



<b>TERMS OF REFERENCE for A CONSULTANT</b>	
<b>Title:</b>	Transform the Protocols on service delivery for Gender Based Violence for Parish Justice Centres to a reduced, user-friendly, and interactive version for uploading to the website of the Ministry of Justice.
<b>Hiring office:</b>	UNFPA SROC, Jamaican office
<b>Background:</b>	<p><b><i>Introduction - Spotlight Initiative</i></b></p> <p>In September 2017, the EU and the UN launched an ambitious partnership to eliminate all forms of violence against women and girls (VAWG) worldwide, the Spotlight Initiative (SI). The SI aims to mobilize commitment of political leaders and contribute to achieving the Sustainable Development Goals (SDGs). The Initiative aims at ending all forms of VAWG, targeting those that are most prevalent and contribute to gender inequality across the world. The Spotlight Initiative is deploying targeted, large-scale investments in Asia, Africa, Latin America, the Pacific, and the Caribbean, aimed at achieving significant improvements in the lives of women and girls. Jamaica is one of the countries in the Caribbean to benefit from this transformative initiative.</p> <p>The overall vision of the SI in Jamaica is that women and girls realize their full potential in a violence-free, gender-responsive and inclusive way. The Spotlight Initiative will directly contribute to the achievement of three of the SDGs: Goal 3 on good health and well-being, Goal 5 on Gender Equality, and Goal 16 on inclusive and peaceful societies. The program will contribute to the elimination of Sexual and Gender-Based Violence (SGBV) through the creation of a broad partnership with Civil Society, Government, Private Sector, Media, among others; and, build a social movement of women, men, girls, boys as champions and agents of change at the national, subnational (regional and Parish) and community levels. A specific focus will be on reaching and including in the program women and girls who are often isolated and most vulnerable to SGBV and harmful practices (HP) due to intersecting forms of discrimination. The program will also seek to address the sexual and reproductive health and rights (SRHR) needs of all women and girls using a life-cycle approach.</p> <p><b>Spotlight Jamaica</b></p> <p>The Spotlight Initiative Jamaica Country Program is based on the socio-ecological model for addressing SGBV and uses a multi-sectoral, multi-layered, interlinked community-centred approach to the implementation of the interventions on the following six Outcome areas:</p> <ul style="list-style-type: none"> <li>• Pillar One: Legislative and Policy Frameworks.</li> <li>• Pillar Two: Strengthening Institutions.</li> <li>• Pillar Three: Prevention and Social Norms.</li> <li>• Pillar Four: Delivery of Quality, Essential Services.</li> </ul>



- Pillar Five: Data Availability and Capacities.
- Pillar Six: Supporting the Women’s Movement and Civil Society Organizations (CSO).

The SI in Jamaica addresses three key priority areas within the overall focus on Family Violence against women and girls: 1) Child Sexual Abuse, 2) Intimate Partner Violence and 3) Discrimination against Vulnerable Groups

The SI in Jamaica is national in scope and targeted intervention focused on the following four parishes: The Kingston Metropolitan Area (Kingston and St. Andrew), St. Thomas, Clarendon, and Westmoreland.

The Pillar 4 of the SI is focused on supporting public institutions and CSOs in improving the quality of services offered to survivors of violence contributing to the output *“relevant government authorities and women’s rights organizations at national and sub-national levels have better knowledge and capacity to deliver quality and coordinated essential services, including sexual and reproductive health services, and access to justice to women and girls survivors of violence against women and girls, including domestic violence and intimate partner violence, especially those facing multiple and intersecting forms of discrimination.”*

The implementation of the SI is guided by the core principle of the 2030 Agenda for Sustainable Development – to “Leave No One Behind,” and underpinned by an intersectional approach that will ensure that the interventions address key social factors such as socio-economic status, age, sexual orientation, health, education and disability are addressed.

#### **About Parish Justice Centres**

In December 2020, the 19-year Citizen Security and Justice Programme (CSJP) formally ended. This multifaceted programme funded by the Government of Jamaica, the Inter-American Development Bank (IDB), Global Affairs Canada, and the Department for International Development of the United Kingdom of Great Britain and Northern Ireland (DFID)<sup>1</sup>, facilitated targeted crime intervention and prevention strategies in local communities and led to the strengthening of Restorative Justice Centre (RJC) operations across the island.

Recognizing the need to offer alternative justice services to reduce case backlogs within the court system at the parish level, the Ministry of Justice (MoJ) has strategically led the establishment of Parish Justice Centres (PJs) as a ‘one stop shop’ that incorporates the work of Restorative Justice (RJ) and Child Division (CD) services and integrates other aspects of Alternative Dispute Resolution while expanding access to justice services with the inclusion of<sup>2</sup>:

<sup>1</sup> <https://jis.gov.jm/csjp-to-benefit-from-964-million-in-funding-over-three-years/> - 2011

<sup>2</sup> Services listed at i and ii are currently in development and not yet operationalized within the PJs.



	<ul style="list-style-type: none"> <li>i. Legal Aid services.</li> <li>ii. Justice of Peace (JP) Services (<i>via</i> Office of the Custos).</li> <li>iii. Applications for Minister’s Marriage Licences (pick-up and drop-off).</li> <li>iv. Applications for Expungement of Criminal Records.</li> <li>v. General information on justice and accessing justice services.</li> </ul> <p>Keeping the above stated in mind and in line with <b>Pillar Four of the Spotlight Initiative: Delivery of Quality, Essential Services</b>, and specifically with the activity <i>4.1.14 intended to Support relevant local government department(s) to strengthen legal support services to survivors of violence</i>, the MoJ is partnering with the SI to strengthen the capacities of the staff and administrators of the PJs to interact with and address the needs of survivors of VAWG who will access justice services available at the PJs.</p> <p>Survivors of VAWG need professional support to effectively respond to their cases in a sensitive and dignified manner, including when they access legal support and law enforcement. Often, the system leaves them feeling unprotected, frustrated, and re-traumatized.</p> <p>The partnership aims to strengthen the capacity of the PJC staff on how best to provide legal advice and information to survivors of VAWG accessing justice services in a safe and enabling space, in accordance with the survivor centred approach.</p> <p>In 2021 the Protocols for Parish Justice Centres on service delivery for Gender Based Violence was developed and 51 persons attended the training of trainers between November 29<sup>th</sup> and December 3<sup>rd</sup>.</p> <p>While the original Protocol is a comprehensive document that will be available for reference and as a resource document, there is a need to have a condensed, user-friendly, and interactive version for upload on the website of the MoJ.</p>
<p><b>Purpose of the consultancy</b></p>	<p>With the foregoing considered, UNFPA is seeking a consultant to develop a user-friendly and interactive version of the Protocol to be uploaded on the website of the MoJ.</p>
<p><b>Scope of work:</b></p>	<p>Under the supervision of the MoJ and Spotlight response team along with technical support from UNFPA and including the final revision by the original author, the consultant will create a condensed, user-friendly, and interactive version of the Protocols for Parish Justice Centres on Service delivery for Gender-based Violence to be uploaded on the website of the MoJ.</p> <p>The individual consultant will:</p> <ul style="list-style-type: none"> <li>● Review the document</li> <li>● Present a proposal to MoJ and UNFPA including a revised improved outline, layout, and graphic design and a list of changes to be made (in terms of content and structure and hyperlink for the online version to make the version more user-friendly)</li> </ul>



	<ul style="list-style-type: none"> <li>● Apply all the changes agreed upon with MoJ and UNFPA;</li> <li>● Present the revised version for final feedback</li> <li>● Ensure that the version uploaded on the website of the MoJ is user friendly and well-functioning with all the hyperlinks working.</li> </ul>												
<b>Duration</b>	The consultancy will start on June 1, 2022 and finalized on June 30, 2022.												
<b>Deliverables and dates</b>	<p>This is a deliverable-based consultancy and payments will be as follows:</p> <table border="1" data-bbox="469 506 1435 934"> <thead> <tr> <th data-bbox="469 506 646 590">Deliverables</th> <th data-bbox="646 506 1008 590">Description</th> <th data-bbox="1008 506 1154 590">Timeline</th> <th data-bbox="1154 506 1435 590">Payment on product basis %</th> </tr> </thead> <tbody> <tr> <td data-bbox="469 590 646 764">1</td> <td data-bbox="646 590 1008 764">Proposal of revised outline of the Protocol completed to satisfaction of the MoJ and UNFPA.</td> <td data-bbox="1008 590 1154 764">June 8</td> <td data-bbox="1154 590 1435 764">40%</td> </tr> <tr> <td data-bbox="469 764 646 934">2</td> <td data-bbox="646 764 1008 934">Final version of the protocol completed to the satisfaction of the MoJ and UNFPA.</td> <td data-bbox="1008 764 1154 934">June 24<sup>th</sup></td> <td data-bbox="1154 764 1435 934">60%</td> </tr> </tbody> </table>	Deliverables	Description	Timeline	Payment on product basis %	1	Proposal of revised outline of the Protocol completed to satisfaction of the MoJ and UNFPA.	June 8	40%	2	Final version of the protocol completed to the satisfaction of the MoJ and UNFPA.	June 24 <sup>th</sup>	60%
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<b>Location of activities and expected travels:</b>	<p>The individual consultant will work independently. The consultant will also be in regular contact with the MOJ, the Spotlight response team and UNFPA technical support team. The consultant is expected to use his/her own equipment</p> <p>Meetings (virtual or face-to-face) are required.</p> <p>In case of face-to-face meetings all relevant COVID-19 prevention measures foreseen by the government should be taken.</p>												
<b>Required expertise, qualifications and competencies, including language requirements:</b>	<p>This national consultancy requires an individual with expertise in the revision of policy documents.</p> <p>Specific qualifications and experience include:</p> <ul style="list-style-type: none"> <li>- Studies and training in a relevant area: Social Science, Gender Studies, International Development, Law, Human Rights, Political Science, International Relations, or another related field.</li> <li>- Minimum of 5 years' experience with a proven record of working in planning, management, lecturing, data gathering and analysis, communications, or other related fields.</li> <li>- Proven experience in the synthesizing of large/voluminous documents for use on websites</li> <li>- Experience in graphic design and/or web management</li> <li>- Proven record information in reviewing policy documents and or systematization activities.</li> <li>- Proven records of qualitative and quantitative situational analysis.</li> <li>- Good understanding of Jamaica's human rights framework and situation, above all with reference to GBV.</li> </ul>												



	<ul style="list-style-type: none"> <li>- Excellent track record of achievement with assignments of similar scope and complexity.</li> <li>- Excellent oral and written communication skills</li> <li>- 2 years of experience in editing</li> <li>- Experience with the GBV Essential Service Package is a strong asset, as is experience in the field of sexual and reproductive health and rights and GBV with an emphasis on marginalized populations.</li> <li>- Solid overall computer literacy, including proficiency in various Microsoft Office applications (including Word, PowerPoint, Excel) and email/internet; familiarity with google survey, zoom and other online platforms that will be used for the assessment.</li> <li>- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.</li> </ul>
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<p><b>Coordination &amp; reporting mechanism:</b></p>	<p>The individual consultant will report to MoJ’s designated technical focal point for the Spotlight Country Programme in Jamaica who will be constantly coordinating with UNFPA and relevant NGOs. The UNFPA GBV focal point will provide technical guidance and oversight.</p>
<p><b>Inputs/services to be provided by IP and UN agency:</b></p>	<p>The individual consultant will not be provided a working station or equipment. UNFPA, the MoJ and other relevant actors, will provide documentation and overall guidance that will be useful for the task. UNFPA and the MOJ will collaborate and support the consultant in the organization of virtual meetings, as well as for the consultation and validation processes.</p>

<p><b>Other relevant information or special conditions, if any:</b></p>	<p>The interested candidates should present a letter of interest of their motivation accompanied by a CV proving experience and background in the required fields. It is recommended to also submit proof of similar assignments.</p>
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