



Spotlight Initiative
To eliminate violence against women and girls



TERMS OF REFERENCE

FOR ENGAGEMENT OF LOCAL CONSULTANT

The operationalize GBV One-Stop Center model for GBV services delivery in Guyana	
Hiring Office:	United Nations Population Fund (UNFPA) Sub-Regional Office for the Caribbean, Guyana
Purpose of the consultancy:	<p>The Spotlight Initiative (SI) is a partnership between the European Union 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 spotlight Initiative is implemented through a multi-sectoral response. Such a response requires a group of stakeholders to agree to work in a coordinated manner, applying a survivor-centered approach 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 and response to 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,</p>

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

	<p>remains underreported exists in Guyana.² Anecdotal evidence suggests that 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.</p> <p>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</p> <p>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,</p>
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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 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

	<p>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</p> <p>The relationship between ethnicity and violence in Guyana is not clearly defined. It is worth noting though that women of mixed ethnicity and indigenous women likely suffer higher incidences of physical, sexual, and economic violence when compared to other groups, while Indo-Guyanese women are more likely to suffer greater emotional violence.⁶ Additionally, access to supportive services to respond to instances of GBV vary from one geographic area to another, with the rural and hinterland areas of Guyana being the areas that are generally underserved. The centralization of social and other essential services to the capital city makes GBV support services inaccessible for those in the hinterland and remote areas. Moreover, the influx of migrants (particularly from Cuba, Haiti, and Venezuela) in the hinterland who are also extremely vulnerable and who now seek GBV social services support and safety has increased the population in need [inclusive of Indigenous women and girls] in these underserved regions of the country.</p> <p>Given the disparities in services available across geographic areas in Guyana, as well as the disparities in the level of access available to GBV response services, there is a need to operationalize an additional mode of GBV services delivery that is grounded in the One-Stop Centers (OSC) model principle. The suitability of this OSC model to the local realities in Guyana was explored during 2021 and 2022 through desk research and consultations during the Phase 1 period of this consultancy. This process and the implementation plan which emanated, provides sufficient information to inform the operationalization of this OSC model to the local realities in Guyana.</p> <p>OSCs are coordinated and or integrated GBV support services designed to place a number of necessary GBV interventions and services under one roof. OSCs help survivors of GBV to access a range of integrated medical, legal, and psychosocial support and therefore is an option for increasing the provision of as well as uptake of quality services for</p>
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⁵ UN Women, WHO, UNFPA, UNDP, & UNODC. (2015). Essential services package for women and girls subject to violence. Publisher: New York, USA.

⁶ Spotlight Initiative Country Programme Document, Guyana. (2019),23

	<p>survivors of GBV. OSC models that have been reviewed have demonstrated a capacity to provide GBV direct services related to medical care, psychosocial first aid, case management, legal services, social services, support groups services, client referrals, as well as shelter services. The structure and location of OSCs have typically been shaped by the needs of the community or society within which they are found. Existing structures of OSCs include those that are managed by CSOs and others that are located within hospitals, to name a few. OSCs are generally staffed by a team of part-time and full-time professionals and specialists including pediatricians, nurses, doctors, social workers, police, survivor support officers, counsellors, legal practitioners, and social welfare workers.</p> <p>Under Pillar four of the SI programme in Guyana, UNFPA seeks to engage a local consultant in support of the Ministry of Human Services and Social Security to operationalize the OSC model in keeping with GBV guiding principles and following a safe space for women and girls approach, that is adapted to the local realities in Guyana (with particular emphasis on administrative regions 4 and 6, Spotlight target regions). The operationalization of the OSC model for the Guyana context will parallel ongoing efforts to strengthen the GBV Essential Services Package for Guyana as well as to strengthen GBV mobile and remote services delivery in Guyana.</p>
<p>Scope of work: <i>(Description of services, activities, or outputs)</i></p>	<p>Overall objective: The operationalization of the OSC model in keeping with GBV guiding principles and following a safe space for women and girls approach, that is adapted to the local realities in Guyana (with particular emphasis on administrative regions 4 and 6, Spotlight target regions).</p> <p>This will be in keeping with the following:</p> <ol style="list-style-type: none"> I. The implementation guidelines for the hope and justice centers, a one stop center for women and girls experiencing intimate partner violence II. The implementation plan for operationalizing the agreed upon GBV mobile and remote services delivery model for Guyana, which was approved by the Ministry of Human Services and Social Security. III. The roadmap for the strengthening of GBV case management in Guyana was developed during the first quarter of 2022.

	<p>IV. The Standing Operating Procedures approved by the Ministry of Human Services and Social Security for the strengthening of GBV case management in Guyana.</p> <p>V. The service delivery guidelines for the Essential Services Package for Guyana; developed in April, 2022, to ensure the delivery of high quality services [in accordance with the Minimum Standards and Guidelines for Essential Services and Survivor-Centered Care].</p> <p>The recruited local Consultant [along with the International Consultant who delivered phase 1 of this consultancy] 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. Implement a <i>costed implementation plan</i> for the rollout of an OSC model for Guyana; in keeping with GBV guiding principles and following a safe space for women and girls approach. 2. Execute <i>monitoring and evaluation</i> exercises to ascertain the effectiveness of rollout of the operationalization of the OSC model for Guyana. <p>As part of the support to the Ministry of Human Services and Social Security, the Ministry will guarantee the sustainability of this initiative in Guyana.</p>									
<p>Duration and working schedule:</p>	<p>The contract of the selected local Consultant [along with the International Consultant] will be from January 10, 2023, to June 30, 2023. The following deliverables are expected of this consultancy:</p> <table border="1" data-bbox="500 1304 1419 1843"> <thead> <tr> <th data-bbox="500 1304 570 1409"></th> <th data-bbox="570 1304 1227 1409">Deliverables</th> <th data-bbox="1227 1304 1419 1409">Completion Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="500 1409 570 1486">1</td> <td data-bbox="570 1409 1227 1486"><i>Inception Report</i></td> <td data-bbox="1227 1409 1419 1486">January 16</td> </tr> <tr> <td data-bbox="500 1486 570 1843">2</td> <td data-bbox="570 1486 1227 1843">Implementation of a <i>costed implementation plan</i> for the rollout of an OSC model for Guyana, in keeping with <i>GBV guiding principles and following a safe space for women and girls approach</i> as well as in keeping with the <i>costed Implementation Guidelines for the Hope and Justice Centres – A One Stop Service for Women and Girls experiencing Intimate Partner Violence</i> [completed March, 2022]; with</td> <td data-bbox="1227 1486 1419 1843"></td> </tr> </tbody> </table>		Deliverables	Completion Date	1	<i>Inception Report</i>	January 16	2	Implementation of a <i>costed implementation plan</i> for the rollout of an OSC model for Guyana, in keeping with <i>GBV guiding principles and following a safe space for women and girls approach</i> as well as in keeping with the <i>costed Implementation Guidelines for the Hope and Justice Centres – A One Stop Service for Women and Girls experiencing Intimate Partner Violence</i> [completed March, 2022]; with	
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	particular emphasis on administrative regions 4 and 6, Spotlight target regions.	
	<p>a. Awareness Raising</p> <p>Expected Outcome: The proportion of the population aware of GBV OSC service delivery model is 40 percent by 2023.</p>	March 30
	<p>b. Standardised Procedures, Guidelines and Training Materials</p> <p>Expected Outcomes: GBV survivors are provided with standardised, effective, efficient and uninterrupted services by 2023.</p> <p>About 85% of strategic staff handling GBV OSC cases in social development, police, judiciary, health, and education is trained in GBV procedures by 2023.</p>	
	<p>c. Capacity Strengthening of Service Providers</p> <p>Expected Outcome: Adequate capacity of GBV service providers to deliver GBV OSC services effectively.</p>	
	<p>d. Advocacy</p> <p>Expected Outcome: Effective integration of civil society organisations into the advocacy and lobbying environment for an effective national response to GBV through GBV OSC service delivery.</p>	June 30
	<p>e. Community Support Interventions</p> <p>Expected Outcome: Adequate capacity of multi-stakeholders at community levels to support utilization of GBV OSC services.</p>	
	<p>f. Monitoring and Evaluation</p> <p>Monitoring and evaluation exercises to ascertain the effectiveness of rollout of the GBV OSC services delivery model for Guyana.</p>	

	3	<i>Final Report</i>	July 14
<p>Place where services are to be delivered:</p>	<p>The local Consultant [along with the International Consultant] engaged to execute this consultancy will be expected to work onsite, utilizing his or her own 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 local Consultant [along with the International Consultant] 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 local Consultant [along with the International Consultant] will be expected to submit the following deliverables in English, in 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 local Consultant [along with the International Consultant] will be expected to interact both physically and virtually, as needed, with stakeholders, UNFPA staff, and Ministry of Human Services and Social Security staff. The local Consultant [and the International Consultant] must therefore have good access to virtual communication services. All documents produced as a result of the consultancy will be the property of the UNFPA, the Ministry of Human Services and Social Security, and the Spotlight Initiative.</p>		
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The local Consultant [along with the International Consultant] 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.</p> <p>The local Consultant [and the International Consultant] 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 arrangements:</p>	<p>The local Consultant [and the International Consultant] will report to the UNFPA Liaison Officer for Guyana and the Spotlight focal point within the Ministry of Human Services and Social Security. The local Consultant [and the International Consultant] 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 selected local Consultant [along with the International Consultant] may be expected to travel to the Spotlight target regions; Regions # 4 (Demerara – Mahaica) and # 6 (East Berbice – Corentyne), to fulfill the deliverables of the Consultancy.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>The ideal local Consultant [along with the International Consultant] will need to possess a record of having supported the delivery of GBV OSC and/or GBV essential services.</p> <p>The ideal local Consultant [and International Consultant] will need to demonstrate that he or she meets the following requirements:</p> <p>1. EDUCATION An Advanced University degree in Social Science, Public Health, 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 and knowledge and experience in the Essential Services Package is essential. ● 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 will be an asset. <p>3. LANGUAGE Excellent oral and written communication skills in English and competence in basic IT packages, particularly MS Word and MS Excel.</p> <p>4. COMPETENCIES Excellent analytical and writing skills and results oriented.</p>

<p>Inputs/ services to be provided by UNFPA or Ministry of Human Services and Social Security, if applicable:</p>	<p>UNFPA and the Ministry of Human Services and Social Security will support the local Consultant [and the International Consultant] in the execution of the activities. The local Consultant [and the International Consultant] will be required to utilize his or her own computer, internet, telephone and other equipment, as needed, to undertake the assignment.</p> <p>The local Consultant [and the International Consultant] 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 as follows:</p> <table border="1" data-bbox="500 730 1339 1890"> <thead> <tr> <th data-bbox="500 730 570 800"></th> <th data-bbox="570 730 1263 800">Deliverables</th> <th data-bbox="1263 730 1339 800">%</th> </tr> </thead> <tbody> <tr> <td data-bbox="500 800 570 869">1</td> <td data-bbox="570 800 1263 869"><i>Inception Report</i></td> <td data-bbox="1263 800 1339 869">15</td> </tr> <tr> <td data-bbox="500 869 570 1331">2</td> <td data-bbox="570 869 1263 1331"> <p>Implementation of a <i>costed implementation plan</i> for the rollout of the GBV OSC model for Guyana; with particular emphasis on administrative regions 4 and 6, Spotlight target regions.</p> <p>[In keeping with <i>GBV guiding principles and following a safe space for women and girls approach</i> as well as in keeping with the <i>costed Implementation Guidelines for the Hope and Justice Centres – A One Stop Service for Women and Girls experiencing Intimate Partner Violence</i>, completed March, 2022.]</p> </td> <td data-bbox="1263 869 1339 1331"></td> </tr> <tr> <td data-bbox="500 1331 570 1400"></td> <td data-bbox="570 1331 1263 1400">a. Awareness Raising</td> <td data-bbox="1263 1331 1339 1400" rowspan="3">50</td> </tr> <tr> <td data-bbox="500 1400 570 1499"></td> <td data-bbox="570 1400 1263 1499">b. Standardised Procedures, Guidelines and Training Materials</td> </tr> <tr> <td data-bbox="500 1499 570 1568"></td> <td data-bbox="570 1499 1263 1568">c. Capacity Strengthening of Service Providers</td> </tr> <tr> <td data-bbox="500 1568 570 1638"></td> <td data-bbox="570 1568 1263 1638">d. Advocacy</td> <td data-bbox="1263 1568 1339 1638" rowspan="3">25</td> </tr> <tr> <td data-bbox="500 1638 570 1707"></td> <td data-bbox="570 1638 1263 1707">e. Community Support Interventions</td> </tr> <tr> <td data-bbox="500 1707 570 1890"></td> <td data-bbox="570 1707 1263 1890"> <p>f. Monitoring and Evaluation</p> <p>To ascertain the effectiveness of the operationalization of the GBV OSC services delivery model for Guyana.</p> </td> </tr> </tbody> </table>		Deliverables	%	1	<i>Inception Report</i>	15	2	<p>Implementation of a <i>costed implementation plan</i> for the rollout of the GBV OSC model for Guyana; with particular emphasis on administrative regions 4 and 6, Spotlight target regions.</p> <p>[In keeping with <i>GBV guiding principles and following a safe space for women and girls approach</i> as well as in keeping with the <i>costed Implementation Guidelines for the Hope and Justice Centres – A One Stop Service for Women and Girls experiencing Intimate Partner Violence</i>, completed March, 2022.]</p>			a. Awareness Raising	50		b. Standardised Procedures, Guidelines and Training Materials		c. Capacity Strengthening of Service Providers		d. Advocacy	25		e. Community Support Interventions		<p>f. Monitoring and Evaluation</p> <p>To ascertain the effectiveness of the operationalization of the GBV OSC services delivery model for Guyana.</p>
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