



Spotlight Initiative
 To eliminate violence against women and girls



TERMS OF REFERENCE

FOR ENGAGEMENT OF CIVIL SOCIETY ORGANIZATION

TO DEVELOP AND ROLLOUT AN ESSENTIAL SERVICES PACKAGE FOR SURVIVORS OF GBV IN GUYANA	
Hiring Office	United Nations Population Fund (UNFPA) Sub-regional Office for the Caribbean, Guyana
Purpose of Consultancy:	<p>The Spotlight Initiative (SI) is a partnership between the European Union (EU) and the United Nations that is created to eliminate all forms of violence experienced by women and girls all over the world. This Initiative considers as critical, political will and the achievement of the Sustainable Development Goals (SDGs), 3 Sound Health and Wellbeing, 16 Inclusive and Peaceful Societies, and 5 Gender Equality. The SI programme is implemented through a multi-sectoral response. This response requires a group of stakeholders to agree to work in a coordinated manner, share a survivor-centered philosophy and apply human rights standards of survivor safety and offender accountability.</p> <p>Guyana is one of the beneficiaries of the SI in the Caribbean. The SI programme in Guyana addresses the root causes of Violence Against Women and Girls (VAWG) by focusing on the prevention of family violence. This form of violence is reflected in physical, social, sexual, economic, and emotional abuse and acts of aggression within familial relationships or connections.¹ A high prevalence of violence against women, which is often culturally accepted and, in many cases, remains underreported exists in Guyana. ² Anecdotal evidence suggests that</p>

¹ Spotlight Secretariat. (2019) Caribbean Regional Investment Plan.

² Fifty-second session 9-27 July 2012 Concluding observations of the Committee on the Elimination of Discrimination against Women Guyana. The Committee considered the combined seventh and eighth periodic report

domestic violence, for instance, remains pervasive, even with an increased level of brutality. The five priority areas of intervention for the SI programme in Guyana are: (i) Sexual and Gender-Based Violence; (ii) School based Gender-Based Violence; (iii) Intimate Partner Violence; (iv) Incest/ early sexual initiation/ teen and pre-teen pregnancies; (iv) forced sex by a family member or relative.

The SI programme in Guyana addresses the culture of VAWG through a survivor-centered approach. This approach incorporates a human rights-based approach that survivors' rights and needs are placed first. Thus, the survivor has a right to be treated with dignity and respect, rather than being blamed for the violence experienced. The survivor has a right to choose the course of action to address the violence experienced, instead of being left to feel powerless. The survivor has a right to privacy and non-discrimination based on gender, age, race/ethnicity, ability, and sexual orientation.³

It is noteworthy that the Government of Guyana has made strides towards the implementation of a responsive mechanism that seeks to hold several categories of practitioners/ professionals accountable and improve the quality of care and services being provided to victims and survivors of sexual violence.⁴ There exists extensive commitment on the part of the Government of Guyana to respond to and prevent violence against women and girls. However, many women and girls still have little or no access to the support and services that can protect them, assist in keeping them safe, and address the short and long-term consequences of experiencing violence. Guyana's obligation to exercise due diligence requires the State to establish effective measures to prevent, investigate and prosecute cases of violence against women. This includes effective means to respond to each case of violence, as well as address the structural causes and consequences of the violence, by ensuring comprehensive legal and policy frameworks, gender sensitive justice systems and police, available health and social services, awareness raising activities and ensuring the quality of all measures.⁵

of Guyana (CEDAW/C/GUY/7-8) at its 1041st and 1042nd meetings, on 10 July 2012 (see CEDAW/C/SR.1041 and 1042). The Committee's list of issues and questions is contained in CEDAW/C/GUY/Q/7-8 and the responses of the Government of Guyana in CEDAW/C/GUY/Q/7-8/Add.1. Available from: <http://evaw-global-database.unwomen.org/-/media/files/un%20women/vaw/country%20report/america/guyana/guyana%20cedaw%20co.pdf?vs=622>

³ Essential Services Package for Women and Girls Subject to Violence. Core Elements and Quality Guidelines.

⁴ Guyana: Report on the implementation of the Montevideo Consensus on population and development 2013-2018

⁵ UN Women, WHO, UNFPA, UNDP, & UNODC. (2015). Essential services package for women and girls subject to violence. Publisher: New York, USA.

	<p>The provision, coordination and governance of essential health, police, justice and social services can significantly mitigate the consequences that violence has on the well-being, health and safety of women and girls’ lives, assist in the recovery and empowerment of women, and stop violence from reoccurring.⁶ Essential services can diminish the losses experienced by women, families and communities in terms of productivity, school achievement, public policies and budgets, and help break the recurrent cycle of violence.⁷ The Essential Service Package can also play a key role in poverty reduction and development and efforts to achieve the SDGs.</p> <p>Under the SI programme, the Ministry of Human Services and Social Security in Guyana will be supported in providing greater access to a coordinated set of essential and quality multi-sectoral services for all women and girls who have experienced gender-based violence. The initiative aims to identify the essential services to be provided by the health, social services, police and justice sectors (the “Essential Services”) as well as guidelines for the coordination of Essential Services and the governance of coordination processes and mechanisms (the “Coordination Guidelines”).⁸ Service delivery guidelines for the core elements of each essential service will be identified to ensure the delivery of high quality services. Taken together, these elements comprise the “Essential Services Package”.⁹</p>
<p>Scope of Work: (<i>Description of services, activities, or outputs</i>)</p>	<p>Overall objective: The development of a GBV Essential Services Package for survivors of GBV in Guyana, with a particular focus on the application of the model in Administrative Regions #1,4,6, and 7.</p> <p>The Civil Society Organization engaged will be expected to undertake the following tasks (in support of the Ministry of Human Services and Social Security):</p> <ol style="list-style-type: none"> 1. Develop a <i>Theory of Change</i> related to the increased utilization of quality multi-sectoral services by survivors of violence; so as to fully understand what is required from the survivor’s, government entity’s

⁶ UN Women, WHO, UNFPA, UNDP, & UNODC. (2015). Essential services package for women and girls subject to violence. Publisher: New York, USA.

⁷ UN Women, WHO, UNFPA, UNDP, & UNODC. (2015). Essential services package for women and girls subject to violence. Publisher: New York, USA.

⁸ UN Women, WHO, UNFPA, UNDP, & UNODC. (2015). Essential services package for women and girls subject to violence. Publisher: New York, USA.

⁹ UN Women, WHO, UNFPA, UNDP, & UNODC. (2015). Essential services package for women and girls subject to violence. Publisher: New York, USA.

and other stakeholders' perspectives. This exercise will provide context, based on the gaps and overlaps identified from the SI readiness assessment which reviewed existing services for all women and girls who are survivors of violence in a broad range of settings (with particular focus on the Spotlight target regions and communities).

2. Develop the ***GBV Essential Services Package for Guyana***, utilizing the 'roadmap and implementation tools of the programme on Essential Services for women and girls subject to violence' as well as the Theory of Change.
As part of this process, any related referral pathways that can support survivors in accessing the Essential Services Package and that require strengthening, should be identified. Additionally, any related SOPs within and across sectors that require strengthening should also be identified and drafted. Such actions will support efforts to ensure the provision and coordination of quality services across all Government Ministries, agencies, civil society organizations, and all sectors, in support of survivors of GBV. The Essential Services Package must reflect coordinated comprehensive services across all sectors, which are women-centered, child-centered, adolescent and youth centered, and accountable to survivors.
3. Convene, in collaboration with the Ministry of Human Services and Social Security, ***technical meetings*** to present the Essential Services Package to relevant officers from the various Government Ministries, agencies, and related sectors, including the Police Force, who would be involved in implementing the Essential Services Package. Importantly, as part of this Consultancy, the civil society organization will be expected to hold consultations with the technical officers within the Regional Administrations of Regions # 1 (Barima - Waini), # 4 (Demerara - Mahaica), # 6 (East Berbice – Corentyne), and # 7 (Cuyuni – Mazaruni). These technical meetings will be required to secure support for the implementation of the GBV Essential Services Package.
4. Develop a ***costed implementation plan*** for the rollout of the GBV Essential Services Package in Guyana.

The above stated activities are to be done in accordance with the United Nations Joint Programme on Essential Services for Women & Girls subject to Violence, Roadmap and implementation tools of the Programme on Essential Services for Women and Girls subject to Violence.

Following the completion of this consultancy, the Ministry of Human Services and Social Security will roll out the Essential Services Package in Guyana, with funding support under the Guyana SI programme. The intervention of the Ministry of

	Human Services and Social Security will guarantee the sustainability of this initiative in Guyana.	
Duration and Working Schedule:	The contract of this consultancy will be from April 19, 2021, to July 23, 2021. The following deliverables are expected of this consultancy:	
	Deliverables	Completion Date
	1. <i>Inception Report</i>	April 23
	2. Development of a <i>Theory of Change</i> related to the increased utilization of quality multi-sectoral services by survivors of violence, reflective of what is required from the survivor's, government entity's and other stakeholders' perspectives. This will take into account the findings from the SI pillar 4 readiness assessment that reviewed existing services for all women and girls who are survivors of violence in a broad range of settings.	May 14
	3. Development of the <i>GBV Essential Services Package for Guyana</i> , utilizing the 'roadmap and implementation tools of the programme on Essential Services for women and girls subject to violence' as well as the Theory of Change. As part of this process, any related referral pathways that can support survivors in accessing the Essential Services Package and that require strengthening, should be identified. Additionally, any related SOPs within and across sectors that require strengthening should also be identified and drafted. Such actions will support efforts to ensure the provision and coordination of quality services across all Government Ministries, agencies, civil society organizations, and all sectors, in support of survivors of GBV. The Essential Services Package must reflect coordinated comprehensive services across all sectors, which are women-centered, child-centered, adolescent and youth centered, and accountable to survivors.	June 4
4. Convening, in collaboration with the Ministry of Human Services and Social Security, of <i>technical meetings</i> to present the Essential Services Package to relevant officers from the various Government Ministries, agencies, and related sectors, including the Police Force, who would be involved in implementing the Essential Services Package. This will include consultations with	July 2	

	<p>the technical officers within the Regional Administrations of Regions # 1(Barima - Waini), # 4 (Demerara - Mahaica), # 6 (East Berbice – Corentyne), and # 7 (Cuyuni – Mazaruni). These technical meetings will be required to secure support for the implementation of the GBV Essential Services Package.</p>	
	<p>5. Development of a <i>costed implementation plan</i> for the rollout of the GBV Essential Services Package in Guyana.</p>	<p>July 16</p>
	<p>6. Final Report</p> <p>It is expected that the final report of the civil society organization will be able to demonstrate the provision of supervision, formal training, technical supervision and mentoring to ensure that GBV Essential Services Package programming upholds global principles and meets UNFPA’s standards of quality. The final report must demonstrate strengthened national capacity for the implementation of the GBV Essential Services Package, as a multi-sectoral GBV programme response, that ensures the provision of accessible, confidential, survivor-centered services to address GBV.</p>	<p>July 23</p>
<p>Place where services are to be delivered:</p>	<p>The civil society organization engaged to execute this consultancy may be required to secure the services of an individual consultant. The individual consultant engaged by the civil society organization will be expected to work remotely, utilizing his or her own office space, computer, internet, telephone and other equipment, as needed, to undertake this assignment.</p> <p>UNFPA and the Ministry of Human Services and Social Security will facilitate work that the civil society organization may need to conduct from the UNFPA Guyana Liaison Office, from the Ministry of Human Services and Social Security, and from the Administrative Regions.</p>	
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>The civil society organization is expected to submit the following deliverables in English, soft copies, to UNFPA and the Ministry of Human Services and Social Security for review and approval, according to the Duration and Working Schedule. The civil society organization will be expected to interact both physically (if the COVID-19 situation allows) and virtually, as needed, with stakeholders, UNFPA staff, and Ministry of Human Services and Social Security staff. The civil society organization must therefore have good access to virtual communication services.</p>	

	<p>All documents produced as a result of the consultancy will be the property of UNFPA, the Ministry of Human Services and Social Security, and the Spotlight Initiative.</p>
<p>Monitoring and progress control, including reporting requirement, periodicity format and deadline:</p>	<p>The civil society organization will work closely with the UNFPA Liaison Officer for Guyana, who serves as the technical coherence lead for the Guyana SI programme, the Spotlight focal point within the Ministry of Human Services and Social Security, the relevant technical officers within UNFPA and the Ministry of Human Services and Social Security, as well as other key stakeholders. The civil society organization will be expected to maintain fluid communication. To this end, virtual meetings will take place throughout the consultancy. Importantly, the design, monitoring and implementation of this initiative will involve all GBV partners through two existing Spotlight mechanisms, the Spotlight Gender Technical Working Group as well as the Spotlight Civil Society National Reference Group.</p>
<p>Supervisory arrangement:</p>	<p>The civil society organization will report to the UNFPA Liaison Officer for Guyana and the Spotlight focal point within the Ministry of Human Services and Social Security.</p> <p>The civil society organization will be required to complete the tasks in a structured manner and according to the timeline specified in the working schedule.</p>
<p>Expected travel:</p>	<p>The civil society organization will be required to travel to various locations across the administrative regions of Guyana, particularly Regions # 1 (Barima – Waini), # 4 (Demerara – Mahaica), # 6 (East Berbice – Corentyne), and # 7 (Cuyuni – Mazaruni), to fulfill the deliverables of the Consultancy.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>The ideal civil society organization will need to demonstrate a track record of having supported the delivery of GBV essential services.</p> <p>The ideal civil society organization will also need to demonstrate that it has the services or is able to retain the services of at least one individual who meets the following requirements:</p> <p>1.EDUCATION An Advanced University degree in Social Science, Public Health, Statistics or related technical field is required.</p>

	<p>2. WORK EXPERIENCE</p> <ul style="list-style-type: none"> ● At least seven (7) years’ experience in programming in relevant areas, such as, gender, social work, GBV service provision to GBV survivors (particularly within the health, social services, Police, and/or justice sectors), as well as project development and implementation. ● Technical experience in the elimination of violence against women and girls. ● Experience in providing policy advice to the government officers and/or designing and developing programmes. ● Working experience in the Caribbean region, especially Guyana, will be an asset. ● Previous experience with the UN and specifically UNFPA can be an asset. <p>3. LANGUAGE</p> <p>Excellent oral and written communication skills in English and competence in basic IT packages, particularly MS Word and MS Excel.</p> <p>4. COMPETENCIES</p> <p>Excellent analytical and writing skills, and results oriented.</p>									
<p>Inputs/services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable</p>	<p>UNFPA and the Ministry of Human Services and Social Security will support the civil society organization in the execution of the activities. The civil society organization though will utilize its own office space, computer, internet, telephone and other equipment, as needed, to undertake the assignment.</p> <p>The civil society organization will be required to have all relevant personnel assigned to this consultancy complete all identified mandatory courses in order to undertake this consultancy.</p>									
<p>Other relevant information or special conditions, if any</p>	<p>Payment of Consultancy Fee will be made as follows:</p> <table border="1" data-bbox="430 1438 1458 1864"> <thead> <tr> <th data-bbox="430 1438 500 1507"></th> <th data-bbox="500 1438 1377 1507">Deliverables</th> <th data-bbox="1377 1438 1458 1507">%</th> </tr> </thead> <tbody> <tr> <td data-bbox="430 1507 500 1577">1</td> <td data-bbox="500 1507 1377 1577"><i>Inception Report</i></td> <td data-bbox="1377 1507 1458 1577">5</td> </tr> <tr> <td data-bbox="430 1577 500 1864">2</td> <td data-bbox="500 1577 1377 1864">Development of a <i>Theory of Change</i> related to the increased utilization of quality multi-sectoral services by survivors of violence, reflective of what is required from the survivor’s, government entity’s and other stakeholders’ perspectives. This will take into account the findings from the SI pillar 4 readiness assessment that reviewed existing services for all women and girls who are survivors of violence in a broad range of settings.</td> <td data-bbox="1377 1577 1458 1864">20</td> </tr> </tbody> </table>		Deliverables	%	1	<i>Inception Report</i>	5	2	Development of a <i>Theory of Change</i> related to the increased utilization of quality multi-sectoral services by survivors of violence, reflective of what is required from the survivor’s, government entity’s and other stakeholders’ perspectives. This will take into account the findings from the SI pillar 4 readiness assessment that reviewed existing services for all women and girls who are survivors of violence in a broad range of settings.	20
	Deliverables	%								
1	<i>Inception Report</i>	5								
2	Development of a <i>Theory of Change</i> related to the increased utilization of quality multi-sectoral services by survivors of violence, reflective of what is required from the survivor’s, government entity’s and other stakeholders’ perspectives. This will take into account the findings from the SI pillar 4 readiness assessment that reviewed existing services for all women and girls who are survivors of violence in a broad range of settings.	20								

	<p>3 Development of the <i>GBV Essential Services Package for Guyana</i>, utilizing the ‘roadmap and implementation tools of the programme on Essential Services for women and girls subject to violence’ as well as the Theory of Change. As part of this process, any related referral pathways that can support survivors in accessing the Essential Services Package and that require strengthening, should be identified. Additionally, any related SOPs within and across sectors that require strengthening should also be identified and drafted.</p> <p>Such actions will support efforts to ensure the provision and coordination of quality services across all Government Ministries, agencies, civil society organizations, and all sectors, in support of survivors of GBV. The Essential Services Package must reflect coordinated comprehensive services across all sectors, which are women-centered, child-centered, adolescent and youth centered, and accountable to survivors</p>	20
	<p>4 Convening, in collaboration with the Ministry of Human Services and Social Security, of <i>technical meetings</i> to present the Essential Services Package to relevant officers from the various Government Ministries, agencies, and related sectors, including the Police Force, who would be involved in implementing the Essential Services Package. This will include consultations with the technical officers within the Regional Administrations of Regions # 1 (Barima - Waini), # 4 (Demerara - Mahaica), # 6 (East Berbice – Corentyne), and # 7 (Cuyuni – Mazaruni). These technical meetings will be required to secure support for the implementation of the GBV Essential Services Package.</p>	20
	<p>5 Development of a <i>costed implementation plan</i> for the rollout of the GBV Essential Services Package in Guyana.</p>	20
	<p>6 <i>Final Report</i></p> <p>It is expected that the final report of the civil society organization will be able to demonstrate the provision of supervision, formal training, technical supervision and mentoring to ensure that GBV Essential Services Package programming upholds global principles and meets UNFPA’s standards of quality. The final report must demonstrate strengthened national capacity for the implementation of the GBV Essential Services Package, as a multi-sectoral GBV programme response, that ensures the provision of accessible, confidential, survivor-centered services to address GBV.</p>	15