

Consultant – Comprehensive School Safety Policy Survey Data-Collection Coordinator

Job Description

Type of Position:	Consultancy (Short-term)	Work/Duty location:	Home-based /Remote
Start Date:	Immediately	Reporting to:	Technical Advisor - Disaster Risk Reduction and School Safety

Save the Children

Our Vision: We seek to be the leader in delivering humanitarian support and development assistance to children

Our Purpose: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children is the world's largest independent, secular child rights development organisation, delivering emergency and long-term development programmes to support children, and campaigning for better practices and policies for children. Established 90 years ago in London, UK, it now comprises 29 national organisations working together to deliver programmes in more than 120 countries under the Save the Children International (SCI) banner. Save the Children builds partnerships with communities, civil society, governments, and the private sector to avoid duplication and ensure high-quality programmes are delivered as efficiently as possible.

Save the Children focuses on six main areas of work – 1) Child Protection, 2) Child Rights Governance, 3) Education, 4) Health & Nutrition, 5) HIV & Aids, and 6) Emergencies. These areas of work are underpinned by the United Nations Convention on the Rights of the Child (UNCRC) which Australia signed in 1990. The Convention defines a child as anyone up to the age of 18, which is also the definition used by Save the Children.

The work of Save the Children Australia (SC Aus) began in the same year as the international organisation, 1919, originally to help support the work with refugee children in post-World War I Europe. It now manages programmes domestically and internationally in over 20 countries and has direct management responsibility for the country offices in Papua New Guinea, the Solomon Islands, Timor Leste, and Vanuatu. SC Aus also leads Save the Children's on-the-ground response in humanitarian emergencies for much of the Asia Pacific region, rapidly dispatching staff, and resources to affected areas and coordinating ongoing relief efforts to protect affected children and their families.

Save The Children Australia is headquartered in Melbourne. Information about the Australian management team is at <http://www.savethechildren.org.au/about-us/our-people>.

Background of the Consultancy Assignment

In 2016, Save the Children, on behalf of the Global Alliance for Disaster Risk Reduction and Resilience in Education Sector (GADRRRES), conducted a global survey collecting baseline data on national (and sub-national) comprehensive school safety (CSS) policies and programs. The World Bank Global Facility for Disaster Reduction and Recovery supported this initiative.

The survey tool available online (SurveyMonkey) consisted of 29 multi-part questions designed to assess national and sub-national policies and programs related to the school safety enabling environment and the three Comprehensive School Safety Framework pillars (i.e., Safer Learning Facilities, School Disaster Management, and Risk Reduction and Resilience Education). The survey also explores the facilitative and hindering factors for policy development and implementation. A total of 68 countries across Latin America, Africa, and the Asia-Pacific regions participated in the survey. The survey outputs were validated and substantiated through additional data collection methods, including desk review, key informant interviews, and collective responses from education authorities, subject-matter experts, and members of the country's school safety coordination platforms. The outputs from the survey were intended to strengthen the evidence foundations to identify priorities for school safety actions at the school, national, and regional/global levels.

In 2021, GADRRRES reviewed the CSS Framework through a global consultation process and launched the revised Comprehensive School Safety Framework 2022-2030 in September 2022. The CSS Targets and Indicators were also updated to correspond with the revised Framework. Following these GADRRRES initiatives, the Alliance prioritised the implementation of a new round of CSS policy mapping as a follow-up to the 2016 global CSS policy survey and to serve as a basis for assessing and further strengthening the global implementation of the CSS Framework 2022-2030. In the latter part of 2023, Save the Children initiated the development of a new policy survey instrument and methodology aligned to the expanded scope, targets, and indicators of the revised CSS Framework. This planned CSS Policy Survey is targeted to be implemented in 2024 and aims to reach at least 75 countries across the globe. The results from the survey are also expected to generate CSS Country Policy Profiles and aggregated global and regional/sub-regional reports.

Purpose of Consultancy

Save the Children Australia is seeking expressions of interest or proposals for technical support to coordinate the global implementation of the 2024 CSS Policy Survey for GADRRRES. This assignment includes coordination with GADRRRES regional affiliates, national CSS focal points, and other relevant stakeholders and partners, dissemination of the survey tools and relevant documents to the target respondents, survey response monitoring, collation, and validation for reliable analysis and reporting.

Scope of work and expected deliverables

In coordination with Save the Children and GADRRRES, the technical consultant is expected to undertake the following responsibilities and deliver the expected outputs:

1. In close collaboration with the CSS Policy Survey Tools developer, ensure that all survey tools and necessary documents are ready for dissemination to target respondents.
2. Identify and prepare a list of target country respondents and focal points (national and regional) for the policy survey.
3. Prepare official communication documents for the survey dissemination and contact the identified focal points.
4. Coordinate and provide orientation or technical assistance to country or regional focal points in administering the survey tools to national stakeholders.
5. Monitor the data gathering and implement quality assurance measures to ensure the reliability and validity of the survey and its findings.
6. Collate survey responses and conduct data validation or clarification, if necessary
7. Adhere to relevant guidelines and standards in survey implementation, including confidentiality and ethical considerations.
8. Provide additional data validation support to the GADRRRES technical person responsible for the data analysis and report writing for the 2024 CSS Policy Survey.
9. Prepare a final documentation/report of the data-collection process, including the enabling factors, limitations, challenges, and strategies to address the issues or concerns.

Save the Children will ensure to:

1. Link the consultant to relevant GADRRRES focal points, regional affiliates, technical working groups, and technical partners to support the consultant's activities and deliverables.
2. Together with the GADRRRES Secretariat, provide the approved CSS Policy Survey data collection tools and guidelines.
3. Recruit/Identify the technical writer to analyse and prepare the global CSS Policy Survey Report.

Consultancy Timeline and Payment Terms

The Consultant will be engaged from 01 March to 31 August 2024 to fulfil the scope of work and successfully deliver the expected outputs.

The maximum budget for the completion of the consultancy assignment is GBP 40,000. The total professional fee is payable in three (3) tranches – 1) 20% Upon signing of the contract, 2) 40% Upon collection and validation of survey responses from at least 30 countries, and 3) 40% upon the collection and validation of the rest of the survey responses and submission of final deliverables.

Governance

This consultancy contract will be managed by Save the Children Australia, led by its School Safety Technical Advisor, in close coordination with the GADRRRES Secretariat. The consultant will maintain regular coordination and reporting with both.

Save the Children and GADRRRES Secretariat will provide the contents, document access, and regular feedback in the deliverable completion process.

Qualifications

Essential

- Holds advanced academic qualification (Master's degree or higher) in fields relevant to the consultancy assignment
- Strong research work background and experience,
- Experienced in delivering professional quality research data gathering and reporting,
- Knowledgeable of the Comprehensive School Safety Framework (experience in CSS Policy Assessment and reporting, an advantage)
- Knowledgeable of different school safety domains (e.g., disaster risk reduction, climate change adaptation, education in emergencies).

Desirable

- Experienced in leading or coordinating global projects, programs, or research and dealing with multi-regional and multi-sectoral stakeholders
- Strong ability to communicate well both orally and in writing in English, especially for the education sector, humanitarian and development policy, and advocacy audiences.
- Ability to establish priorities, plan, coordinate, and monitor own work

Return of bids

To respond to this consultancy call, please submit the following documents to nadia.pulmano@savethechildren.org.au:

- A letter expressing interest, outlining the experience and expertise of the individual consultant or consulting agency relevant to the work

- A copy of CV(s) or details of expertise in your research institution or consultancy firm/agency, if applicable
- Sample of previous work/s, relevant to this consultancy
- Name and Contact details of at least two (2) references
- An operational plan detailing how the work will be done and how the objectives above will be met (maximum two pages)
- Consultant's daily rates or a financial proposal or costing for items/activities required for the fulfilment of the expected deliverables of the consultancy work

Application close date: **19 February 2024**