



## **SOUTH ASIA INITIATIVE TO END VIOLENCE AGAINST CHILDREN**

### **Terms of Reference for the SAIEVAC Secretariat**

1. **Scope:** To implement Governing Board's decisions to end violence against children in South Asia

#### **2. Roles and Responsibilities:**

- To develop, recommend and implement workplans, activities and budget approved by the Board in coordination with SAIEVAC Coordinators
- To co-ordinate and collaborate with SAIEVEC Coordinators on a regular basis to support country level initiatives, technical meetings and support cross country sharing of experiences and organize field visits.
- To monitor and evaluate progress of workplans and send annual reports to the Board for review
- Prepare/publish/update a regional directory on the institutions working to end violence against children
- To review policies, legislative frameworks, and programme interventions within the framework of SAARC and international conventions and agreements and make recommendations
- To develop and implement the Advocacy and the Communication strategy for SAIEVAC as approved by the Board
- To have regular communication and coordination with the Board and the SACG
- To coordinate an annual review on violence against children and ensure wide dissemination to key stakeholders regionally and nationally
- To prepare and facilitate thematic technical meetings with the Board and Coordinators
- To ensure consistency and complementarily with SAARC Initiatives and avoid duplication of efforts
- All documents related to the Secretariat, including Terms of Reference, minutes of the meetings, will be shared with the Board and the Coordinators
- To prepare all necessary proposals for programs and projects for resource mobilization

#### **3. Location of the Secretariat**

The SAIEVAC Secretariat will be permanently based in Kathmandu

#### **4. Hosting of the Secretariat**

The SAIEVAC Secretariat established under the aegis of the Ministry of Women, Children and Social Welfare, Government of Nepal .

#### **5. Composition of the Secretariat**

- The SAIEVAC Secretariat will employ a Director General to assist the SAIEVAC Coordinators
  - Additional staff/consultants will be hired as deemed necessary by the SAIEVAC Secretariat Director General as approved by the Board)
- Secretariat to develop institutional linkages with SAARC Secretariat

