

**Child Protection Focal Point
Terms of Reference (CPFP ToR)
Cox's Bazar | Rohingya Refugee Response**



a) Background and Overview:

Since August 2017, more than 710,000 Rohingya refugees have arrived in Bangladesh's Cox's Bazar District, fleeing military operations characterized by widespread reports of human rights violations. Over 931,960 Rohingya refugees are living in 33 camp settlements in Ukhiya and Teknaf¹. Among these, 52% are children. Humanitarian crises, including natural disasters and complex emergencies, compromise children's rights to survival, development, and protection. Before displacement, Rohingya children experienced protection risks further exacerbated by the humanitarian crisis, which exposed them to physical violence, psychosocial trauma, sexual violence, forced labor, child marriage, and other forms of abuse and violence.

The Child Protection Sub-Sector (CPSS) in Cox's Bazar established the "Child Protection Focal Point" system to enhance coordination at the camp level among CP actors, humanitarian actors, authorities, and other stakeholders such as facilitate the communication among CP partners at the field level, Update the services mapping and referral pathway, communicate with Camp in Charge (CiC) and Armed Police Battalion (APBN) to support the CP service delivery for the vulnerable children in the camps.

b) Framework and Objectives

CPFPs will actively represent the child protection coordination team at camp-level coordination meetings and other sector meetings as necessary. They will collaborate closely with CP partners, Protection actors, and other sectors, including Food Security, Livelihood and Skill Development, Education, Shelter-CCCM, Health, Nutrition, WASH, and working groups, to ensure the seamless mainstreaming and integration of child protection within the humanitarian response.

The objectives of child protection focal points are:

- Facilitate the collaboration of all humanitarian response sectors in alignment with the Joint Response Plan (JRP) to enhance support for child protection actors.
- Enhance child protection coordination at the camp level, fostering cooperation among child protection actors, other sectors, and relevant stakeholders.
- Reinforce the referral system and conduct comprehensive service mapping to ensure prompt and appropriate assistance to children in need.
- Support Integration of Child Protection Principles by ensuring the integration of child protection principles into all sectors to improve service delivery that prioritizes safety, upholds dignity, and protects children's rights, all in accordance with the "DO NO HARM" principle.
- Replicate the child protection principles and practices at the camp level, working with field staff and volunteers to ensure the effective implementation of child protection interventions.
- Support the CPSS and partners in implementing child protection needs assessment that includes the child protection situation monitoring, thematic area need assessment, FGDs, and others.

¹ [Joint Government of Bangladesh - UNHCR Population map as of July 2023](#)

c) ROLES AND RESPONSIBILITIES OF CHILD PROTECTION FOCAL POINTS

I. Coordination and represent CPSS at the camp level coordination:

- Represent CPSS at camp level coordination structure, including acting as a liaison between child protection actors and other stakeholders such as different sectors, communities, and others.
- Coordinate with Protection Focal Point, GBV Focal Point, and other sector focal points to ensure coordinated support to the children.
- Liaise with the Camp in Charge (CiC), Shelter-CCCM Sector, and other actors as required.
- Coordinate among CPFPs from the other camps to respond to CP concerns such as reunifying lost/missing children or for any other support.
- Coordinate with the CPSS team at Cox's Bazar to ensure consistent approaches and responses.
- Act as a focal point for the CPSS as delegated and guided by the CPSS.
- Attend the camp-level coordination meeting organized by CiC to provide updates on child protection trends and concerns.
- Attend meetings from other sectors as required, especially the protection sector and GBV sub-sector, to discuss specific concerns related to children where a strong commitment is essential to ensure coordinated support for them.
- Schedule regular camp-level CPSS meetings (at least one per month) with all child protection actors to identify gaps in child protection programming that need attention, coordinate efforts, and discuss trends in child protection.

II. Referral to the service providers:

- Facilitate Referrals: Facilitate the process of receiving referrals for children from other sector focal points and ensure appropriate support with subsequent communication and follow-up to the referring agency.
- Service Mapping: Maintain an up-to-date and comprehensive mapping of the services available at the camps, collaborating with the Shelter-CCCM sector for support and updates as needed.

III. Support to the emergency preparedness and response

- Emergency Preparedness: CPFP should inform and engage in the preparation phase of the emergency preparedness and response plan. Take the lead in ensuring that emergency messages are effectively disseminated before the cyclone and monsoon seasons.
- Information Sharing: Timely share pertinent information with the Child Protection Sub-Sector (CPSS) during and after any sudden emergency in the camps.
- Coordination: CPFP should be available to coordinate emergency support for children with other sectors, CP agencies, and the Camp in Charge (CiC).
- Collaboration: Collaborate closely with the camp-level Disaster Management Committee, the Preparedness, Emergency Response, and Recovery Unit team, and the assessment team assigned by the sectors.

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- Post-Emergency Support: Ensure that children, especially those temporarily separated from their families, are provided with adequate support and shelter in safe environments until they can be reunited with their families.
- Reunification: Work closely with the Family Tracing and Reunification (FTR) team to expedite the reunification of separated children, aiming to achieve this within 24 hours of the emergency.
- Basic Needs: Ensure that children receive essential basic support such as food, clothing, and access to drinkable water in the aftermath of an emergency.

IV. Reporting to CPSS

- Ensure monthly reports to the CiCs are delivered on time in consultation with the other CP actors within the camp and in collaboration with protection and GBV camp focal points.
- Ensure all the reporting to CPSS is timely delivered with insights and in-depth information.
- Share the child protection situation monitoring progress with CPSS and conduct direct observation as part of the child protection situation monitoring.

d) CPSS Role

I. Capacity building and technical support from CPSS:

- CPSS should provide an orientation session to the newly assigned CPFP.
- CPSS should take the initiative to enhance the CPFP's capacity in developing their coordination skills with the CP agency.
- CPSS should consistently follow up with the CPFPs regarding their coordination responsibilities.
- CPSS should offer support to the CPFPs by conducting regular field visits and providing them with technical guidance and mentorship.

II. Revision of the ToR

- This Terms of Reference (ToR) may undergo review as necessary, with at least one annual review. Any revisions must be thoroughly discussed and approved by the CPSS SAG. The most recent revision was conducted in Sep 2023.

e) CPFP composition and Selection Process

I. Minimum requirements:

- Have a minimum of 3 years of field-level experience in CP, demonstrating a solid understanding of Child Protection programming and familiarity with camp settings in the Rohingya response.
- Demonstrate a commitment to serving as a Child Protection Focal Point (CPFP) for a duration of at least one year.
- Have undergone training in Child Protection in emergencies, child protection case management and essential packages related to other thematic areas, including but not limited to basic GBV, CCS, CSG, PSEA, BID, as well as coordination training.

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- Fully agree and understand that CPFPToR contact details will be circulated publicly and distributed by the CPSS and ISCG to all humanitarian partners and the Camp in Charge

II. Selection and withdrawal procedure:

- CPSS will adhere to the rationalization camp focal point selection process to designate the CP partner responsible for nominating the CPFPToR.
- The child protection partner is responsible for designating one primary child protection focal point and one backup focal point at each camp; in consultation with CPSS.
- The backup focal point may be nominated from a different CP agency, which may not be the same agency providing the regular CPFPToR.
- In certain instances, CPSS may approach non-JRP partners to nominate CPFPToRs.
- Child protection partners are required to adhere to the minimum requirements outlined in this ToR when nominating CPFPToRs.
- This position is entirely voluntary, and CPSS will not provide any financial compensation to CPFPToRs for carrying out their duties as specified in this ToR.
- CPSS reserves the right to replace or suspend any CPFPToR due to unsatisfactory performance and commitment.
- In the event of any changes to the focal points, CPSS will promptly notify all stakeholders at the respective camp.
- The CP Partner is responsible for promptly notifying the CPSS in the event of a CPFPToR designation or contract suspension/long-term leave.