



**TERMS OF REFERENCE
GBViE SPECIALIST**

Application Deadline :	April 5, 2024
Type of Contract :	Consultancy
Post Level :	International Consultant
Languages Required :	English, Spanish (an asset)
Starting Date :	May 1, 2024
Duration of Initial Contract :	Approximately six (6) months

TO PROVIDE GBV SERVICES STRENGTHENING AND CAPACITY BUILDING TO GUYANA	
Hiring Office	United Nations Population Fund (UNFPA) Sub-regional Office for the Caribbean, Guyana
Purpose of Consultancy:	<p>UNFPA’s EQUAL SRHR programme in Guyana, funded by Global Affairs Canada, has as its main objective the protection of women and girls in Guyana, including Indigenous women and girls and Venezuelan migrants and refugees in Guyana [including returning Guyanese from Venezuela], by enhancing their ability to make decisions about their sexual and reproductive lives and by strengthening systems to prevent and respond to instances of Gender Based Violence (GBV). The project aims to enhance access to and use of quality Sexual and Reproductive Health and Rights (SRHR) information and services, especially for survivors of GBV, in hard to reach and underserved Administrative Regions 1, 7, 8, and 9 in Guyana. This programme aligns with Canada’s Feminist International Assistance Policy that focuses on closing gaps in the sexual and reproductive health and rights (SRHR) for women and girls globally, UNFPA’s 2022-2025 Strategic Plan, as well as Guyana’s National Sexual and Reproductive Health Policy. The project will contribute to the achievement of SDG Goal 3 on Ensuring Healthy Lives and Well-being for all and SDG Goal 5 on Gender Equality and Empowerment of Women and Girls.</p> <p>A critical intervention under UNFPA’s EQUAL SRHR programme in Guyana is the establishment and operationalization of Women and Girls Safe Spaces. Linked to this intervention is the strengthening of GBV case management services so as to enhance the quality of the services available through Women and Girls Safe Spaces. Also linked to this intervention is the strengthening of GBV case</p>

management services, to enhance the quality of services available through the recently rolled out **GBV One Stop Centers** and **GBV Mobile and Remote Services Delivery hubs** in Guyana; recognizing that these GBV services delivery models that were recently rolled out under the Spotlight Initiative have complementarity with programme interventions under the EQUAL SRHR programme. This programming 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.

A high prevalence of violence against women, which is often culturally accepted and, in many cases, remains underreported exists in Guyana.¹ Anecdotal evidence suggests that intimate partner violence/domestic violence, for instance, remains pervasive, even with an increased level of brutality. The interventions under the EQUAL SRHR programme in Guyana supports efforts to positively address this issue in Guyana.

The EQUAL SRHR programme in Guyana seeks to address the culture of VAWG through a survivor-centered approach. This approach incorporates a human rights-based approach that allows for survivors' rights and needs to be 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.²

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 survivors of sexual violence.³ There exists extensive commitment

¹ 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 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>

² Essential Services Package for Women and Girls Subject to Violence. Core Elements and Quality Guidelines.

³ Guyana: Report on the implementation of the Montevideo Consensus on population and development 2013-2018

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 the violence that they experience. Guyana's obligation to exercise due diligence requires the State to establish effective measures to prevent, investigate and prosecute cases of VAWG. 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 protocols, available health and social services, awareness raising activities and ensuring the quality of all measures.⁴

The provision, coordination and governance of Women and Girls Safe Spaces, GBV One Stop Centers, and GBV Mobile and Remote Services Delivery hubs, in addition to the further strengthening of GBV case management 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.⁵ 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.⁶ As part of the effort to strengthen the delivery of such services, efforts are being made to strengthen and increase the capacity of the Ministry of Human Services and Social Security as well as other relevant stakeholders to deliver strengthened GBV case management services, inclusive of services via the Women and Girls Safe Spaces services delivery model, the GBV One Stop Center model, and the GBV Mobile and Remote Services Delivery model.

GBV case management is a structured method for providing help to a survivor whereby the survivor is informed of all the options available to them and the issues and problems facing a survivor are identified and followed up in a coordinated way, and emotional support is provided to the survivor throughout the process.⁷ GBV case management is also a collaborative, multi-sectoral process that assesses, plans, implements, coordinates, monitors and evaluates available resources, options and services to meet an individual survivor's needs and to promote quality, effective outcomes.⁸ It involves one organization, usually a psychosocial support or social

⁴ UN Women, WHO, UNFPA, UNDP, & UNODC. (2015). Essential services package for women and girls subject to violence. Publisher: New York, USA.

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⁷ GBVIMS (2021). GBV Case Management. <https://www.gbvims.com/gbv-case-management-guidelines/>

⁸ Gender-Based Violence Case Management Capacity Building Initiative (2020)

	<p>services actor, taking responsibility for making sure that survivors are informed of all the options available to them and that challenges facing survivors and their families are identified and follow-up is conducted in a coordinated way, providing survivors with emotional support throughout the process. GBV case management has also become the primary entry point for survivors to receive crisis and longer-term psychosocial support, given gaps in health and social support service providers in both developmental and humanitarian settings.</p> <p>Therefore, the purpose of the consultancy is to lead efforts for GBV services strengthening and capacity building in Guyana.</p>
<p>Scope of Work:</p>	<p>Goal: To strengthen and increase the capacity of personnel within the Ministry of Human Services and Social Security as well as other stakeholders to deliver strengthened quality and survivor-centered GBV related services in Guyana, including case management services, psychological support services, livelihood and skills development, GBV awareness raising, legal support and health related services that includes clinical management of rape.</p> <p>Expected Outputs: Public servants and relevant partners, inclusive of Civil Society partners, are equipped with the skills and knowledge to deliver quality survivor-centered GBV case management services via Women and Girls Safe Spaces, GBV One Stop Centers, and GBV Mobile and Remote Services delivery hubs in Guyana.</p> <p>Expected Outputs: The International Consultant to be recruited will be expected to undertake the following tasks (in support of the Ministry of Human Services and Social Security in Guyana, the lead Government partner on this initiative):</p> <p>(1) Lead the continued implementation of an existing roadmap, inclusive of training support, strengthening referral pathway mapping, and internal coordination structures, for sustainably increasing the capacity of the Ministry of Human Services and Social Security as well as other relevant stakeholders to deliver strengthened quality GBV case management services; to ensure that GBV survivors benefit from increased access to multi-sectoral and survivor-centered responses to GBV in Guyana.</p> <p>(2) Lead the provision of technical, inclusive of ongoing training support, to the Ministry of Human Services and Social Security and relevant partners in the usage of the currently operationalized standardized and automated GBV client intake form.</p>

	<p>(3) Lead the establishment and operationalization of Women and Girls Safe Spaces in Administrative Region 1 and 7 in Guyana, inclusive of monitoring and mentoring support to personnel attached to the services delivery facility; to ensure that GBV survivors benefit from increased access to multi-sectoral and survivor-centered responses to GBV in Guyana.</p> <p>(4) Lead the provision of technical, inclusive of training support, to the Ministry of Human Services and Social Security and relevant partners to strengthen the functioning of the recently rolled out GBV One Stop Center facility in Administrative Region 4 in Guyana; to ensure that GBV survivors benefit from increased access to multi-sectoral and survivor-centered responses to GBV in Guyana.</p> <p>(5) Lead the provision of technical, inclusive of training support, to the Ministry of Human Services and Social Security and relevant partners to strengthen the functioning of the recently constructed GBV Mobile and Remote Services delivery hub in Administrative Region 1 in Guyana; to ensure that GBV survivors benefit from increased access to multi-sectoral and survivor-centered responses to GBV in Guyana.</p> <p>(6) Lead the provision of technical, inclusive of training support, to the Ministry of Human Services and Social Security and relevant partners in the updating of GBV services mappings to support the GBV Referral Pathways, strengthening referral pathway mapping and internal coordination structures.</p> <p>(7) Lead the technical oversight and support of the Ministry of Human Services and Social Security in leadership strengthening of the GBV Working Group (through the co-chairing of the mechanism with UNFPA) as a critical GBV coordination mechanism for Guyana.</p> <p>(8) Provide technical oversight support to the National Task Force for the Prevention of Sexual Violence in Guyana, in addressing the Prevention of Sexual Exploitation and Abuse (PSEA) as part of efforts to strengthen national ownership and sustainability of PSEA interventions. This would include technical oversight support on assessments of existing PSEA measures as well as the strengthening of PSEA measures within Government departments and agencies.</p> <p>This intervention will address the humanitarian context (such as the influx of individuals from Venezuela into Guyana) and disasters (such as flooding) and the implications for GBV related services.</p>
<p>Duration and Working Schedule:</p>	<p>The contract of this consultancy will be executed during a period of approximately six (6) months during 2024. The following deliverables are expected of this consultancy:</p>

Deliverables	Completion Date
(1) <i>Inception Report & Project Timelines</i>	Within 7 days of commencement
(2) Lead the continued implementation of an existing roadmap, inclusive of training support, strengthening referral pathway mapping, and internal coordination structures for sustainably increasing the capacity of the Ministry of Human Services and Social Security as well as other relevant stakeholders to deliver strengthened quality GBV case management services ; to ensure that GBV survivors benefit from increased access to multi-sectoral and survivor-centered responses to GBV in Guyana.	6 weeks
(3) Lead the provision of technical, inclusive of ongoing training support, to the Ministry of Human Services and Social Security and relevant partners in the usage of the currently operationalized standardized and automated GBV client intake form .	1 week
(4) Lead the establishment and operationalization of Women and Girls Safe Spaces in Administrative Region 1 and 7 in Guyana, inclusive of monitoring and mentoring support to personnel attached to the services delivery facility; to ensure that GBV survivors benefit from increased access to multi-sectoral and survivor-centered responses to GBV in Guyana.	4 weeks
(5) Lead the provision of technical, inclusive of training support to the Ministry of Human Services and Social Security and relevant partners to strengthen the functioning of the recently rolled out GBV One Stop Center facility in Administrative Region 4 in Guyana; to ensure that GBV survivors benefit from increased access to multi-sectoral and survivor-centered responses to GBV in Guyana.	2 weeks

	<p>(6) Lead the provision of technical, inclusive of training support to the Ministry of Human Services and Social Security and relevant partners to strengthen the functioning of the recently constructed GBV Mobile and Remote Services delivery hub in Administrative Region 1 in Guyana; to ensure that GBV survivors benefit from increased access to multi-sectoral and survivor-centered responses to GBV in Guyana.</p>	<p>2 weeks</p>
<p>(7) Lead the provision of technical, inclusive of training support, to the Ministry of Human Services and Social Security and relevant partners in the updating of GBV services mappings to support the GBV Referral Pathways, strengthening referral pathway mapping and internal coordination structures.</p>	<p>1 week</p>	
<p>(8) Lead the technical oversight and support of the Ministry of Human Services and Social Security in leadership strengthening of the GBV Working Group (through the co-chairing of the mechanism with UNFPA) as a critical GBV coordination mechanism for Guyana.</p>	<p>2 weeks</p>	
<p>(9) Provide technical oversight support to the National Task Force for the Prevention of Sexual Violence in Guyana, in addressing the Prevention of Sexual Exploitation and Abuse (PSEA) as part of efforts to strengthen national ownership and sustainability of PSEA interventions. This would include technical oversight support on assessments of existing PSEA measures as well as the strengthening of PSEA measures within Government departments and agencies.</p>	<p>2 weeks</p>	
<p>(10) Provide technical inputs to the sub-regional programme (SRP) mid-term review with regards to GBV interventions and key initiatives linked to GBV from a humanitarian-development-peace nexus perspective.</p>	<p>1 week</p>	

	(10) <i>Final Report</i> including recommendations and training tools	Within 7 days of project completion
Place where services are to be delivered:	<p>The International Consultant is expected to work in Guyana, utilizing own computer and any other equipment needed to undertake the assignment; while utilizing office space at the UNFPA Guyana Liaison Office.</p> <p>The International Consultant engaged to execute this consultancy will be expected to work remotely, utilizing their own office space, computer, internet, telephone and other equipment, as needed, to undertake this assignment.</p> <p>The Ministry of Human Services and Social Security and UNFPA will facilitate the work that the International Consultant may need to conduct from the Ministry of Human Services and Social Security and from the Administrative Regions.</p>	
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The International Consultant is expected to submit the deliverables in English, soft copies, to the Ministry of Human Services and Social Security and UNFPA for review and approval, according to the Duration and Working Schedule. The deliverables must be properly formatted and referenced.</p> <p>The International Consultant is expected to interact both physically and virtually as needed with key stakeholders and UNFPA and must therefore have good access to virtual communications services.</p> <p>All documents produced as a result of the consultancy will be the property of the Ministry of Human Services and Social Security and UNFPA.</p>	
Monitoring and progress control, including reporting requirement, periodicity format and deadline:	<p>The International Consultant will work closely with the relevant technical officers within the Ministry of Human Services and Social Security; the relevant officers within the Regional Administrations of the EQUAL SRHR programme target administrative regions [Administrative Regions 1, 3, 4, 7, 8, and 9]; the UNFPA Liaison Officer for Guyana; as well as other key stakeholders. The International Consultant will be expected to maintain fluid communication. To this end, virtual as well as physical meetings will take place throughout the consultancy.</p>	
Supervisory arrangement:	<p>The International Consultant will work under the direct supervision of the UNFPA Liaison Officer for Guyana.</p> <p>The International 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>The International Consultant will benefit from prior work completed under the Guyana Spotlight Initiative programme, inclusive of the Roadmap for strengthening GBV case management services in Guyana.</p> <p>The International Consultant will be required to travel to the various target communities across the target Administration Regions of Guyana. The International Consultant may be required to travel to the EQUAL SRHR target Administrative Regions in Guyana; Regions # 1 (Barima – Waini), # 3 (Essequibo Islands – West Demerara), # 4 (Demerara – Mahaica), # 7 (Cuyuni – Mazaruni), # 8 (Potaro – Siparuni), and # 9 (Upper Takatu – Upper Essequibo), to fulfill the deliverables of the Consultancy.</p> <p>International and local travel, including Daily Subsistence Allowance (DSA) and Terminals will be arranged and covered by UNFPA, in line with its Travel Policy.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>The International Consultant will need to meet 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 five (5) 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), Women and Girls Safe Spaces, 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) or other international donor agencies would be an asset. <p>3. LANGUAGE</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills in English • Working knowledge of Spanish will be an asset. <p>4. COMPETENCIES</p> <ul style="list-style-type: none"> • Excellent interpersonal skills; culturally and socially sensitive with ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels, familiarity with tools and approaches of communications for development. • Excellent analytical and writing skills, and results oriented.

	<ul style="list-style-type: none"> Competence in basic IT packages, particularly MS Word and MS Excel 																
Inputs/services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable	<p>The Ministry of Human Services and Social Security and UNFPA will support the International Consultant in the execution of the activities.</p> <p>The International Consultant will be required to complete and submit certifications of all mandatory courses prior to undertaking this consultancy.</p> <p>Suitable office space will be provided by UNFPA to support the execution of duties and responsibilities of the position.</p>																
Other relevant information or special conditions, if any	<p>Payment of Consultancy Fee will be made as follows:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Deliverables</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><i>Inception Report & Project Timelines</i></td> <td>20</td> </tr> <tr> <td>2</td> <td>Lead the continued implementation of an existing roadmap, inclusive of training support, strengthening referral pathway mapping, and internal coordination structures for sustainably increasing the capacity of the Ministry of Human Services and Social Security as well as other relevant stakeholders to deliver strengthened quality GBV case management services; to ensure that GBV survivors benefit from increased access to multi-sectoral and survivor-centered responses to GBV in Guyana.</td> <td rowspan="3">40</td> </tr> <tr> <td>3</td> <td>Lead the provision of technical, inclusive of ongoing training support, to the Ministry of Human Services and Social Security and relevant partners in the usage of the currently operationalized standardized and automated GBV client intake form.</td> </tr> <tr> <td>4</td> <td>Lead the establishment and operationalization of Women and Girls Safe Spaces in Administrative Region 1 and 7 in Guyana, inclusive of monitoring and mentoring support to personnel attached to the services delivery facility; to ensure that GBV survivors benefit from increased access to multi-sectoral and survivor-centered responses to GBV in Guyana.</td> </tr> <tr> <td>5</td> <td>Lead the provision of technical, inclusive of training support to the Ministry of Human Services and Social Security and relevant partners to strengthen the functioning of the recently rolled out GBV One Stop Center facility in Administrative Region 4 in Guyana; to ensure that GBV survivors benefit from increased</td> <td></td> </tr> </tbody> </table>	No.	Deliverables	%	1	<i>Inception Report & Project Timelines</i>	20	2	Lead the continued implementation of an existing roadmap, inclusive of training support, strengthening referral pathway mapping, and internal coordination structures for sustainably increasing the capacity of the Ministry of Human Services and Social Security as well as other relevant stakeholders to deliver strengthened quality GBV case management services ; to ensure that GBV survivors benefit from increased access to multi-sectoral and survivor-centered responses to GBV in Guyana.	40	3	Lead the provision of technical, inclusive of ongoing training support, to the Ministry of Human Services and Social Security and relevant partners in the usage of the currently operationalized standardized and automated GBV client intake form .	4	Lead the establishment and operationalization of Women and Girls Safe Spaces in Administrative Region 1 and 7 in Guyana, inclusive of monitoring and mentoring support to personnel attached to the services delivery facility; to ensure that GBV survivors benefit from increased access to multi-sectoral and survivor-centered responses to GBV in Guyana.	5	Lead the provision of technical, inclusive of training support to the Ministry of Human Services and Social Security and relevant partners to strengthen the functioning of the recently rolled out GBV One Stop Center facility in Administrative Region 4 in Guyana; to ensure that GBV survivors benefit from increased	
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10	Technical inputs and recommendations linked to GBV targets of the sub-regional programme (SRP) mid-term review and key UNFPA GBV initiatives are provided.	
11	<i>Final Report including recommendations and training tools</i>	
<p>The International Consultant will be paid based on the submission and acceptance of the deliverables that are reflective of UNFPA’s inputs. All payments will be made in keeping with the signed contract.</p>		