



Spotlight Initiative
To eliminate violence against women and girls

Initiated by the European Union and the United Nations:



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT	
Title: Consultancy to support the development a self-paced online course to strengthen the institutional capacity of the regional health sector to prevent and respond to family violence in the Caribbean	
Hiring Office:	Sub-regional Office for the Caribbean (SROC)
Purpose of consultancy:	To support the development of a self-paced online course to strengthen the institutional capacity of the regional health sector to respond to family violence in the Caribbean
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Context</p> <p>Every CARICOM country has dedicated domestic violence legislation and laws that advance child protection. Many have drafted national plans and strategies to address gender-based violence, in which ending family or domestic violence is prioritized. While these laws have improved some women’s access to justice, recent prevalence surveys suggest that a significant number of women experience intimate partner violence and that the majority of survivors do not report to police, or access services to protect and prevent the recurrence of violence. Policy making and programme development is not sufficiently informed by research and a coordinated approach to administrative data across sectors does not exist in most countries.</p> <p>Alongside and feeding into system inadequacies, a culture of gender inequality persists and, along with other bases of inequalities, contributes to high levels of gender-based violence against women and girls. This culture and the associated inequalities impede quality, effective and non-discriminatory access to services. Gender norms that associate masculinity with power over and control of women are harmful as is the association of discipline of children with corporal punishment.</p> <p>However, with the sustained demand by women’s and human rights organisations, including UN agencies, there is now readily apparent greater resolve to address GBV through systemic approaches. Key inter-governmental and regional institutions have prioritized ending gender-based violence in the period coinciding with the Spotlight Initiative. These include CARICOM and its institutions, OECS Commission and the Caribbean Development Bank.</p> <p>Complementing the Spotlight country programmes in six Caribbean countries, and taking into account the COVID-19 pandemic and its impacts, the Spotlight Initiative (SI) Caribbean regional programme will increase policy coordination and functional cooperation across the</p>

region to address family violence. It will set regional standards for essential services delivery, for monitoring the implementation of regional and national family violence laws and policies. The regional programme aims to advance best practice models for prevention; and ensure the engagement of women's organizations in regional accountability frameworks. More specifically,

- Under pillar 2, regional intergovernmental institutions will be supported to strengthen capacities to drive improvements in national-level delivery of essential prevention and response services to address family violence.
- Under pillar 3 an evidence-based Caribbean model of cultural and behavior change across the life course will inform primary family violence prevention and sexual and reproductive rights programming across the region.
- Under pillar 5, regional protocols and standards for family violence data management systems will be developed or strengthened to improve timely and cross-sectoral analyses and programmatic responses at national level.
- Under Pillar 6, civil society and women's organizations will be more enabled and empowered to monitor and support family violence responses and prevention programming and have the capacity and connectedness to advocate for state and intergovernmental accountability to end family violence.

There is widespread recognition that violence against women and their children is a critical public health problem with adverse consequences for their physical and mental health. While, preventing and responding to violence requires a multi-sectoral approach, the health sector has a key role to play in addressing violence. Recognizing the importance of the health sector's role, the Spotlight Initiative for the Caribbean includes specific activities aimed at strengthening the institutional capacity of the health sector to respond to family violence. The proposed activities were expected to contribute to *Output 2.1 of pillar 2: Key officials at national and/or sub-national levels in all relevant institutions are better able to develop and deliver evidence-based programmes that prevent and respond to VAWG, including DV/IPV, especially for those groups of women and girls facing intersecting and multiple forms of discrimination, including in other sectors.*

The consultant is expected to support the development of an **online self-paced course** on strengthening health sector capacity to prevent and respond to family violence. This includes **the selection of technical content and reading and the design of technical and communication materials for high-level advocacy and capacity-building**, as well as the **development of methodology and tools for self-assessment.**

Specifically, the consultant will:

1. **Support the development of a self-paced online course** to build health sector institutional capacity to prevent and respond to family violence to ensure its alignment with PAHO guidance, including:
 - Identify relevant PAHO/WHO technical resources¹, review them and select messages that should be included in the course (name of resource,

¹ The course should primarily draw from the following documents:

- WHO publication: Preventing injuries and violence: A Guide for Ministries of Health

	<p>chapter and/or page numbers for each course module) in line with agreed learning objectives.</p> <ul style="list-style-type: none"> ○ Complete a detailed review of draft course program (including learning objectives and formats/methods) to be developed by the learning company, and ensuring its technical accuracy and alignment with relevant PAHO/WHO and UNFPA guidance. ○ Work closely with the learning company to turn the course program and related technical messages/content into an integrated online learning course, including advising on the type of learning tool (technical reading, images/infographic, video, interactive virtual exercise, case study etc.) that should be used to enhance learning experience while maintaining the technical accuracy of the content. ○ Conduct detailed reviews of draft scripts of technical course content and provide feedback on draft storyboards, and audio and visual design options suggested by the learning company and facilitate their timely approval by PAHO and UNFPA. ○ Co-develop any learning exercises, examples and case studies to be used in the course, in collaboration with learning company and in line with PAHO/WHO guidelines, including by drawing on findings from the assessment report, as well as identification of other examples and experiences to contextualize messages to the Caribbean context. ○ Review self-assessment methods and tools for use in the course by participants to ensure their technical accuracy. ○ Develop a methodology for course piloting/validation, coordinate its implementation and work with the learning company to ensure any necessary adjustments to the course are made before its finalization. ○ Coordinate all steps of the course development and course piloting/validation, including engaging in regular communication with the learning company, setting up progress meetings and monitoring timelines and deliverables, following up on necessary adjustments and related quality control of materials to ensure their technical accuracy, and facilitating inputs by other PAHO and UNFPA colleagues when appropriate.
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<p>Duration and working schedule:</p>	<table border="1"> <thead> <tr> <th data-bbox="414 1417 479 1522"></th> <th data-bbox="479 1417 1096 1522">Activity</th> <th data-bbox="1096 1417 1427 1522">Estimated # of Working Days</th> </tr> </thead> <tbody> <tr> <td data-bbox="414 1522 479 1627">1</td> <td data-bbox="479 1522 1096 1627">Support the development and ensure overall quality and technical accuracy of the online training course for</td> <td data-bbox="1096 1522 1427 1627">90</td> </tr> </tbody> </table>		Activity	Estimated # of Working Days	1	Support the development and ensure overall quality and technical accuracy of the online training course for	90
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- **WHO publication: Strengthening Health Systems to Respond to Women Subjected to Intimate Partner Violence or Sexual Violence**
- WHO publication: Global plan of action to strengthen the role of the health system within a national multi-sectoral response to address interpersonal violence, in particular against women and girls, and against children
- PAHO publication: Strategy and Plan of Action on Strengthening the Health System to Address Violence against Women

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Place where services are to be delivered:	The consultant is expected to work remotely.												
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The Consultant is expected to submit the following deliverables in accordance with the time frame listed. These dates might be revised upon the signing of the contract and also apply to payment dates stated below.</p> <table border="1"> <thead> <tr> <th data-bbox="431 741 488 814"></th> <th data-bbox="488 741 1084 814">Deliverables</th> <th data-bbox="1084 741 1409 814">Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="431 814 488 1058">1</td> <td data-bbox="488 814 1084 1058">Inception report including (i) all technical messages selected for inclusion in the course, (ii) a summary of the agreed workplan with the learning company, (iii) revised course program following the detailed review, and (iv) brief concept note for course piloting/validation</td> <td data-bbox="1084 814 1409 1058">30 September 2022</td> </tr> <tr> <td data-bbox="431 1058 488 1226">2</td> <td data-bbox="488 1058 1084 1226">Draft online course to strengthen health sector institutional capacity to address family violence in the Caribbean, reviewed and ready for piloting/validation</td> <td data-bbox="1084 1058 1409 1226">31 October 2022</td> </tr> <tr> <td data-bbox="431 1226 488 1325">3</td> <td data-bbox="488 1226 1084 1325">Final drafts of the self-paced course following course piloting/validation and any necessary adjustments</td> <td data-bbox="1084 1226 1409 1325">30 November 2022</td> </tr> </tbody> </table> <p>The draft and final deliverables are expected to be delivered electronically and should be properly formatted and referenced.</p>		Deliverables	Due Date	1	Inception report including (i) all technical messages selected for inclusion in the course, (ii) a summary of the agreed workplan with the learning company, (iii) revised course program following the detailed review, and (iv) brief concept note for course piloting/validation	30 September 2022	2	Draft online course to strengthen health sector institutional capacity to address family violence in the Caribbean, reviewed and ready for piloting/validation	31 October 2022	3	Final drafts of the self-paced course following course piloting/validation and any necessary adjustments	30 November 2022
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Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>In addition to the deliverables specified above, the consultant is expected to provide periodic updates in line with the agreed timeline.</p> <p>Deliverables will be assessed for quality and to the extent they fulfil the requirements of the TOR. The UNFPA Sub-Regional Office reserves the right to discontinue the contract if it feels that the consultant/team does not live up to the expectations or if the consultant/team acts in a way that is detrimental to UNFPA’s reputation and image.</p>												

Supervisory arrangements :	The consultant will directly report to PAHO/CPC. Reporting and coordination lines will be communicated at the start of the consultancy.								
Expected travel:	None								
Required expertise, qualifications and competencies, including language requirements:	<p>Consultant profile:</p> <ul style="list-style-type: none"> ● A Master’s degree in Social Science, Gender Studies, Anthropology, Public Health, or related social sciences. ● At least 5 years of professional experience working on public health or violence prevention matters ● Proven technical competencies and experience in working in the area of preventing and responding to family violence and GBV, including a solid understanding of the role of the health sector. ● Demonstrated experience to collect and analyze qualitative and quantitative data. ● Demonstrated experience in project coordination, planning, managing virtual training and consultation processes etc. ● Excellent knowledge of PAHO tools to build institutional capacity of the health sector in the response to violence. ● Previous work in/knowledge of the Caribbean is a requirement. ● Previous work with PAHO, UNFPA or other partners of the Spotlight Initiative is an advantage. ● Experience in the development and delivery of online meetings, the coordination of virtual consultation and assessment processes is an advantage. ● Fluency in English is mandatory. Ability to communicate in the other languages from the Region would be an advantage. 								
Inputs/ services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	<p>The consultancy will be hosted by UNFPA and the PAHO Subregional program for the Caribbean. The consultant will be expected to work remotely, and s/he will be provided with access to UNFPA/PAHO virtual platforms (Teams etc.) for stakeholder engagements.</p> <p>PAHO and UNFPA will support the consultant to make the necessary contacts with relevant partners. PAHO and UNFPA will also supply all relevant documents related to this consultancy. These documents will be shared with the consultant once the contract is awarded.</p> <p>All contracting and payment will be managed by UNFPA.</p>								
Other relevant information or special conditions, if any:	<p>This is a deliverable based consultancy and it is estimated to take place between 5th September - 30th November 2022. Payments will be made as follows:</p> <table border="1" data-bbox="430 1661 1382 1856"> <thead> <tr> <th></th> <th>%</th> <th>Deliverable</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>45%</td> <td>Draft online self-paced course to strengthen institutional capacity and technical and communication tools and materials to</td> <td>31 October 2022</td> </tr> </tbody> </table>		%	Deliverable	Due Date	1	45%	Draft online self-paced course to strengthen institutional capacity and technical and communication tools and materials to	31 October 2022
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		support high-level advocacy on a public health approach to family violence. To the satisfaction of PAHO and UNFPA.	
2	55%	Final online self-paced course to strengthen institutional capacity and technical and communication tools and materials to support high-level advocacy on a public health approach to family violence. To the satisfaction of PAHO and UNFPA.	30 November 2022