



TERMS OF REFERENCE
INDIVIDUAL CONSULTANCY
FOR AN ASSESSMENT OF THE CAPACITY OF COMMUNITY-LED ORGANIZATIONS TO RESPOND TO
CASES OF SEXUAL VIOLENCE AGAINST MOST MARGINALIZED POPULATIONS

Hiring office:	UNFPA Sub-regional Office for the Caribbean (SROC), Jamaica
Purpose of consultancy:	Assess the capacity of community-led organizations (CLOs) to respond to cases of sexual violence against most marginalized populations in Jamaica.
Background:	<p>Introduction</p> <p>In September 2017, the EU and the UN launched an ambitious joint partnership to eliminate all forms of violence against women and girls worldwide. The Spotlight Initiative (SI) aims at mobilizing the commitment of political leaders and contributing to achieving Sustainable Development Goals (SDGs). The Initiative aims at ending all forms of violence against women and girls, by targeting those that are most prevalent and contribute to gender inequality across the world. The Spotlight Initiative will deploy 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 Spotlight Initiative (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 Sustainable Development Goals (SDGs): Goal 5 on Gender Equality, Goal 3 on Good Health and Well-being 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 and transgender people as champions and agents of change at the national, subnational 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 sexual & gender-based violence (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 in all their diversity using a life-cycle approach.</p> <p>Spotlight Jamaica</p> <p>The SI Jamaica Country Program will use a multi-sectoral, multi-layered, interlinked community-centered approach in the implementation of the interventions on the following six Outcome Areas based on the socio-ecological model for addressing SGBV:</p> <ul style="list-style-type: none"> • Pillar One: Legislative and Policy Frameworks

- Pillar Two: Strengthening Institutions
- Pillar Three: Prevention and Social Norms
- Pillar Four: Delivery of Quality, Essential Services
- Pillar Five: Data Availability and Capacities
- Pillar Six: Supporting the Women’s Movement and CSO

The SI in Jamaica will address 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 approach will be guided by the ecological theory that underpins the connections between family and society. The ecological model is seen as the best framework within which to address the causes, consequences, and response to family violence in Jamaica. The approach will also be guided by the core principle of the 2030 Agenda for Sustainable Development – *Leaving No One Behind*, and underpinned by an intersectional approach that will ensure interventions address key social factors such as socio-economic status, age, sexual orientation, health, educational and disabilities status are addressed.

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

Within the spotlight country programme, the activity 4.1.13 is meant to support community-led organizations in the response to cases of sexual violence against most marginalized populations. In this Terms of Reference (ToR), the term “marginalized populations” refers to people with disabilities; people living with HIV; lesbian and transgender women among other actors of the LGBTIQ+ populations; sex workers and; and teenage mothers and/or pregnant or mothers. While the term “community-led organizations” (CLOs) refers to organizations led by the people who they serve and that are primarily accountable to them.

This support is organized in the following three phases:

- Phase 1. An assessment of the capacity of CLOs;
- Phase 2. Capacity building activities meant to support the CLOs on the development of action plans meant to improve their capacity to respond to cases of sexual violence against most marginalized populations.
- Phase 3. Grants to CLOs as seed resources to provide services to address violence against the most marginalized populations.

This ToR refer to the phases 1 and 2 cited above, with the intention to support community-led organizations to improve the quality of their services in response to cases of sexual violence against most marginalized populations, as well as their coordination. This activity will contribute to the output 4.1 of the Spotlight Initiative: *“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*

	<p><i>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.</i></p>
<p>Purpose of the consultancy</p>	<p>To assess the capacity of community-led organizations to respond to cases of sexual violence against marginalized populations and offer capacity building to improve the CLOs capacity addressing the identified gaps.</p>
<p>Scope of work: (Description of activities or outputs)</p>	<p>The consultancy will include the following main activities:</p> <ol style="list-style-type: none"> 1. Assessment report with a systematization of the information collected and triangulated about the capacity of the community-led organizations to respond to the cases of sexual violence against the marginalized populations cited above. <p>This assessment will be informed by a desk-based review on community systems strengthening and assessments of the organizational, technical and management capacity of civil society organizations to deliver quality sexual violence services. The assessment will use:</p> <ol style="list-style-type: none"> a) qualitative data compiled through a round of in-depth interviews with key informants; b) a round of semi-structured interviews with focus groups; c) qualitative and quantitative data collected through a survey focused on the providers of the CLOs and clients receiving services from them; and d) a cross-sectional analysis that can provide general recommendations to strengthen the capacity of CLOs based on a set of pre-defined markers. <p>The data gathering component for this assessment will include an initial round of interviews to identify CLOs currently active in responding to cases of sexual violence against women and girls in all their diversity in Jamaica; the initial mapping will narrow down those currently providing services at the national level and specifically in the four parishes prioritized by the Spotlight Initiative in Jamaica. The consultant is expected to discuss with UN, CSO umbrella organizations, experienced CSO and government entities, to ensure that all known CLOs are considered, and that those considered are known. Key CSO addressing marginalized populations, even if not CLOs, could be considered in the assessment report to make it a complete document, even if these CSOs will not be part of phases 2 and 3.</p> <p>Considering the COVID-19 context and the prevention measures (curfew, social distancing, among others); it is proposed that the consultant could start the collection of data using virtual methodologies. If and when possible</p>

	<p>and necessary, face to face consultation activities could take place in order to complete the assessment with the quality required. Face to face activities will have to take place in respect of the national prevention measures (use of protective masks, hand sanitizer, gatherings reduced to the number stipulated by the government guidelines , among others) and only previous agreement with key stakeholder and assessment of the situation to ensure the do no harm principle.</p> <p>The assessment should be organized to consider in a clear and disaggregated way the vulnerable groups addressed, and markers should include a disaggregation into the following areas, that will be revised, reorganized, and complemented by the consultant:</p> <ul style="list-style-type: none"> ● Type of organization. For example: is it led by the community? Is it composed of members or affiliates? Is it open to the public? Is the CLO banned or inserted in a list of proscribed organization by UN agencies, or other institutions or the government? If yes, for which reasons. ● Date of establishment and legal status: When was the organization established? Does the organization have a legal capacity to operate or have legal requirements to register and operate as an NGO/CSO? Explain the evolution of the CLO since the establishment. ● Certification, accreditation, and affiliation: Is the CLO certified in accordance with any international or local standards? Which are the entities the CLO has an affiliation with? Is the CLO part of any alliance? ● Mandate and constituency: What are the CLO primary purpose of existence, mandate, vision? Which are the CLO's main areas of expertise? ● Administrative capacity, budget, and funding. Existence of a budget and average annual budget (financial delivery in the preceding 2 years and projected inflow of financial resources for the current and following year); list main donors, projects, and scale of funding. Name other funds' sources. Existence of a bank account. Existence of administrative staff. ● Capacity building initiatives: which are the main capacity building activities the CLOs participated into? Which was the training received by staff? Did the CLO apply for a small grant within the Pillar 6 of the Spotlight Initiative? For which actions? Was it granted? ● Strategic planning. For example: does it have a strategic plan or annual work plans? Are these plans monitored and evaluated periodically? Are strategic plans and policies gender-mainstreamed? ● Communications and advocacy. For example: does the CLO engage in public or targeted campaigns? How the targeted population are informed about the offered services? Does the CLOs communicate its results with partners; does it have an advocacy plan? ● Infrastructure. For example: Does it have an office? Does it have a
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	<p>clinic? Which medical supplies does it have (if any) to provide services to respond to cases of sexual violence against most marginalized populations? Are supplies enough for the demand? Which are the gaps?</p> <ul style="list-style-type: none"> ● Detailed description of geographical area where there are offices, and where (regions, parishes, communities) the CLO has the capacity to operate and reach in different ways. Please note that specific attention must be placed on Kingston and St. Andrew, St. Thomas, Clarendon, and Westmoreland. ● Is the CLO participating in the Spotlight Initiative in some way? Explain. ● Detailed description of populations addressed. Offer an approximate number of people of each specific group reached by the organization, specifying sex and gender, to the extent possible. ● Types of services provided to each marginalized population. Including but not limited to peer-support, counselling, commodities, referrals, health services, legal support, investigation, prosecution, other justice services, social services, safety, and relocation, helpline, etc. Specify what professional (with which qualification) is offering each of the services and on which days/hours are the services provided. Offer quantity of population reached by each service, to the extent possible. ● Outreach services. For example: does the CLO do outreach activities? Which activities? What specific channels does it use to do outreach? Are these channels effective? Quantify population reached. ● Analysis of the quality of the services providers taking into consideration the following dimensions of quality services: Availability; Accessibility; Adaptability; Appropriateness; Safety; Confidentiality and consent; effective communication; participation of stakeholders in design/implementation/assessment of services/ data collection/ quality; and human right approach. ● Skills, Knowledge, attitudes, and practices of the CLOs service providers towards marginalized populations in cases of sexual violence ● Standard Operating Procedures (SOP): does the CLO count with SOP? which ones? Do staff follow the existing SOP? Is there need for new SOP? Specify for what. ● Coordination and referrals with other private and public actors of the health, social, police, justice sector; main gaps and challenges identified. ● Directory of all consulted CLOs. ● Others <p>The assessment should evaluate the capacity of the CLOs to address with proper services (prevention, mitigation, treatment, referral etcetera) for cases of sexual violence against marginalized populations both in the normal</p>
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conditions and in the context of COVID-19 and other emergency situations that may impose similar measures.

For the assessment it would be important to take into consideration the international, regional, and national legal frameworks referring to the right to a life free of violence, no discrimination, and rights of marginalized population. The Jamaica National Strategic Action Plan to Eliminate Gender-based Violence (NSAP-GBV) and the National Plan of Action for an Integrated Response to Children and Violence (NPACV) will be two important reference documents, among others. When analyzing the quality of the services the consultant should refer to relevant guidance documents such as the “Essential Service Package” and the “Clinical Handbook: Health care for women subjected to intimate partner violence or sexual violence”, among others.

The results of the data gathering component will inform a cross-sectional analysis of all CLOs assessed and produce a set of general recommendations to strengthen the capacity of CLOs based on the pre-defined markers included in the data gathering component. Recommendations will be shared with the Spotlight Team and the assessed CLOs.

The consultant will organize and lead the validation of the assessment findings and recommendations with key informants defined together with UNFPA, UNAIDS, and the Spotlight Initiative Civil Society National Reference Group, among others, in each one of the 4 target parishes (The Kingston Metropolitan Area (Kingston and St. Andrew, St. Thomas, Clarendon, and Westmoreland). The validation could be done virtually or face to face according to the situation.

2. A workshop for each of the four targeted parishes to address the recommendations of the assessment and develop action plans

The consultant will prepare the methodological package and facilitate capacity building activities to strengthen the capacity of CLOs to respond to sexual violence needs from marginalized population. **This will include a guidance note for CLOs to develop action plans to respond to the cases of sexual violence against most marginalized populations** and specific training on how to develop a costed 3-year work-plan to address identified gaps to respond to cases of sexual violence against most marginalized populations. The action plans will have to respond to quality standards, include output, outcome, impact, and relevant indicators and be aligned with the Spotlight Initiative results framework. After the workshops, the consultant will be available for the follow, including an agreed number of meetings to support the CLOs in the development and for the revision of the action plans.

The workshops are initially thought to be organized face to face; in case of

	<p><u>persisting physical distancing measures, it will be considered to organize virtual workshop through a webinar.</u></p> <p>After the workshops, and not as part of this consultancy, an open call for applications will be launched for organizations to present their Action Plans and a limited number of organizations located in each of the four parishes addressed by the SI will be selected to receive grants as seed resources to provide services to address violence sexual against the most marginalized populations. The call for application and CLO selection will be done by a committee involving the Civil Society Reference Group.</p>																				
Duration	From end of June until mid-November																				
Delivery dates and how the work will be delivered	<p>The Consultant is expected to submit the following deliverables in accordance with the time frame listed.</p> <table border="1" data-bbox="454 1003 1439 1599"> <thead> <tr> <th></th> <th>Deliverable</th> <th>% payment</th> <th>Approximate due date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Methodology for the assessment designed, including an introductory desk review</td> <td>20%</td> <td>3 weeks after signature of the contract</td> </tr> <tr> <td>2</td> <td>Information gathered and assessment developed, and report presented</td> <td>30%</td> <td>September 2020</td> </tr> <tr> <td>3</td> <td>Workshop methodological package inclusive of guidelines on action plan development based on the assessment findings</td> <td>20%</td> <td>October 2020</td> </tr> <tr> <td>4</td> <td>Workshops for the four parishes and follow up reports</td> <td>30%</td> <td>November 2020</td> </tr> </tbody> </table>		Deliverable	% payment	Approximate due date	1	Methodology for the assessment designed, including an introductory desk review	20%	3 weeks after signature of the contract	2	Information gathered and assessment developed, and report presented	30%	September 2020	3	Workshop methodological package inclusive of guidelines on action plan development based on the assessment findings	20%	October 2020	4	Workshops for the four parishes and follow up reports	30%	November 2020
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Location of activities and expected travels:	<p>The consultancy will require collecting data and assessing the capacity of CLOs located in the four parishes (Kingston and St. Andrew, St. Thomas, Clarendon, and Westmoreland) targeted by the Spotlight Initiative and workshop directed to these actors.</p> <p>Given the COVID-19 prevention measures, the assessment may be started virtually. To guarantee the quality of the products, the consultant could consider organizing travels to the location of the CLOs. Face to face activities, if allowed by national authorities and agreed by key stakeholders after an assessment to ensure the respect of the do no harm principle, will have to take place in respect</p>																				

	<p>of the national prevention measures (use of protective masks, hand sanitizer, gathering reduced in the number of people involved, among others).</p> <p>The workshops will be organized when the face to face meeting will be possible and travel costs will be covered by UNFPA. In case of need the workshop will be turned into virtual.</p>
<p>Required expertise, qualifications, and competencies:</p>	<p>This national consultancy requires an individual with expertise in human rights and gender issues, with specific knowledge and experience of working with the most marginalized populations.</p> <p>Specific qualifications and experience include:</p> <ul style="list-style-type: none"> - Minimum of postgraduate studies and training in any of the following relevant areas: Social Science, Gender Studies, International Development, Law, Human Rights, Public Health, HIV, Political Science, International Relations, Peace and Conflict Studies, or another related field. - Minimum of 5 years' experience of proven record of working in planning, management, monitoring of gender-based violence and human rights programs. - Proven record of similar assessments and capacity building activities. - Proven records of qualitative and quantitative situational analysis. - Good understanding of Jamaica's human rights framework and situation, above all with reference to marginal populations. - Excellent interpersonal skills; culturally and socially sensitive; sensitivity to and ability to work with marginalized populations, including people with disabilities; people living with HIV; lesbian and transgender women among other actors of the LGBTIQ+ populations; sex workers and; and teenage mothers and/or pregnant or mothers. - Prior networking experience and ability to work inclusively and collaboratively with a range of Jamaican partners, including grassroots community members, religious and youth organizations, and authorities at different levels, familiarity with tools and approaches of communications for development. - Excellent track record of achievement with assignments of similar scope and complexity. - Excellent oral and written command of English and excellent drafting and reporting skills and accuracy and professionalism in document production and editing. - 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. - Good access to the internet network. - Solid overall computer literacy, including proficiency in various MS Office applications (Word, PowerPoint, excel, etc.) and email/internet; familiarity with google survey, zoom and other online platforms that will be used for the assessment.

	<ul style="list-style-type: none"> - Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.
Coordination & reporting mechanism:	The consultant will report to UNFPA and UNAIDS designated technical focal points for the Spotlight Country Programme in Jamaica.
Inputs/services to be provided by UN agency:	<p>The consultant will not be provided working station or equipment, the consultant will have to use his/her own resources to conduct the assessment.</p> <p>UNAIDS and UNFPA together with other UN agencies, CSO umbrella organizations, CSO and government entities will provide background documentation, as well as a list of CLOs and facilitate the contact with them and other key stakeholders.</p> <p>UNAIDS and UNFPA will support the consultant with the organization of some of the webinars, when needed.</p> <p>UNFPA will cover the costs related to hotel, transport, and accommodation for the face to face workshops at the Parish level and costs related to transport to the parish for the consultation process if needed.</p> <p>UNFPA will manage phase 3 of the activity (grants to CLOs) in a later stage.</p>
Other relevant information or special conditions, if any:	<p>Provide a CV proving experience in similar assessments; support to CLOs; and in the field of gender-based violence; and service provision to marginalized populations.</p> <p>Present a methodological and technical proposal with the budget.</p>