

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Title: Consultancy - Protection from Sexual Exploitation, Sexual Abuse and Sexual Harassment (PSEAH)- Development of PSEAH Protocols and Guidelines for the Public Sector in Trinidad and Tobago	
Hiring Office	United Nations Population Fund, Sub-Regional Office for the Caribbean, Trinidad and Tobago Liaison Office
Purpose of Consultancy:	<p>UNFPA is a recipient of funding from Global Affairs Canada under the Equal Sexual and Reproductive Health and Rights project (Equal SRHR). This initiative aims to expand access to sexual and reproductive health (SRH) services for the most vulnerable women and girls while strengthening systems to mitigate gender-based violence (GBV) and enhance Protection from Sexual Exploitation and Sexual Abuse and Sexual Harassment (PSEAH).</p> <p>In 2018, the UN Secretary-General made a firm and unequivocal commitment to a zero-tolerance approach to sexual misconduct, reinforcing the UN's responsibility to uphold the safety, dignity, and rights of all individuals within its system. This commitment prioritizes survivor-centered prevention and response mechanisms, ensuring that survivors' voices and needs drive all actions. It also underscored the importance of fostering a work environment that is safe, equitable, and inclusive—where every individual is respected, supported, and empowered to thrive without fear of harassment, exploitation, or violence.</p> <p>At UNFPA, the prevention of and response to sexual exploitation, abuse, and harassment (PSEAH) is underpinned by a robust regulatory framework. UNFPA strictly adheres to the Secretary-General's Bulletin on sexual exploitation and abuse (ST/SGB/2003/13)¹, which applies to all UN personnel. Complementing this, UNFPA has a dedicated policy prohibiting harassment, sexual harassment, abuse of authority, and discrimination. The organization's Oversight Policy² enforces a zero-tolerance stance on all forms of misconduct, including sexual exploitation, abuse, and harassment. Furthermore, the Policy on Protection against Retaliation³</p>

¹ [Secretary-General Bulletin on sexual exploitation and abuse, applicable to all UN staff \(ST/SGB/2003/13\)](#)

² [UNFPA Oversight Policy](#)

³ [Policy on Protection against Retaliation](#)

establishes clear mechanisms to safeguard UNFPA personnel from reprisals, ensuring a culture of accountability and trust.

Aligned with this overarching vision, UNFPA's PSEAH strategy focuses on three priority areas: (1) strengthening PSEA country mechanisms, (2) ensuring access to quality information and survivor-centered assistance, and (3) enhancing coordination and coherence across efforts. These priorities are crucial in creating a robust and comprehensive approach to preventing and addressing SEAH, both globally and within specific national contexts, such as Trinidad and Tobago. In Trinidad and Tobago, the need for strong PSEAH mechanisms is particularly urgent due to the high prevalence of gender-based violence (GBV). The National Health Survey⁴ reveals that 44% of ever-partnered women have experienced intimate partner violence, while 19% have been victims of sexual violence by a non-partner. These figures are significantly higher than the global average of 33%. Further data from the Crime and Problem Analysis Branch (CAPA) of the Trinidad and Tobago Police Service (TTPS) reveals that, between 2018 and 2022, women under the age of 35 accounted for over 90% of reported cases of sexual violence. This trend underscores the urgent need for targeted interventions to address GBV and protect vulnerable populations in the country.

Despite being home to the oldest domestic violence legislation in the CARICOM region (the Domestic Violence Act, enacted in 1991), there is still much to be done to address and mitigate gender-based violence effectively. While Trinidad and Tobago has introduced a range of laws and policies to combat gender-based violence, including the Trafficking in Persons Act (2011, amended 2012), the Marriage Act (2017), and the Sexual Offences (Amendment) Act (2019), significant gaps remain. Notably, there is no legislation that specifically criminalizes sexual harassment, although harassment is addressed under the Offences Against Persons (Amendment) (Harassment) Act (2005). Addressing SEAH within the public sector and the wider UN community, requires a multi-faceted approach, with strong prevention measures, survivor-centered support, and comprehensive coordination across all stakeholders.

Trinidad and Tobago, despite its own domestic challenges, currently hosts around 36,163 refugees and migrants, primarily from Venezuela⁵. Thanks to significant advocacy from UN agencies and NGOs, refugees and migrants have gained improved access to decent work. However, many women refugee workers continue

⁴ Pemberton, Cecile, and Joel Joseph. 2018. National Women's Health Survey for Trinidad and Tobago: Final Report. <https://doi.org/10.18235/0001006>

⁵ UNHCR Trinidad & Tobago Fact Sheet, July - September 2024

	<p>to face sexual harassment in the workplace. A 2023 assessment conducted by UN partners in Trinidad and Tobago⁶ revealed that 14% of surveyed refugees and migrants had experienced workplace sexual harassment being the most reported forms. These findings were further corroborated by a subsequent exercise conducted by the International Organization for Migration (IOM). In response to these issues, the Model Workplace Policy on Gender-Based Violence, Intimate Partner Violence and Sexual Harassment⁷ commissioned under the Spotlight Initiative, calls for a more coordinated approach across sectors, emphasizing the institutionalization of protections against sexual exploitation, abuse, and harassment.</p> <p>The United Nations Population Fund (UNFPA) has committed to supporting the Government of Trinidad and Tobago in enhancing PSEA efforts within the public sector. UNFPA has formalized this commitment through a memorandum of understanding (MOU) with the Equal Opportunity Commission, whose top priority is to establish a strong legislative and regulatory framework for human rights and equality. UNFPA also plans to collaborate with key ministries, including the Ministry of Social Development, Ministry of Labour, the Office of the Prime Minister, the Gender and Child Affairs Unit, the Ministry of Health, and the Division of Health and Wellness.</p> <p>This consultancy will run for a period of six months and contribute to the overarching goal of creating safer, more inclusive environments for both national and migrant populations, particularly in regions where individuals are at heightened risk of gender-based violence.</p>
	<p>Goal: To bolster PSEA country mechanisms; to improve access to quality information on PSEA, and to strengthen coordination on PSEA.</p> <p>Expected Outcome: A strengthened national framework for protection against sexual exploitation, abuse and harassment updated to align with international standards and best practices. Additionally, public servants as well as the UNCT PSEA Network and UNFPA SROC staff and its implementing partners will be equipped with the necessary skills to adequately prevent, mitigate risk and respond to cases of sexual exploitation, harassment, and workplace violence thereby leading to an improved national response to these issues.</p>

⁶ 2023 Trinidad and Tobago Inter-Agency Participatory Assessment

⁷ This model workplace policy was jointly developed by the Employers' Consultative Association (ECA) and the National Trade Union Centre of Trinidad and Tobago (NATUC), as a product of the Spotlight Initiative

Expected Outputs

The consultant will be expected to complete the following tasks:

- Sensitization workshop for key personnel within government agencies/ministries. The following thematic areas of focus to be addressed: Protection from Sexual Exploitation and Abuse and Sexual Harassment (PSEAH) including the Global Inter-Agency Standing Committee (IASC) Standards and Policy Framework.
- Assessment of the Civil Service Act and relevant regulations: Review the current Civil Service Act, related protocols, guidelines, and regulations concerning PSEA, sexual harassment, and workplace violence. Conduct a gap analysis to identify areas where the existing framework may not adequately address these issues. Provision of detailed recommendations for amendments to the Civil Service Act, protocols, guidelines, and regulations that would strengthen the protection against sexual exploitation, abuse, harassment, and workplace violence.
- Develop relevant protocols, guidelines for the public sector to effectively address protection from sexual exploitation and abuse, sexual harassment.
- Conduct capacity building and awareness-raising sessions:
 - UNFPA SROC staff
 - UN Country Team (UNCT) Trinidad and Tobago, PSEA focal points and UNFPA SROC implementing partners
- Conduct Train the Trainers Workshop (ToTs) with heads of offices/units, HR focal points to continuously cascade training throughout the public service
 - Training material and tools on the prevention of sexual exploitation and abuse, sexual harassment, and workplace violence, to be incorporated into the Equal Opportunity Commission training services as part of efforts to sustain the intervention beyond the UNFPA EQUAL SRHR programme end date.
- Support UNFPA SROC PSEA coordination, record keeping, and compliance with PSEA guidance, including knowledge management of promotional and public awareness material
- Design/update UNCT Trinidad and Tobago PSEA workplan and UNFPA SROC PSEA Workplan
- Integrate PSEA complaints mechanisms into existing referral pathways
- Complete assessment on issues, gaps, and the quality of complaint and feedback mechanisms for addressing protection from sexual exploitation and abuse, sexual harassment, and workplace violence. Findings to be

	<p>presented to the Equal Opportunity Commission (EOC) and the Ministry of Labour. Engage civil society for awareness and compliance.</p> <ul style="list-style-type: none"> • Submit a comprehensive final report to UNFPA, detailing all activities and outcomes. <p>UNFPA will continue its partnership outlined in the memorandum of understanding (MOU) with the Equal Opportunity Commission with support from the Ministry of Social Development, the Ministry of Labour, the Division of Health and Wellness, the Ministry of National Security, to execute this activity.</p> <p>This consultancy will last throughout the period of April to 1 - 31st September with the possibility of an extension.</p>								
Duration and Working Schedule:	<p>The consultant will report to the Trinidad and Tobago Liaison Officer and will be responsible for the following activities:</p> <table border="1"> <thead> <tr> <th>Deliverables</th><th>Timeframe</th></tr> </thead> <tbody> <tr> <td>1. Inception Report</td><td>1 May</td></tr> <tr> <td> 2. Rapid review and risk assessment of the Public Service Act, protocols, guidelines, and relevant regulations as well as the provision of proposed amendments to said act, protocols, guidelines, and relevant regulations, for the entrenchment of protection from sexual exploitation and abuse, sexual harassment, and workplace violence. <ul style="list-style-type: none"> - Development and submission of interview tools to be used for key informant interviews/ focus group discussions. - Development of PSEA UNCT Workplan - Development of PSEA UNFPA SROC Workplan </td><td>8 May - 14 June</td></tr> <tr> <td> 3. Completion of preliminary sensitization on PSEAH norms and regulation for all staff, including, but not limited to the following sectors: <ul style="list-style-type: none"> a. Equal Opportunity Commission b. The Ministry of Health c. The Ministry of Labour </td><td>15 June - 30 June</td></tr> </tbody> </table>	Deliverables	Timeframe	1. Inception Report	1 May	2. Rapid review and risk assessment of the Public Service Act, protocols, guidelines, and relevant regulations as well as the provision of proposed amendments to said act, protocols, guidelines, and relevant regulations, for the entrenchment of protection from sexual exploitation and abuse, sexual harassment, and workplace violence. <ul style="list-style-type: none"> - Development and submission of interview tools to be used for key informant interviews/ focus group discussions. - Development of PSEA UNCT Workplan - Development of PSEA UNFPA SROC Workplan 	8 May - 14 June	3. Completion of preliminary sensitization on PSEAH norms and regulation for all staff, including, but not limited to the following sectors: <ul style="list-style-type: none"> a. Equal Opportunity Commission b. The Ministry of Health c. The Ministry of Labour 	15 June - 30 June
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	<ul style="list-style-type: none"> d. The Ministry of National Security e. The Ministry of Social Development and Family Services f. The Office of the Prime Minister, Gender Affairs g. The Division of Health and Wellness of the Tobago House of Assembly h. UNCT Trinidad and Tobago i. UNFPA SROC Staff <p>(two sessions focused on normative understanding and individual reflections)</p>		
	<p>4. Development of relevant guidelines for the public sector to effectively address sexual exploitation and abuse, sexual harassment, and workplace violence [include stakeholder consultations] Coordinate filing and knowledge management on PSEA promotional materials</p>	01 July - 31 August	
	<p>5. Adaptation of PSEA training manual and conduct workshops:</p> <ul style="list-style-type: none"> a. Train the Trainers (ToTs) for key stakeholders including Heads of Units, HR personnel, including GBV&SRH focal points within the following units: <ul style="list-style-type: none"> • Ministry of Social Development • the Ministry of Labour and Employment, • the Ministry of Health • the Division of Health and Wellness of the Tobago House of Assembly • the Ministry of National Security - including the Trinidad and Tobago Police Service, the Trinidad and Tobago Defence Force b. Capacity building for UNFPA SROC staff c. Capacity building for UNFPA SROC implementing partners 	01 September - 10 October	
	<p>6. Completed assessment on issues, gaps, and quality of complaint and feedback mechanisms for addressing</p>	11 October - 31 October	

	<p>protection from sexual exploitation and abuse, sexual harassment, and workplace violence and guidelines.</p> <p>7. Validation meeting with all the stakeholders consulted to ensure coherence, agreement, and recommendations for next steps.</p>		
	8. Final Report	within 5 days of completion	
Place where services are to be delivered:	<p>The consultant will be expected to work remotely, with the opportunity for some travel as needed. The consultant is expected to use their own office space, computer, internet, telephone and other equipment, as needed, to undertake this assignment.</p>		
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 English, in hard and soft copies, to UNFPA, including in an editable format.</p> <p>All documents produced as a result of the consultancy will be the property of UNFPA and the Equal Opportunity Commission</p>		
Monitoring and progress control, including reporting requirement, periodicity format and deadline:	<p>The consultant will work closely with the UNFPA Liaison Officer for Trinidad and Tobago as well as the SROCs PSEAH focal points.</p> <p>The consultant will be expected to maintain fluid communication with the office. To this end, virtual and physical meetings will take place throughout the consultancy. Importantly, the design, monitoring and implementation of this initiative will also involve the Equal Opportunity Commission.</p> <p>Additionally, to support sustainability, the consultant will collaborate with the PSEA Consultant in Guyana, utilizing shared tools to enhance synergies.</p>		
Supervisory arrangement:	<p>The consultant will report to the Liaison Officer with a dotted line in reporting to UNFPA's PSEA Focal Points.</p> <p>The consultant will be required to complete all tasks in a structured manner and according to the timeline specified in the working schedule.</p>		
Expected travel:	<p>The consultant will be expected to travel to Guyana to participate in a TOT session.</p>		

Resource Persons	SROC PSEA focal points, Trinidad and Tobago PSEA focal points and the PSEA International Consultant (Guyana)				
Required expertise, qualifications and competencies, including language requirements:	<p>The ideal consultant will need to possess a record of accomplishment, having supported the delivery of protection from sexual exploitation and abuse, sexual harassment, and workplace violence interventions. The ideal International Consultant will need to meet the following requirements:</p> <p>EDUCATION</p> <ul style="list-style-type: none"> An Advanced University degree in Social Science, Public Health, gender, legal advice as it related to gender and GBV, and development or related technical field is required. <p>WORK EXPERIENCE</p> <ul style="list-style-type: none"> At least seven (7) years' experience in relevant areas, such as, gender, social work, GBV service provision to GBV survivors, protection from sexual exploitation and abuse, sexual harassment, and workplace violence interventions, as well as project development and implementation. Technical experience in the elimination of violence against women and girls and knowledge and experience in the delivery of protection from sexual exploitation and abuse, sexual harassment, and workplace violence interventions is essential. Experience in providing policy advice to the government officers and/or designing and developing programmes. Working experience in the Caribbean region will be an asset. Previous experience with the UN and specifically UNFPA will be an asset. <p>LANGUAGE</p> <ul style="list-style-type: none"> Excellent oral and written communication skills in English <p>COMPETENCIES</p> <ul style="list-style-type: none"> Excellent analytical and writing skills and results oriented. Competence in basic IT packages, particularly MS Word and MS Excel, would be an asset. 				
Other relevant information or special conditions, if any:	<table border="1"> <tr> <td>1. Inception Report</td><td>15%</td></tr> <tr> <td>2. Completion of sensitization workshop on PSEA for all staff within the public service sector and UNCT, including UNFPA SROC staff.</td><td>30%</td></tr> </table>	1. Inception Report	15%	2. Completion of sensitization workshop on PSEA for all staff within the public service sector and UNCT, including UNFPA SROC staff.	30%
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	3. Design and submission of tools for key informant interviews and focus group discussions for rapid review and risk assessment of public service act.	
	4. Completion of rapid review and risk assessment of the Public Service Act, protocols, guidelines, and relevant regulations as well as the provision of proposed amendments to said act, protocols, guidelines, and relevant regulations, for the entrenchment of protection from sexual exploitation and abuse, sexual harassment, and workplace violence. a. [Key informant interview and focus group discussions to be included to inform rapid review and risk assessment]	
	5. Development and adaptation of specific and relevant PSEA knowledge products for the public sector. Coordination of PSEA promotional materials	30%
	6. Adaptation/development of training manual to convene Training the Trainer (ToTs)	
	7. Capacity building for UNFPA SROC Staff 8. Capacity building of UNFPA's implementing partners	
	9. Completed assessment on issues, gaps, and existence of/quality of complaint and feedback mechanisms for addressing protection from sexual exploitation and abuse, sexual harassment, and workplace violence	25%
	10. Final Report	
	11. Travel to Tobago	Costs will be borne by UNFPA