

Terms of Reference – Safeguarding Consultant

Title	Safeguarding Consultant
Department:	International Programs & Operations
Reporting to:	Rebecca Hunter, Safeguarding Lead
Location:	Remote
Engagement type:	Draw-down consultancy (services as required)
Indicative days:	Up to 20 days per financial year (not guaranteed)
Timeframe:	October 2026 – June 2027 (with possibility of extension)

About CARE Australia

CARE Australia (CA) supports women and girls around the globe to save lives, defeat poverty and achieve social justice. We work in partnership with local communities to provide equal opportunities for women that they have long been denied: the ability to earn an income, gain access to their fair share of resources, to lead and participate in decisions that affect their lives, and to be able to withstand the increasing impacts of climate disasters and other crises.

CARE Australia is a member of the CARE International (CI) confederation. We strive for a world of hope, inclusion and social justice, where poverty has been overcome, and people live in dignity and security.

About the Department

The International Programs and Operations (IPO) Department is responsible for the efficient and effective management of programs delivered primarily in Asia and the Pacific by a range of CARE Country Offices and local partners. The Department ensures that programs are well designed, assists partners to operationalise quality guidelines, and provides technical expertise to support program delivery, monitoring and reporting. The Department also builds and maintains relationships with key institutional donors, with the Department of Foreign Affairs and Trade (DFAT) as a primary funder. This consultancy sits within the IPO Department.

Safeguarding at CARE

CARE Australia is committed to safeguarding children and adults from harm, including sexual harassment, exploitation and abuse, child abuse and exploitation, and other harms that may arise through the actions of CARE staff, representatives, partners, systems, decisions, communications or program design. Safeguarding is central to CARE Australia's duty of care and to the quality, integrity and safety of our work.

Safeguarding at CARE Australia is grounded in survivor-centred, child-centred, trauma-informed and inclusive practice. This means prioritising safety, dignity, confidentiality, informed participation and access to appropriate support, while recognising that discrimination, exclusion and unequal power relations can increase vulnerability to harm and create barriers to reporting and support. Safeguarding is therefore closely linked to GEDSI, because safe programs must also be accessible, inclusive and responsive to the diverse needs, capacities and experiences of children, women, people with disabilities and others who may face increased safeguarding risks or barriers to participation and reporting.

Safeguarding is an organisation-wide responsibility that applies across CARE Australia's programs, partnerships, operations, communications, fundraising, governance and internal systems. Strengthening safeguarding requires specialist technical support that can be drawn on flexibly by teams across CARE Australia, Country Offices and partners. This support helps identify and manage safeguarding risks, strengthen safe and accessible reporting pathways, build practical capability, and embed measures that protect program participants, communities, staff, partners and others who come into contact with CARE from harm.

About the Consultancy

This is a draw-down consultancy for a Safeguarding Consultant to provide high quality technical assistance across CARE Australia's portfolio, including child safeguarding, PSEAH and safer programming. The Consultant will work with, and report to, the CARE Australia Safeguarding Lead, providing additional safeguarding capacity to CARE Australia, CARE Country Offices and CARE partners, primarily in the Pacific and Southeast Asia.

The engagement is for a maximum of 20 days per financial year. Days are drawn down on an as-needed basis only and are not guaranteed, and are subject to the availability of funding and suitable work. For each assignment, CARE Australia will confirm the scope of work and indicative number of days, and the Consultant will confirm their availability and acceptance of the work before it commences.

Scope of Services and Indicative Tasks

Indicative areas of safeguarding technical assistance may include, but are not limited to, the following:

Area of support	Indicative tasks
Safeguarding risk assessment and analysis	Conduct or contribute to safeguarding risk assessments and analyses to inform program design, implementation and risk management, including child safeguarding, PSEAH and safer programming risks.
Safeguarding review and quality assurance	Review and provide technical input into program designs, proposals, partnership arrangements, donor reports, evaluations and other relevant documents to strengthen safeguarding integration and quality.
Capacity building	Design and deliver safeguarding training, coaching, mentoring and skills transfer for CARE Australia, Country Office and partner personnel.
Implementation support	Provide technical advice and support during program implementation, including safeguarding action plans, risk mitigation measures, community awareness activities, reporting pathways and safer programming approaches.
Partner safeguarding systems and compliance	Support the development, review and strengthening of safeguarding policies, procedures, reporting mechanisms, investigations, compliance requirements and related safeguarding systems.
Other technical assistance	Other safeguarding technical assistance as agreed, in response to emerging priorities across CARE Australia's portfolio and partnerships.

The specific tasks, deliverables and number of days for each assignment will be agreed in writing between CARE Australia and the Consultant before work commences.

Safeguarding

All CARE employees and related personnel, including consultants, must uphold CARE's safeguarding commitments, including the prevention of sexual harassment, exploitation and

abuse, and the protection of children and adults from harm. Consultants must comply with CARE's Safeguarding Policy, Code of Conduct, contractual safeguarding requirements and all screening requirements requested by CARE Australia before commencing work.

Screening requirements will be proportionate to the role and safeguarding risk, and may include reference checks, police or criminal history checks, international checks where relevant, Working with Children or Vulnerable People Checks, Misconduct Disclosure Scheme checks, sanctions or Bridger checks, and safeguarding self-declarations or statutory declarations where formal checks cannot reasonably be obtained. Consultants must immediately report any safeguarding concern, allegation or incident, must not investigate concerns themselves, and must follow CARE Australia's reporting and escalation requirements.

Selection Criteria

The selection criteria for this consultancy include:

- A Bachelor's degree or higher in social work, international development, or another relevant field, combined with at least 5 years of relevant professional experience;
- Demonstrated technical expertise in Safeguarding integration across the program cycle, including Safeguarding analysis, Safer Programming and Safeguarding integration into MEL;
- Experience providing Safeguarding technical assistance, particularly in the Pacific and/or Southeast Asia, including working alongside local partners and civil-society organisations;
- Demonstrated experience in adult learning, facilitation, capacity building and skills transfer on Safeguarding (online and face-to-face) across a range of contexts;
- Strong written and spoken communication skills in English, including report writing, in cross-cultural environments;
- Strong time-management skills, with the ability to work with limited supervision and remotely, and a consultative approach that is open to feedback; and,
- An understanding of and commitment to CARE's vision, mission and values, and a commitment to uphold the CARE Australia Child Safeguarding Policy and the CARE International Safeguarding Policy for the duration of the assignment.

Consultancy Arrangements

- The Consultant will be engaged under a CARE Australia consultancy agreement as an independent contractor. The engagement does not constitute employment, and the Consultant is responsible for their own taxation obligations.

- Days are drawn down only as funding and work are available and are not guaranteed. The Consultant is free to indicate whether they are available to accept each piece of work offered.
- Fees will be paid at an agreed daily rate against days actually worked on receipt of a tax invoice and timesheet confirming days worked.
- Intellectual property created in the course of the services will vest in CARE Australia, consistent with CARE Australia's standard consultancy terms.
- The engagement is non-exclusive; CARE Australia may engage other parties to provide the same or similar services at any time.

Application Process

Interested consultants are invited to submit:

- A current CV;
- A brief cover letter outlining suitability for the consultancy; and,
- A daily rate, inclusive of all fees and taxes.

Shortlisted candidates may be requested to provide additional information, such as references or further technical detail, during the selection process.

To apply, please go to www.care.org.au/careers and complete the application form.

For more information, contact Rebecca Hunter, Safeguarding Lead, at rebecca.hunter@care.org.au.

Prepared by: Rebecca Hunter (Safeguarding Lead, CARE Australia)

Reviewed and Approved by: Charlie Damon, Head of Programs and Partnerships

Date: 15 September 2026