

## FY24 CEW Short Term Support Engagement

### Terms of Reference

World Vision International (WVI) Nepal is a part of the World Vision International global partnership operating in nearly 100 countries. WVI started its long-term development programme in Nepal since 2001 to contribute for well-being of children. At present, WVI Nepal has long-term development programmes in 16 districts, namely Udayapur, Sarlahi, Mahottari, Rautahat, Sindhuli, Kathmandu, Lalitpur, Lamjung, Jumla, Kailali, Kanchanpur, Achham, Doti, Dailekh, Jajarkot and Bajhang across six provinces of Nepal.

#### **1. Introduction:**

Child Expression Worksheet (CEW) is an important piece of communication sponsors receive from their sponsored child along with Seasonal Greetings Card, which helps sponsors, affirm that the child they have sponsored is real and reinforces the emotional connection between the sponsor and the child. Each CEW is a uniquely sequenced printed A4 sheet of paper, which is presented to all Children who are registered with World Vision and completed by them. CEWs play an important role in Sponsor retention and CEWs are often the only written input that sponsors receive from the child. Quality CEW production is our priority, which is why APs are sending the completed CEWs to NO for hand written translation of Child Input from Nepali to English language.

#### **2. Scope of Work**

Sponsorship team is seeking the support of 30 Short term support employment for FY24 CEW Quality Review, Nepali to English hand-written translation, Barcode Verification and dispatch. In FY24, WVI Nepal is expecting to complete 62,000+ CEWs of WV Sponsored Children (RC).

#### **3. Duration of Engagement:**

- 31 working days.
- 13 May 2024 – 28 June 2024

#### **4. Tasks:**

- CEW Quality Review
- Translation of Child Input from Nepali to English
- Support in organizing and safe handling of CEW hardcopies
- CEW Barcode verification
- Support in CEW packaging and dispatch

**5. Minimum Qualification and Requirements:**

- Above 18 years of age
- Should be able to commit to office hours (9 a.m. to 5 p.m.) on working days (Monday to Friday).
- Should have completed Grade 12/A-levels/IB
- May be enrolled in Bachelors program, if able to commit to office hours
- Should have Nepali Citizenship.
- Good translation skills from Nepali to English language
- Legible handwriting.
- May be required to work on weekend.
- Police clearance certificate
- Should have PAN card if not process needs to be done

All candidates will receive pay of NPR 1013 per day for number of days worked. The amount is inclusive of SSF and festival benefits during the contract period and taxes will be applicable as per laws of Government of Nepal

**Candidates fulfilling the criteria mentioned may apply by sending your CV & Application Letter to the email address [NPL-Vacancy@wvi.org](mailto:NPL-Vacancy@wvi.org) mentioning the name of the position as subject of the email by Sunday April 14, 2024 5:00 PM.**

*“World Vision is committed to achieving diversity, as the diversity of our teams is critical to our overall success. WV welcomes applications from qualified professionals all over Nepal. Women, people with disability, and members from other marginalized groups are strongly encouraged to apply.”*

*“Children and vulnerable adults who come into contact with WV as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury, and any other harm. One of the ways that WVI Nepal shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates, in accordance to its Child and Adult Safeguarding Policy. WVI Nepal has zero tolerance to child rights’ violations, by employees and/or affiliates.”*

**WVIN reserves all rights to qualify/disqualify applications in any case.  
People & Culture Department  
World Vision International Nepal**