

## TERMS OF REFERENCE

### INDIVIDUAL CONSULTANCY

**To support the Civil Society Organizations of Jamaica working in gender-based violence and sexual and reproductive health to strengthen their organizational policies and procedures to prevent and respond to Sexual Exploitation and Abuse**

<b>Hiring office:</b>	UNFPA Sub-regional Office for the Caribbean (SROC), Jamaica
<b>Purpose of consultancy:</b>	To support the Civil Society Organizations of Jamaica working in gender-based violence and sexual and reproductive health to strengthen their organizational policies and procedures to prevent and respond to Sexual Exploitation and Abuse (SEA).
<b>Background:</b>	<p><b>Introduction</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 worldwide. The <b>Spotlight Initiative (SI)</b> aims at mobilising commitment of political leaders and contributing to achieving the Sustainable Development Goals (SDGs). The Initiative aims at ending all forms of violence against women and girls, 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 in Jamaica is that women and girls realise 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 &amp; 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><b>Spotlight Jamaica</b></p> <p>The SI Jamaica Country Program uses a multi-sectoral, multi-layered, interlinked community-centred approach to the implementation of the</p>

interventions on the following six Outcome Areas based on the socio-ecological model for addressing SGBV:

- 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 addressing key social factors such as socio-economic status, age, sexual orientation, health, educational and disabilities status, are addressed.

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

The Spotlight country programme (activity 4.1.13), seeks to supporting community-led organizations in the response to cases of sexual violence against the most marginalized populations. Marginalized populations include women/girls with disabilities; women living with HIV; lesbian and transgender women among other actors of the LGBTIQ+ community; women sex workers and; girls who are married, visiting or in a common-law marriage; pregnant women and teenage mothers; and young people.

This support has already progressed in the following three phases:

- Phase 1: The assessment of the capacity of CLOs in the response to cases of sexual violence against the most marginalized populations.
- 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 the most marginalized populations.
- Phase 3: Grants to CLOs as seed resources to provide services to address violence against the most marginalised populations.

The process conducted up to now has highlighted the need to continue strengthening the capacities of CSOs to respond to cases of sexual violence against the most marginalized populations in different ways.

However, there remains a need to support CSOs in strengthening their

	<p>organizational policies and procedures to prevent and respond to sexual exploitation and abuse (SEA).</p> <p>The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another. Similarly, the term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.</p> <p>Strengthening protection from sexual exploitation and abuse is a shared responsibility of the humanitarian and development community, including both the United Nations and its implementing partners (IPs).</p> <p>UNFPA, along with other United Nations entities are working together with their partners to prevent SEA and reduce the risks of SEA in programme implementation. This is done through a process that implies an assessment of the capacity of UN IPs to prevent and respond to sexual exploitation and abuse; the joint development of a capacity strengthening plan; and appropriate monitoring and support activities.</p> <p>For the assessment, UNFPA uses a common tool developed in a consultative process between United Nations entities and partners. It consists of the following eight core standards assessing organisational policies and procedures to prevent and respond to SEA:</p> <ol style="list-style-type: none"><li>1. Organisational Policy;</li><li>2. Organisational management – Subcontracting;</li><li>3. Human Resources System;</li><li>4. Mandatory Training;</li><li>5. Reporting;</li><li>6. Assistance and Referrals;</li><li>7. Investigations; and</li><li>8. Corrective Measures</li></ol> <p>The standards are aligned with the United Nations Protocol on Allegations of Sexual Exploitation and Abuse involving Implementing Partners.</p> <p>The common assessment is intended to give UNFPA and its partners a baseline for tracking progress of partners’ organisational capacities on PSEA, determine monitoring and support activities; and serve as a baseline for tracking progress in line with the standards of the United Nations IP Protocol.</p> <p>Based on the assessment, a capacity strengthening implementation plan should be developed together with the CSOs. This plan is meant to foster a shared understanding of the implementing partner’s organisational strengths and areas for improvement with respect to PSEA. It can include several activities such as training, technical advice, or increased coordination with inter-agency activities.</p>
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	<p>The results of this process will be shared on a virtual platform with the various UN agencies.</p> <p>A PSEA is valid for a period of 5 years, unless there are significant changes to a partners’ PSEA-related capacities, or any SEA related events which would require an earlier re-assessment. Conducting the assessment and having a capacity strengthening implementation plan designed and implemented is key. This would enable the Jamaican CSOs to be better prepared to prevent and address cases of SEA within their organisations; at the same time the CSOs with strengthened organisational policies and procedures to prevent and respond to SEA will be better positioned to become IPs of the UN agencies.</p> <p>Against this background UNFPA is seeking to engage a consultant to support Jamaican Civil Society Organizations working in gender-based violence and sexual and reproductive health to strengthen their organizational policies and procedures to prevent and respond to SEA. CSOs that are involved in or could become involved in the implementation of the Spotlight Initiative in the future, are of special interest.</p>
<p><b>Scope of work: (Description of activities or outputs)</b></p>	<p>Under the direct supervision of UNFPA and in consultation with UNAIDS, the consultancy will include the following activities.</p> <ol style="list-style-type: none"> <li>1. Contacting and working with 8-15 CSOs (to be identified by UNFPA, UNAIDS and other UN agencies) working in the Spotlight Initiative to critically review the assessments already completed, and to complete those that are pending</li> <li>2. Based on the assessment, work with each of the organisations to develop a capacity strengthening implementation plan for each institution with due consideration given to each of the following eight minimum core standards required: <ul style="list-style-type: none"> <li>- Core Standard 1 (Organisational Policy): The CSO has a policy document on PSEA.</li> <li>- Core Standard 2 (Organisational Management): the CSO’s contracts and partnership agreements include a standard clause requiring subcontractors to adopt policies that prohibit SEA and to take measures to prevent and respond to SEA.</li> <li>- Core Standard 3 (Screening partner personnel): There is a systematic vetting procedure in place for job candidates through proper screening. This must include, at minimum, reference checks for sexual misconduct and a self-declaration by the job candidate.</li> <li>- Core Standard 4 (Mandatory training): The CSO holds mandatory training (online or in-person) for all employees and associated personnel on PSEA and relevant procedures.</li> <li>- Core Standard 5 (Reporting allegations): The CSO has mechanisms and procedures for personnel, recipients of assistance and communities, including children, to report SEA allegations that comply with core standards for reporting (i.e. safety, confidentiality, transparency, accessibility).</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>- Core Standard 6 (Assistance and Referrals): The CSO has a system to refer SEA victims to locally available support services, based on their needs and consent.</li> <li>- Core Standard 7 (Investigations): The CSO has a process for investigation of allegations of SEA and can provide evidence.</li> <li>- Core Standard 8 (Corrective Action): The partner has taken appropriate corrective action in response to SEA allegations, if any.</li> </ul> <p>For the development of the plan, the consultant will use a template offered by UNFPA that will later be used to monitor the progress of the CSOs that are already IPs.</p> <ol style="list-style-type: none"> <li>3. Collaborate with the CSOs to implement the plan to align with the standards mentioned above. According to the needs of each of the CSOs in terms of strengthening, this could include: supporting the CSOs in the revision or development of internal policies on PSEA, through the adaptation to the CSOs profile and Jamaican legal framework of a standard reference document provided by UNFPA; revise the standard contracts and staff screening processes used by the CSO to include PSEA clauses; revise and/or develop mechanisms and procedures for reporting, investigation of allegations, as well as system for referrals internal to the CSOs or considering the GBV referral pathway developed within the Spotlight Initiative; adapt the training material on PSEA used by UN to the Jamaican context and internal use of the CSOs and hand over to the CSO by training at least a PSEA focal point for each organisation.</li> <li>4. Prepare a final report of the process that includes all the documentation produced for each of the CSOs.</li> </ol>												
<b>Duration</b>	The consultancy will start on the 11th of April and will last until the 29th of June 2022.												
<b>Delivery dates and how the work will be delivered</b>	<p>This is a deliverable-based consultancy; the consultant is expected to submit the following deliverables in accordance with the time frame listed.</p> <table border="1" data-bbox="472 1480 1430 1995"> <thead> <tr> <th>Products</th> <th>Deliverable</th> <th>% Payment</th> <th>Approximate due date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Initial report with action plans developed with the CSOs that expressed interest in receiving the support.</td> <td>30%</td> <td>April 27, 2022</td> </tr> <tr> <td>2</td> <td>Mid-term report with attached all the documents produced by end of 2021 and a work-plan agreed upon with the CSOs on</td> <td>30%</td> <td>May 25, 2022</td> </tr> </tbody> </table>	Products	Deliverable	% Payment	Approximate due date	1	Initial report with action plans developed with the CSOs that expressed interest in receiving the support.	30%	April 27, 2022	2	Mid-term report with attached all the documents produced by end of 2021 and a work-plan agreed upon with the CSOs on	30%	May 25, 2022
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<b>Location of activities and expected travels:</b>	The consultancy will be performed online and does not require physical presence; in case of face to face meetings, the consultant will have to use all COVID-19 preventive measures that apply in Jamaica.								
<b>Required expertise, qualifications, and competencies:</b>	<p>This national consultancy requires a Jamaican based individual with expertise in human rights and gender, with specific knowledge of PSEA.</p> <p>Specific qualifications and experience include:</p> <ul style="list-style-type: none"> <li>- Postgraduate studies and training in, Social Science, Gender Studies, International Development, Law, Human Rights, Public Health, HIV, Political Science, International Relations, Psychology, Peace and Conflict Studies, or another related field.</li> <li>- Minimum of 5 years’ experience working in planning, management, monitoring, data gathering and analysis and preparation of policy documents,</li> <li>- Previous experience working on GBV and or specifically SEA prevention.</li> <li>- Good understanding of Jamaica’s human rights framework and situation, particularly with reference to marginal populations.</li> <li>- Good knowledge of the Jamaican CSO and legal framework.</li> <li>- Excellent interpersonal skills; culturally and socially sensitive; sensitivity to and ability to work with marginalized populations, including women/girls with disabilities, women living with HIV, lesbian, and transgender women among other actors of the LGBTIQ+ populations, sex workers and young people; girls married, visiting or in a common-law marriage; pregnant women and teenage mothers; and young people.</li> <li>- Excellent track record of achievement with assignments of similar scope and complexity.</li> <li>- Excellent oral and written command of English is required; strong drafting and reporting skills, as well as accuracy and professionalism in document production and editing.</li> <li>- Solid overall computer literacy, including proficiency in various MS Office applications (Word, PowerPoint, excel, etc.) and email/internet; familiarity with Google forms, 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> <li>- Previous working experience with the UN is an asset.</li> </ul>								

<b>Coordination &amp; reporting mechanism:</b>	The consultant will report to UNFPA and UNAIDS designated technical focal points for the Spotlight Country Programme in Jamaica.
<b>Inputs/services to be provided by UN agency:</b>	<p>The consultant will use his/her own equipment, resources and office space in order to execute the tasks outlined within this consultancy.</p> <p>UNAIDS and UNFPA will share with the consultant the list of CSOs to be contacted and some important documents that include, among others: the self-assessment and assessment already done by UNFPA; UN and UNFPA policies on the PSEA and the work with implementing partners; templates for the action plan, policies and other documents considered good practices to be used as a reference; the synthesis of the CLO assessment, and relevant documents recollected during that process.</p>
<b>Other relevant information or special conditions, if any:</b>	N/A