on children's issues including detention, conduct during the interaction with children and prevention of all forms of exploitation against children including child labor and sexual exploitation.

Note: At the United Nations infantry battalion level, the responsibility for "gender and child protection" will be performed by a single officer, under the supervision of the Executive Officer/ Second in Command.

6. Monitoring and Reporting

The CPPF will work closely with the Child Protection Section within the area of responsibility and transmit information on violations to the section using established information-sharing protocols and taking into account confidentiality and sensitivity of dealing with children's issues. All reports shall be monitored by the Force headquarters focal point.

ANNEX 3b: Sample Job Description for United Nations Police Child Protection Focal Point

Job description for positions requiring official secondment from national governments of Member States of the United Nations Organization

Post title and level	Police adviser – Family and Child Protection Officer, seconded (non-contracted)
Organizational unit	TBD
Duty station	Within the mission area according to the operational requirements
Reporting to	Police commissioner through the established chain of command
Duration	12 months (extendable)
<i>United Nations core values: integrity, professionalism, and respect for diversity</i>	

RESPONSIBILITIES:

Under the authority of the direct supervisor within the organizational structure of the United Nations Mission Police component and within the limits of delegated authority, the Family and Child Protection Officer will be responsible for, but not limited to, the performances of the following duties:

- Maintain close liaison with all stakeholders including United Nations agencies, international/national NGOs and other partners to deal with gender and child protection issues/matters.
- Coordinate with military headquarters training unit to conduct training, workshops and seminars for local police and mission Gender and Child Protection officers.
- Supervise and guide all subordinates in the unit as well as in sectors, team sites and at the Community Policing Committee (CPC) level.

- Coordinate with United Nations Police Personnel Unit on the issues of deployment of female and male police advisers to the Gender and Child Protection units in various sectors, team sites and CPCs.
- Coordinate and give professional guidance and support to the criminal investigators, if needed, at military headquarters, sectors, team sites and CPCs.
- Keep records and maintain an appropriate filing system in the unit, i.e., daily situation report and weekly, monthly, quarterly, biannual and annual gender reports.
- Ensure that all the reports are accordingly compiled and sent to R&R and other related units.
- Visit sectors, team sites and CPCs to ensure effective and efficient performance of the unit pillars on the ground.
- Perform any other duties/tasks as delegated by the R&R Coordinator within the framework of mandate implementation.

COMPETENCIES:

Professionalism: Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Possesses practical proven experience and outstanding expert knowledge in the technical field of work in general and in the specific areas required for the particular posts; demonstrates good judgment in the context of assignments given; able to plan own work and manage work/task priorities. Ability to apply technical expertise to resolve police-related issues and challenges. Strong organizational skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Demonstrates ability to draft/edit a variety of written reports.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. Displays ability to establish and maintain effective partnerships and working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

QUALIFICATIONS:

Education: Graduation from Police College or Academy or other recognized law enforcement educational institution is required. Specialized training in the area of child/family protection, domestic violence investigation, community policing, victim protection or relevant is highly desirable. University degree in related field (law, law enforcement, security, criminology, sociology etc.) is desired.

Work Experience: A minimum of 5 years of active experience in national law enforcement is required in one or several following areas: police management; community policing; juvenile delinquency; investigation of Sexual and Gender Base Violence (SGBV) and domestic violence; victim protection. Training and mentoring experience in the above areas is highly desirable. Peacekeeping or other international experience in the UN or other organizations is an advantage.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

Assessment for Mission Service: All candidates should be cleared through an Assessment for Mission Service (AMS) either by a Selection Assistance and Assessment Team (SAAT) deployed to a Member State or on the basis of an in-mission AMS upon arrival of the candidates. Failure to pass the in-mission assessment will result in candidate's repatriation. All repatriation related expenses in this case are to be borne by the Member State. Therefore, the Member States are strongly encouraged to request a SAAT to conduct an AMS in the Member State prior to the police personnel deployment.

Preference will be given to equally qualified women candidates.

Date of Issuance:

UN Police | United Nations Peacekeeping

In accordance with the Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations, are requested to make a "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above-mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.