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