



## **Consultancy Terms of Reference**

SNAICC is seeking a consultant to work with us on our Victorian Building Community Capacity Project from February – June 2019.

### **Purpose**

To develop and implement a state-wide strategy to strengthen Aboriginal community engagement and leadership around child safety and well-being.

### **Major tasks**

- a) Coordinating reference group for the project (SNAICC, VACCA, the Alliance)
- b) Overseeing update of the [2016 Family Matters Victoria Community Resource](#).
- c) Developing a short high quality video clip on everyone's role in keeping kids safe and well, and how to take steps to ensure children are safe within family and culture.
- d) Developing a poster for community health, early childhood, education and family support services on this issue.
- e) Developing and implementing a Victorian promotional campaign for the Family Matters National Week of Action in May 2019, including the holding of at least 20 events (75% community based) using the above resources. This includes working with Victorian Aboriginal services on use of the resources and holding awareness raising events.
- f) Coordinating with SNAICC Communications team on a media strategy.

(see proposed workplan below)

### **Duration**

SNAICC seeks completion of this project by June 2019. See proposed timeline of activities below.

## **Qualifications or Specialised Knowledge/Experience Required**

- Commitment to support the rights of and work respectfully with Aboriginal and Torres Strait Islander peoples
- The ability to effectively communicate messages to various audiences, including the use of visual media to share a story and present complex issues in an engaging way
- Strong written and verbal communications skills
- High level analytical and resource development expertise
- Demonstrated ability to work collaboratively with diverse stakeholders
- Strong Victorian child and family service networks advantageous
- A relevant undergraduate degree or equivalent professional / life experience

## **Fee**

SNAICC has \$20,000 for the consultancy fee for this project.

Costs for travel, design, video-making, printing are budgeted separately.

SNAICC also has the support of a policy intern to work with the consultant for this project.

The project would be supported by editing, liaison with designer and media engagement of the SNAICC Communications team.

## **Proposal requested**

Please forward a proposal for this project to Emma Sydenham at [emma.sydenham@snaicc.org.au](mailto:emma.sydenham@snaicc.org.au) 14 February and feel free to call to discuss any aspect of this TOR on 0415188990.

No.	Tasks	Outputs	Outcomes	Timing & estimate
1.	Project planning and coordination	Project officer engaged Steering Committee established Coordinating SC	Structures in place for effective completion of project	Feb 2019 Feb 2019
2.	Develop powerful visual resources to deepen understanding of child protection and child safety	Updating 2016 community resource Developing short clip Developing visual poster Finalising Poster and resource	Availability of suite of tools to deepen understanding of child protection intervention and the responsibility to keep children safe and well	Feb-April 8 days
3.	Developing strategy for use of tools to strengthen community engagement	Campaign strategy	Ability to mobilise sector and communities for child safety and well-being	Feb – April 2 days
4.	Working with services on campaign implementation and event planning	Meetings and teleconferences with services Agreement on use of tools in communities	Services mobilised and engaging with communities on child protection intervention and the responsibility to keep children safe and well. Events planned for National Week of Action	April – May 10 days
5.	National Week of Action	Holding of at least 20 key events across state	Deepened Victorian Aboriginal and mainstream awareness of child protection issues and how communities can better ensure child safety and wellbeing	May 10 days
6.	Ongoing campaign implementation	Media engagement Promotional activities Use of resources by services	Communities have deepened understanding of child protection intervention and the responsibility to keep children safe and well Communities have the tools to develop local strategies to improve Indigenous child safety and well-being	June 2 days
7.	Prepare and submit final report	Final report with internal evaluation and external survey on quality, relevance and effectiveness tools developed and campaign		June 2 days