

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Curriculum Development Specialist for incorporation of Gender Based Violence (GBV) training manual for members of the Guyana Police Force into the curriculum of the Police Academy and Police Training Colleges	
Hiring Office:	United Nations Population Fund (UNFPA) Sub-regional Office for the Caribbean, Guyana
Purpose of Consultancy:	<p>Gender-Based Violence (GBV) is “an umbrella term for any harmful act that is perpetrated against a person’s will and that is based on socially ascribed (i.e., gender) differences between males and females. It includes acts that inflict physical, sexual or mental harm or suffering, threats of such acts, coercion, and other deprivations of liberty. These acts can occur in public or in private”¹. Importantly, violence against women and girls relates to any act of GBV that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion, or arbitrary deprivation of liberty, whether occurring in public life or private life. The United Nations Declaration on the Elimination of Violence Against Women emphasizes that violence is ‘a manifestation of historically unequal power relations between men and women, which have led to the domination over and discrimination against women’.</p> <p>Intimate Partner Violence (IPV) or Domestic Violence (DV), as a form of GBV, refers to behaviour by a current or former intimate partner that causes physical, sexual or psychological harm, including physical aggression, sexual coercion, psychological abuse and controlling behaviours. Sexual violence, on the other hand, as a form of GBV, refers to any sexual act, attempt to obtain a sexual act, or other act directed against a person’s sexuality using coercion, by any person, regardless of their relationship to the survivor, in any setting. It includes rape. IPV and non-partner sexual violence are among the most pervasive and insidious forms of violence against women and girls. Many women and girls have inadequate access to the range of support services that can protect them, assist in keeping them safe, and support them to address the short and long-term consequences of experiencing various forms of violence. The disproportionate access to services for women and girls has increased their experiences of gender-based violence².</p> <p>To combat this epidemic of violence against women and girls in Guyana it is necessary to provide survivors and persons at risk of Gender Based Violence with quality and timely access to comprehensive multi-sectoral services such as psychological/psychosocial support services, health care services, as well as police</p>

¹ Inter-Agency Standing Committee. (2015). Guideline, Integrating Gender-Based Violence Interventions in Humanitarian Action: Reducing risk, promoting resilience, and aiding recovery. Available from: https://interagencystandingcommittee.org/system/files/guidelines_for_integrating_gender_based_violence_interventions_in_humanitarian_action.pdf

²See for example, the Committee on the Elimination of All Forms of Discrimination against Women (CEDAW), General Recommendation No. 19, retrieved from <http://www.un.org/womenwatch/daw/cedaw/recommendations/recomm.htm>.

and justice response services. Increasing the quality and accessibility of these services is essential in mitigating the consequences of violence including the effect violence has on the wellbeing, health, and safety of survivors, breaking the cycles of violence women and girls face, assisting in their recovery, bringing perpetrators to justice and empowering women and girls. The work of the Guyana Police Force is a core component of the multi-sectoral response to Gender Based Violence in Guyana. Police have a crucial role to play in responding to Gender Based Violence and mitigating further risk. For example, under Guyana's Domestic Violence Act (DVA) the Police Force is responsible for and obligated to assist survivors of IPV/DV in obtaining protection orders, enforcing these orders, filing reports of IPV/DV, and laying charges against perpetrators³. Under the DVA the police officers are further required to ensure that survivors have access to medical services for their injuries and are moved to a safe place. In addition, Police Officers in responding to cases of GBV are required to ensure that they accompany survivors to retrieve their personal belongings, demonstrate to them that their evidence is preserved, inform them of their rights and of the services available to them⁴. Therefore, it is clear that Police Officers play an extremely significant role in responding to Gender Based Violence, in ensuring that perpetrators are brought to justice and in safeguarding and protecting survivors ensuring their safety and access to all other essential services such as medical care, psychosocial support, and safe accommodation.

It is worthy of note, that while the Police service is an essential component of responding to GBV, many survivors in Guyana are unlikely to report incidents and seek support from the police services. Data from the 2019 Guyana Women's Health and Life Experiences Survey revealed that most survivors are not accessing services.⁵ The survey also revealed that there is limited knowledge of available services, and how these services can be accessed. Specifically, of the women who were interviewed and wanted to share their experiences of being survivors of Intimate Partner Violence, most sought no help (50 percent) and few went to the police (17 percent).⁶ With regard to the hinterland regions of Guyana where indigenous communities are primarily located, it is notable that not a single woman who identified as a survivor of Intimate Partner Violence (IPV), sought help from a health care worker, pastor/religious leader, or a women's organization/NGO [according to the 2019 Guyana Women's Health and Life Experiences Survey]. In fact, an overwhelming majority of women who live in the hinterland regions of Guyana and

³ UN Women Caribbean. (2020). Caribbean Gender Based Violence Laws. GBV Countries. Guyana. Available from:<https://caribbean.unwomen.org/en/caribbean-gender-portal/caribbean-gbv-law-portal/gbv-country-resources/guyana#WITLS>

⁴ UN Women Caribbean. (2020). Caribbean Gender Based Violence Laws. GBV Countries. Guyana. Available from:<https://caribbean.unwomen.org/en/caribbean-gender-portal/caribbean-gbv-law-portal/gbv-country-resources/guyana#WITLS>

⁵ Government of Guyana. UNDP. UN Women. USAID. (2019) Women's Health and Life Experiences: A Qualitative Research Report on Violence Against Women in Guyana.

⁶ Government of Guyana. UNDP. UN Women. USAID. (2019) Women's Health and Life Experiences: A Qualitative Research Report on Violence Against Women in Guyana.

who have been survivors of IPV sought no help at all (73 percent) and few went to the police (12 percent).⁷

Consequently, from this data it is evident that there are numerous challenges that prevent survivors from seeking help and there is a general lack of trust that exists between the police force and communities. Women who have survived acts of GBV are often reluctant to file complaints with the police for a number of reasons. These reasons include social norms that stigmatize women that have experienced GBV, the lack of confidentiality that occurs when disclosing instances of GBV to the police, fear of the Police making light of the situation/being insensitive to it and not taking it seriously, police seeing domestic violence as a private matter between partners, among others. For migrant women in Guyana these concerns are exacerbated due to the discrimination and xenophobia they face which make them fear that the Police will not be able to conduct impartial investigations and going to the Police could get them detained and deported.

In response to the above, the Ministry of Human Services and Social Security launched an initiative called COPSQUAD2000 in which more than 2000 members of the Guyana Police Force received training on Gender-Based Violence. Ongoing training of members of the Police Force will serve as a vital mechanism to overcome many of these challenges and create an environment of trust and accountability that encourages persons to seek assistance from the Police. Ongoing training of members of the Police Force in Gender Based Violence will assist in helping the Police to become more aware of their responsibilities. This will help Police Officers to become more aware of the rights of women, children, migrants, indigenous peoples, LGBTI communities and other vulnerable groups that are affected by GBV. It will assist in helping to de-stigmatize GBV survivors, and it will help members of the Police Force to challenge their own understanding of GBV and thereby confront the realities of GBV while deepening their understanding of it. Ongoing training will also help in building the capacity of members of the Guyana Police Force to ensure that they are aware of all the procedures surrounding confidentiality, these include protocols on dealing with cases of various types of GBV such as IPV/DV, rape, and sexual assault., as well as techniques of interviewing survivors. The skills that members of the Police Force possess will be strengthened through training that will greatly assist in creating an environment that encourages survivors to report instances of GBV; creating a positive cycle that will allow survivors to become more comfortable reporting instances of GBV to the Police. This in turn may allow more survivors to have access to justice and may allow for there to be less impunity for perpetrators.

A major challenge in training members of the police force is responding to their own perceptions of gender and Gender-Based Violence which include social stigma and pre-conceived notions. As a result they can be unreceptive to the information being shared with them both in the initial stages and throughout the training. Hence, members of the Police Force must be able to reflect on their own culture, value

⁷ Government of Guyana. UNDP. UN Women. USAID. (2019) Women's Health and Life Experiences: A Qualitative Research Report on Violence Against Women in Guyana.

	<p>system and norms to overcome their own perceptions as it relates to Gender-Based Violence to efficiently engage with the training course. Therefore, it is necessary that the Gender-Based Violence training manual that was developed and used to train members of the Police Force be incorporated into the curriculum of the Police Academy to support sustained training of members of the Guyana Police Force.</p>									
<p>Scope of Work:</p>	<p>General Objective: To support the scaling up of the response to Gender-Based Violence (GBV) in Guyana through the capacity building of members of the Guyana Police Force to prevent and respond to GBV.</p> <p>The role of the Consultant will involve:</p> <ol style="list-style-type: none"> 1. Developing a Gender-Based Violence (GBV) training curriculum for the Police Academy of the Guyana Police Force, based on the GBV training manual that was used to train members of the Guyana Police Force during the period 2021 - 2023. 2. Incorporating the GBV training curriculum into the curriculum of the Police Academy of the Guyana Police Force; to train both in-service members of the Guyana Police Force as well as individuals now entering the Guyana Police Force. 3. Ensuring that mechanisms for sustained delivery and monitoring of training within the Guyana Police Force are in place and clearly documenting the mechanisms that have been (will be) put in place to guarantee such. 									
<p>Duration and working schedule:</p>	<p>The contract of this local consultancy will be executed for a period of three (3) months in 2024.</p> <p>The following deliverables are expected of this consultancy:</p> <table border="1" data-bbox="500 1228 1484 1780"> <thead> <tr> <th data-bbox="500 1228 548 1291"></th> <th data-bbox="548 1228 1214 1291">Activity</th> <th data-bbox="1214 1228 1484 1291"># Of Working Days</th> </tr> </thead> <tbody> <tr> <td data-bbox="500 1291 548 1430">1</td> <td data-bbox="548 1291 1214 1430">Inception Report</td> <td data-bbox="1214 1291 1484 1430">Within 7 days of commencement of contract</td> </tr> <tr> <td data-bbox="500 1430 548 1780">2</td> <td data-bbox="548 1430 1214 1780">Developing a Gender-Based Violence (GBV) training curriculum for the Police Academy of the Guyana Police Force, based on the GBV training manual that was used to train (in excess of 2000) members of the Guyana Police Force in 2021 and 2023. This includes a manual, facilitators guide including relevant worksheets and activities, and PowerPoint slide decks. Alongside pre/post assessment tools to be used for training participants</td> <td data-bbox="1214 1430 1484 1780">Total of 90 days for Consultancy</td> </tr> </tbody> </table>		Activity	# Of Working Days	1	Inception Report	Within 7 days of commencement of contract	2	Developing a Gender-Based Violence (GBV) training curriculum for the Police Academy of the Guyana Police Force, based on the GBV training manual that was used to train (in excess of 2000) members of the Guyana Police Force in 2021 and 2023. This includes a manual, facilitators guide including relevant worksheets and activities, and PowerPoint slide decks. Alongside pre/post assessment tools to be used for training participants	Total of 90 days for Consultancy
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<p>Place where services are to be delivered:</p>	<p>The Consultant will be expected to work closely with the Police Academy in Georgetown as well as the Police Training Colleges in the counties of Essequibo and Berbice.</p> <p>The Consultant will submit all deliverables to UNFPA for review and approval, in hard and soft copies. The Consultant will be expected to interact both physically and virtually, as needed, with UNFPA staff, the Ministry of Human Services and Social Security, the Ministry of Home Affairs, and the Guyana Police Force. The Consultant must therefore have good access to virtual communications services</p> <p>As an extension of the COPSQUAD initiative [under which more than 2000 members of the Guyana Police Force were trained in GBV], UNFPA, the Ministry of Human Services and Social Security, the Ministry of Home Affairs, and the Guyana Police Force, will facilitate the work of the Consultant.</p>										
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>Reports and other deliverables must be submitted electronically in English, to UNFPA for vetting according to the Duration & Working Schedule. Relevant documents for stakeholders must be submitted and will be cleared by UNFPA before dissemination to third parties.</p> <p>All documents produced by the consultancy will be the property of UNFPA, the Ministry of Human Services and Social Security, the Ministry of Home Affairs, and the Guyana Police Force.</p> <p>The following deliverables are expected of this consultancy:</p> <table border="1" data-bbox="500 1612 1369 1871"> <thead> <tr> <th data-bbox="500 1612 581 1675"></th> <th data-bbox="581 1612 1187 1675">Deliverable</th> <th data-bbox="1187 1612 1369 1675">Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="500 1675 581 1770">1</td> <td data-bbox="581 1675 1187 1770">Progress reports with updates on agreed work plan in line with the outline from UNFPA</td> <td data-bbox="1187 1675 1369 1770">Monthly</td> </tr> <tr> <td data-bbox="500 1770 581 1871">2</td> <td data-bbox="581 1770 1187 1871">Final implementation reports as per UNFPA standards</td> <td data-bbox="1187 1770 1369 1871">November 29th, 2024</td> </tr> </tbody> </table>			Deliverable	Due Date	1	Progress reports with updates on agreed work plan in line with the outline from UNFPA	Monthly	2	Final implementation reports as per UNFPA standards	November 29th, 2024
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<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The Consultant is expected to provide periodic updates in line with the agreed timelines. The Consultant’s engagements with key stakeholders will support the Consultant in addressing monitoring and progress control, including reporting requirements. Deliverables will be assessed for quality and to the extent they fulfil the requirements of the TOR.</p>
<p>Supervisory arrangements:</p>	<p>The Consultant will report to the UNFPA Liaison Officer for Guyana. The Consultant will have periodic meetings with the supervisor to ensure progress is being made and targets are being met as well as that clarity is given on any issues the Consultant may have. The Consultant will be required to complete the tasks in a structured manner and according to the timeline specified in the Duration and Working Schedule.</p>
<p>Expected travel:</p>	<p>Travel to the Police Academy in Georgetown as well as the Police Training Colleges in the counties of Essequibo and Berbice will be required. Travel costs to the Police Training Colleges in the counties of Essequibo and Berbice will be arranged according to UNFPA Travel Policy.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>The ideal Consultant will possess the following:</p> <p>1. EDUCATION</p> <ul style="list-style-type: none"> ● At least a Bachelor’s degree in educational studies, social work, public health, psychology, gender, law/human rights and/or other related social science disciplines <p>2. WORK EXPERIENCE</p> <ul style="list-style-type: none"> ● At least five (5) years’ experience in developing curriculum, modules, and training materials. ● Experience in education is a strong asset. ● Previous experience with the UN and specifically UNFPA can be an asset. <p>3. LANGUAGE</p> <ul style="list-style-type: none"> ● Excellent oral and written communication skills in English is required <p>4. COMPETENCIES</p> <ul style="list-style-type: none"> ● Accuracy and professionalism in document production and editing is required, inclusive of competence in basic IT packages, particularly MS Word and MS Excel. ● Excellent analytical and writing skills and results oriented work ethic are required. ● Excellent oral and written communication skills in English are required, including interpersonal skills, spoken and written communication skills, ability to conduct presentations, articulate ideas, ability to explain complex ideas to persons from diverse backgrounds.

<p>Inputs/ services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>The consultant will be expected to have a laptop and phone. She/He will be provided with other necessary manuals/tools to conduct tasks such as the UNFPA Police Trainer’s Manual that can be used to guide the developing and incorporating of the GBV curriculum for the Guyana Police Academy.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>The consultant will be paid an amount monthly based upon submission of satisfactory deliverables and acceptance of such deliverables that are reflective of UNFPA’s inputs. All payments will be made in keeping with the signed contract.</p> <p>The Consultant will be required to complete all mandatory courses prior to undertaking this consultancy.</p> <p>The UNFPA Sub-Regional Office for the Caribbean/Guyana Liaison Office reserves the right to discontinue the contract if it feels that the Consultant does not live up to the expectations or if the Consultant acts in a way that is detrimental to UNFPA’s reputation and image.</p>