

<b>TERMS OF REFERENCE</b>	
<b>Title:</b>	<b>Individual consultant to support the Bureau of Gender Affairs of the Ministry of Culture Gender, Entertainment and Sports (BGA/MCGES) in the establishment, operationalization, and coordination of the multisectoral coordination platform among government and CSOs service providers to respond to violence against women and girls in Jamaica in line with the Essential Service Package and to respond to the NSAP-GBV.</b>
<b>Hiring office:</b>	UNFPA Sub-regional Office for the Caribbean (SROC), Jamaica
<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 at mobilizing commitment of political leaders and contributing 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 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 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><i>Spotlight Jamaica</i></b></p> <p>The SI Jamaica Country Program is based on the socio-ecological model for addressing SGBV and uses a multi-sectoral, multi-layered, interlinked community-</p>



centred approach to the implementation of the interventions on the following six Outcome areas:

- 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 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 implementation of the SI in Jamaica is guided by the core principle of the 2030 Agenda for Sustainable Development – ‘Leaving No One Behind’ and underpinned by an intersectional approach to ensure that interventions address key social factors such as socio-economic status, age, health, educational and disabilities, among others.

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 most important policy referent for the SI in Jamaica, is the 10 years National Strategic Action Plan to Eliminate Gender Based Violence in Jamaica (NSAP-GBV) (2017-2027). The Bureau of Gender Affairs (BGA), a branch of the Ministry of Culture, Gender, Entertainment and Sport (MCGES), has the main responsibility for coordinating the implementation of the NSAP-GBV, and accordingly, has a fundamental role in the implementation of the Spotlight Initiative. The BGA and the Gender Advisory Council (GAC), in the capacity as the secretariat, is also responsible of ensuring an adequate flow of information throughout the NSAP monitoring and evaluation (M&E) system, as well as provide technical and logistical support to the various committees and groups under the NSAP-GBV.

The output 5.1.1 of the strategic area number 5 of the (NSAP-GBV) “Protocols for Coordination of NSAP and the Establishment of an Integrated Data Management System”, is the enhancement of the BGA capacity to support the coordination and



implementation of the NSAP-GBV. Among the expected outcomes it includes (citing literally the NSAP-GBV):

- Established protocols for coordination and data collection with key Ministries, Departments and Agencies (MDAs)
- Ensure each MDA has a Gender Focal Point
- Ensure annual budget is allocated for the coordination of NSAP and implementation of an integrated Data Management System every financial year.
- Enhance the capacity of relevant institutions to collect, analyse and monitor GBV data (every year)
- Increase the capacity of the Bureau of Gender Affair to coordinate and implement NSAP-GBV (every year)
- Establish/improve policy framework of interagency capacity to coordinate, screen, refer and manage cases of GBV (every 2 years)
- Ensure that data on the scope, prevalence, and response to GBV is harmonized (every year)
- Conduct mid-term review (Year five).

The following activities are also considered:

- Develop standardized forms to capture reports of GBV.
- Develop protocol for first responders [including doctors and police] that establishes appropriate referral pathway.
- Take steps to improve coordination of efforts by various stakeholders.

Within the Spotlight Initiative, UNFPA will provide to the BGA technical and financial support for the implementation of various activities, in line with the above-mentioned output of the NSAP-GBV.

A well-coordinated multi-sectoral response for women and girls subject to violence is important since it is more effective in keeping survivors safe from violence and holding offenders accountable than when different sectors of the society work in isolation to address the issue<sup>1</sup>. Coordination provides benefits for survivors, for the agencies and institutions that respond to violence against women, and for their communities. A coordinated response gives survivors access to informed and skilled practitioners who share knowledge in a dedicated, supportive environment; and it reduces the number of times survivors are asked to tell their stories, thus reducing the risk of re-traumatization, for example. Among the benefits for institutions is that clarity about their roles and responsibilities allows each sector to excel in its area of expertise, and each professional's work is complemented by that of other agencies and professionals; it also results in better services at a lower cost. For communities, coordination is a sign that VAWG is being treated seriously.

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<sup>1</sup> Module 5 of the Essential Services Packages for women and girls subject to violence. Core elements and quality guidelines.



	<p>The BGA, due to its responsibility as coordination body defined in the NSAP-GBV, has the responsibility to establish protocols for coordination and data collection with key MDAs and enhance the partnership among sectors to guarantee a coordinated multi-disciplinary response to VAWG both at the central/national level and at the local level.</p> <p><b>About of the Consultancy</b></p> <p>This consultancy will be a key step to improve the coordination of efforts by various stakeholders to respond to VAWG.</p> <p>The national coordinator and the Parish coordinators of the multisectoral coordination platforms will contribute to an improved policy framework for interagency capacity to coordinate, screen, refer and manage cases of VAWG.</p> <p>The consultancy falls under activity 4.1.3 of the Spotlight Initiative which is to <i>“Support the establishment and operationalization of a referral pathway and a coordination platform among government and CSO service providers in each of the target Parishes to provide oversight and enable social services, health - including integrated HIV/SRH/GBV services, psychosocial support and mental health services -, police, justice and education sector to ensure a continuum of care in the provision of quality and coordinated essential services to women and girl victims and survivors of violence (Activity 4.1.3)”</i> that will contribute to the Spotlight Output 4.1: <i>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 SRH services and access to justice, to women and girls’ survivors of violence (and their families when relevant), especially those facing multiple and intersecting forms of discrimination”</i>.</p>
<p><b>Purpose of the consultancy</b></p>	<p>To support the BGA/MCGES in the establishment, operationalization and coordination of the multisectoral coordination platform among government and CSOs of the health, police, justice, education, child agency, and social sector – including all relevant MDAs - at national level and in the Parishes prioritized by the Spotlight Initiative to respond to VAWG ensuring a continuum of care in the provision of quality and coordinated essential services to women and girl victims and survivors of violence, in line with the Essential Service Package and to respond to the NSAP-GBV and provide oversight.</p>
<p><b>Scope of work:</b></p>	<p>With the technical support of UNFPA, in collaboration and with the support of the Bureau of Gender Affairs and the Gender Advisory Council (GAC) of the Ministry of Culture Gender Entertainment and Sport of Jamaica and other identified stakeholders at the national and local levels, the consultant for this aspect of the Spotlight Initiative will implement the following tasks</p> <ul style="list-style-type: none"> <li>- Contact representatives with decision making authority of the health, police, justice, social services, education sectors and of the children protection agency, considering all relevant MDAs, (both government institutions and CSOs) considering those that are mentioned in the referral</li> </ul>



	<p>pathway, as well as other that she/he could identify, to have meetings and constitute the coordination platform at the national level.</p> <ul style="list-style-type: none"><li>- Organize meetings at national and Parish level with the relevant providers and actors with decision making authority for their agencies to constitute coordination platforms in the Parishes of Kingston and St. Andrew (KSA), St. Thomas, Westmoreland, and Clarendon, ensuring that key stakeholders of the following communities are included Trench Town, Denham Town and Papine for KSA; Sandy Bay, Thompson Town, and May Pen for Clarendon; Savanna-La-Mar and Negril for Westmoreland; Morant Bay, Yallahs and Lyssons for St. Thomas.</li><li>- Initiate participatory meetings with the relevant actors at national, parish level, as well as inter-parishes coordination meetings, as needed, to operationalize and strengthen the coordination platforms; this would include reaching an agreement on roles and responsibilities of agencies and persons involved in coordinated response, putting emphasis on the need of guaranteeing the Essential Services Package and an efficient use of resources.</li><li>- Collaborate with the consultant that will draft the Standard Operating Procedure (SOP), MOU, and protocols for the continuum of care in the provision of quality and coordinated essential services to women and girl survivors of violence, ensuring that a comprehensive women and child centred response is provided to all women and girls (and their children when necessary), in accordance with the Essential Service Package in response to cases of VAWG, with specific standards for the needs of girls.<ul style="list-style-type: none"><li>o Facilitating the consultation with different actors at national and parish level for the development of the documents, this will include the collection of feedback by the key stakeholders on the referral pathway and GBV service mapping, also considering services for marginalized populations.</li><li>o Offering inputs to define these documents in their content and providing feedback.</li><li>o Facilitating the validation process and the intersectoral agreement on the referral pathway, SOP, MoU, and Protocols developed at the national level.</li><li>o Based on the documents produced at the national level, facilitate the adaptation and agreement on the use of Parish Standard Operating Procedure (SOP) for the continuum of care in the provision of quality and coordinated essential services to women and girl survivors of violence and the reporting system to the national level and protocols of the referral pathway at the Parish level.</li><li>o Collaborating in the organization, development, and delivery of interdisciplinary trainings to service providers of the coordination platforms to create a common understanding and principles of coordinated service delivery and to strengthen capacity to guarantee the platforms' sustainability beyond the Spotlight Initiative.</li></ul></li></ul>
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- Facilitate the intersectoral agreement on a M&E Framework (with qualitative and quantitative indicators and short, medium- and long-term goals) to regularly monitor, evaluate and improve the effectiveness of the coordination platforms.
- Facilitate the establishment of formal Memorandum of Understanding and protocols between the different service providers, to enhance collaborative relationships and coordination of services, in accordance with the Referral Pathway, SOP and protocols produced in the framework of the Spotlight Initiative and in line with the NSAP-GBV.
- Collaborate in the organization of the process to validate the readiness assessment and action plan that will be led by Rencharles.
- Considering the consultations organized by the individual consultant themselves, and the findings of the readiness assessment and the relevant action plan, analyse the installed institutional capacity and gaps to provide quality services in compliance with the NSAP-GBV and Essential Service Package and collaboratively design strategies that will lead to improved accessible services to survivors of violence considering geographic accessibility, affordability, availability of providers, understandable information, etc.
- Promote and support GBV data gathering in line with Pillar 5 of the Spotlight Initiative.
- Collaborate with the Institute of Law and Economics - ILE, and other actors of the Spotlight Initiative, especially Pillar 5, to facilitate the intersectoral agreement, between the government and CSOs, on the use of standardized intake forms and client registration formats and in a coordinated data collection and management system, as needed.
- In line with the documents defined by the consultant that develops SOP, Protocols and MoU, define in a collaborative way with all the stakeholders at Parish level the functioning of the coordination platform on issues such as – among others:
  - The composition. The coordination platform is expected to be composed of representatives of the justice, social services, health care, police, education sectors, child agency, both government and civil society organizations, including representatives of marginalized populations, among other relevant parties.
  - Mission and vision on common understanding of VAWG.
  - Chairing arrangements and terms of office.
  - Schedule with frequency and modality of the inter-institutional and inter-sectoral meetings.
  - Decision making process.
  - Accountability and complaint resolution process.
  - Group rules including confidentiality; commitment to share information with specifically identified relevant stakeholders in the respect of the survivor centred approach.
  - Review process for functioning of the coordination platform that includes a monitoring and evaluation system.



	<ul style="list-style-type: none"><li>○ Consider collectively the role of victims/survivors and their representatives as leaders and/or primary informants to the process without creating a risk to their safety.</li><li>○ Consider collectively the participation of marginalized groups.</li><li>○ Ensuring during the time the agreement on roles and responsibilities of service providers of the different agencies involved in coordinated response, putting emphasis on the need of guaranteeing the alignment to the Essential Services Package for quality of services and an efficient use of resources; and discussion on special cases of VAWG.</li><li>○ constant update of the referral pathways making sure that services included provide quality services.</li></ul> <ul style="list-style-type: none"><li>- Produce a document defining the structure and functioning of parish coordination platforms, with enumerated all focal points, and clear definition of the roles and responsibilities (considering the SOP) and the roles and responsibility of the coordinators themselves as per the interinstitutional agreements.</li><li>- Support and promote the creation of an inter-agency tracking system to facilitate information sharing among agencies and follow the progress of a survivor through the system, in full guarantee of the survivor centred approach. Requiring each agency to maintain data for monitoring and evaluation and agree on the use of common terminology for all recording and reporting. Promoting and monitoring the use of informed consent of survivors before recording personally identifiable information (PII), considering that codification and not personal identifiable information are recommended, when possible, for safety reasons, ensuring that confidentiality and privacy of the survivors of GBV are protected when collecting, recording, and reporting data.</li><li>- Promote the creation at parish level of GBV networks and collaborate to strengthen existing ones, linking with third parties in the Parish and beyond where necessary, with special attention to the local schools and GBV networks.</li><li>- Support the promotion of awareness activities on violence against women and girls and availability of Essential Services to be adapted and conducted at community and Parish level in collaboration with other partners at national and parish level.</li><li>- Support the team engaged in the development of the communication campaign that will inform about services available to survivors of GBV and will be disseminated nationally and locally, providing verified Parish and community specific data.</li><li>- Support the Parish coordination platforms, including by supporting the Parish contextualization of the national decisions/documents.</li><li>- Call parish and/or inter-parish coordination platforms meetings to discuss good practices, challenges, and specific situations.</li><li>- In agreement with the BGA and other actors of the coordination platforms, identify and strengthen the capacities of a focal point at the national level and per each parish to follow up on the activities and</li></ul>
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	<p>guarantee the sustainability of the coordination platforms beyond the Spotlight Initiative, possibly foreseeing a scaling up phase to reach other parishes.</p> <p>The consultant will be guided in her activities by the NSAP-GBV, the findings of the Readiness Assessment, the Spotlight initiative baseline, the Jamaican legal framework, international best practices, the Essential Service Package, specifically the Module 5 and its principles, common characteristics, and its foundational and core elements, among other documents. Important inputs will be the GBV service mapping and the referral pathway that were created as part of the SI COVID-19 response within the Spotlight Initiative, as well as existing protocols, standard operating procedures already created by the relevant ministries and/or developed in the framework of the Spotlight Initiative.</p>																
<p><b>Duration</b></p>	<p>The consultancy will start end of September/beginning of October and finalize in December 2021.</p>																
<p><b>Deliverables and dates</b></p>	<table border="1"> <thead> <tr> <th data-bbox="467 907 609 1020">Product</th> <th data-bbox="609 907 1096 1020">Description</th> <th data-bbox="1096 907 1263 1020">Timeline</th> <th data-bbox="1263 907 1442 1020">Payment on product basis %</th> </tr> </thead> <tbody> <tr> <td data-bbox="467 1020 609 1245">Product 1</td> <td data-bbox="609 1020 1096 1245">An inception report including work plan and of the entire consultancy including methodology and an initial mapping of actors to be involved at the national and parish level. To the satisfaction of the BGA and UNFPA.</td> <td data-bbox="1096 1020 1263 1245">10 days</td> <td data-bbox="1263 1020 1442 1245">30%</td> </tr> <tr> <td data-bbox="467 1245 609 1318">Product 2</td> <td data-bbox="609 1245 1096 1318">First progress report</td> <td data-bbox="1096 1245 1263 1318">Mid November</td> <td data-bbox="1263 1245 1442 1318">30%</td> </tr> <tr> <td data-bbox="467 1318 609 1543">Product 3</td> <td data-bbox="609 1318 1096 1543">Final report with a presentation of the national and parish coordination platforms, roles, and responsibilities of the platforms and of the coordinators and sustainability/scaling up plan</td> <td data-bbox="1096 1318 1263 1543">December 15<sup>th</sup></td> <td data-bbox="1263 1318 1442 1543">40%</td> </tr> </tbody> </table>	Product	Description	Timeline	Payment on product basis %	Product 1	An inception report including work plan and of the entire consultancy including methodology and an initial mapping of actors to be involved at the national and parish level. To the satisfaction of the BGA and UNFPA.	10 days	30%	Product 2	First progress report	Mid November	30%	Product 3	Final report with a presentation of the national and parish coordination platforms, roles, and responsibilities of the platforms and of the coordinators and sustainability/scaling up plan	December 15 <sup>th</sup>	40%
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<p><b>Location of activities and expected travels:</b></p>	<p>Considering the COVID-19 context, the consultant will alternate virtual and face to face modalities for the collection of data and meetings, always respecting the COVID-19 preventive measures. Any face-to-face activities will have to take place only with previous agreement with key stakeholder and assessment of the situation to ensure the “do no harm” principle and in total respect of the national prevention measures (use of protective masks, hand sanitizer, gatherings reduced to the number stipulated by the government guidelines, among others).</p>																





<p><b>Required expertise, qualifications, and competencies:</b></p>	<p>This consultancy requires an individual located in Jamaica with expertise in multi-sectoral approach to prevent gender-based violence with strong knowledge of human rights.</p> <p>Specific qualifications and experience include:</p> <ul style="list-style-type: none"> <li>- Minimum of graduate studies and training in a relevant area, included, but not limited to, Gender Based Violence, Gender Studies, Social Science, Human Rights, Public Health, International Development, Law, HIV, Political Science, International Relations, Peace and Conflict Studies.</li> <li>- Minimum of 2 years’ experience of proven record of working in planning, management, monitoring of gender-based violence and human rights programmes.</li> <li>- Good understanding of Jamaica’s human rights framework and situation related to GBV, including among marginal populations.</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>- Excellent interpersonal skills; culturally and socially sensitive.</li> <li>- 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.</li> <li>- Sensitivity to and ability to work with marginalized populations, including women/girls with disabilities; in a common-law marriage; pregnant and teenage mothers.</li> <li>- Excellent oral and written command of English and excellent drafting skills and accuracy and professionalism in document production and editing.</li> <li>- Ability to communicate in Jamaican creole.</li> <li>- 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.</li> <li>- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.</li> </ul>
<p><b>Coordination &amp; reporting mechanism:</b></p>	<p>The individual consultant will report to the UNFPA designated technical focal point for the Spotlight Country Programme in Jamaica and the focal point at the BGA.</p>
<p><b>Inputs/services to be provided by UN agency:</b></p>	<ul style="list-style-type: none"> <li>● The individual consultant will be provided with a working station by the BGA to make consultation and meetings and store documents in Kingston, and in the other geographical areas addressed by the Spotlight Initiative; nevertheless, given the COVID-19 context work will be permitted from home too.</li> <li>● UNFPA, the BGA and other relevant actors, will provide documentation and overall guidance that will be useful for the task.</li> </ul>



	<ul style="list-style-type: none"><li>● UNFPA will collaborate and support the consultant in the organization of virtual meetings to discuss the document, as well as for the consultation and validation processes.</li><li>● In case of displacement to the parishes, allowances will be provided.</li></ul>
<b>Other relevant information or special conditions, if any:</b>	The interested candidates should present a letter of interest of their motivation accompanied by a CV proving experience and background in the required fields.