



Spotlight Initiative
 To eliminate violence against women and girls



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

TERMS OF REFERENCE	
Trainers/Facilitators for Gender Based Violence (GBV) training sessions for Guyana Police Officers	
Hiring Office:	United Nations Population Fund (UNFPA) Sub-regional Office for the Caribbean, Guyana
Purpose of consultancy:	<p>Gender-Based Violence (GBV) is “an umbrella term for any harmful act that is perpetrated against a person’s will and that is based on socially ascribed (i.e., gender) differences between males and females. It includes acts that inflict physical, sexual or mental harm or suffering, threats of such acts, coercion, and other deprivations of liberty. These acts can occur in public or in private”¹. Importantly, violence against women and girls relates to any act of GBV that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion, or arbitrary deprivation of liberty, whether occurring in public life or private life. The United Nations Declaration on the Elimination of Violence Against Women emphasizes that violence is ‘a manifestation of historically unequal power relations between men and women, which have led to the domination over and discrimination against women’.</p> <p>Intimate Partner Violence (IPV) or Domestic Violence (DV), as a form of GBV, refers to behaviour by a current or former intimate partner that causes physical, sexual or psychological harm, including physical aggression, sexual coercion, psychological abuse and controlling behaviours. Sexual violence, on the other hand, as a form of GBV, refers to any sexual act, attempt to obtain a sexual act, or other act directed against a person’s sexuality using coercion, by any person, regardless of their relationship to the survivor, in any setting. It includes rape. IPV and non-partner sexual violence are among the most pervasive and insidious forms of violence against women and girls. Many women and girls</p>

¹ Inter-Agency Standing Committee. (2015). Guideline, Integrating Gender-Based Violence Interventions in Humanitarian Action: Reducing risk, promoting resilience, and aiding recovery. Available from: https://interagencystandingcommittee.org/system/files/guidelines_for_integrating_gender_based_violence_interventions_in_humanitarian_action.pdf

have inadequate access to the range of support services that can protect them, assist in keeping them safe, and support them to address the short and long-term consequences of experiencing various forms of violence. The disproportionate access to services for women and girls has increased their experiences of gender-based violence².

To combat this epidemic of violence against women and girls in Guyana it is necessary to provide survivors and persons at risk of Gender Based Violence with quality and timely access to comprehensive multi-sectoral services such as psychological/psychosocial support services, health care services, as well as police and justice response services. Increasing the quality and accessibility of these services is essential in mitigating the consequences of violence including the effect violence has on the wellbeing, health, and safety of survivors, breaking the cycles of violence women and girls face, assisting in their recovery, bringing perpetrators to justice and empowering women and girls. The work of the Guyana Police Force is a core component of the multi-sectoral response to Gender Based Violence in Guyana. Police have a crucial role to play in combating Gender Based Violence. For example, under Guyana's Domestic Violence Act (DVA) the Police Force is responsible for and obligated to assist survivors of IPV/DV in obtaining protection orders, enforcing these orders, filing reports of IPV/DV, and laying charges against perpetrators³. Under the DVA the police officers are further required to ensure that survivors get access to medical services for their injuries and are moved to a safe place. In addition, Police Officers in responding to cases of GBV are also required to ensure that they accompany survivors to retrieve their personal belongings, demonstrate to them the importance of preserving evidence, and inform them of their rights and of the services available to them⁴. Therefore, it is clear that Police Officers play an extremely significant role in responding to Gender Based Violence, in ensuring that perpetrators are brought to justice and in safeguarding and protecting survivors ensuring their safety and that they can access all other essential services such as medical care and safe accommodation.

Nonetheless, while the police service is an essential component of responding to GBV, many survivors in Guyana are unlikely to report incidents and seek support from the police services. Data from the 2019 Guyana Women's Health and Life Experiences Survey revealed most survivors are not accessing

²See for example, the Committee on the Elimination of All Forms of Discrimination against Women (CEDAW), General Recommendation No. 19, retrieved from <http://www.un.org/womenwatch/daw/cedaw/recommendations/recomm.htm>.

³ UN Women Caribbean. (2020). Caribbean Gender Based Violence Laws. GBV Countries. Guyana. Available from: <https://caribbean.unwomen.org/en/caribbean-gender-portal/caribbean-gbv-law-portal/gbv-country-resources/guyana#WITLS>

⁴ UN Women Caribbean. (2020). Caribbean Gender Based Violence Laws. GBV Countries. Guyana. Available from: <https://caribbean.unwomen.org/en/caribbean-gender-portal/caribbean-gbv-law-portal/gbv-country-resources/guyana#WITLS>

services.⁵ In addition, there is evidence of limited knowledge of available services, and how they can be accessed. Specifically, of the women who were interviewed and wanted to share their experiences of being survivors of Intimate Partner Violence, most sought no help (50 percent) and few went to the police (17 percent).⁶ With regard to the hinterland regions of Guyana where indigenous communities are primarily located, it is notable that not a single woman who identified as a survivor of Intimate Partner Violence (IPV), sought help from a health care worker, pastor/religious leader, or a women's organization/NGO [according to the 2019 Guyana Women's Health and Life Experiences Survey]. In fact, an overwhelming majority of women who live in the hinterland regions of Guyana and who have been survivors of IPV sought no help at all (73 percent) and few went to the police (12 percent).⁷

Consequently, from this data it is evident that there are numerous challenges that prevent survivors from seeking help and there is a general lack of trust that exists between the police force and communities. Women who have survived acts of GBV are often reluctant to file complaints with the police for a number of reasons. These reasons include social norms that stigmatize women that have experienced GBV, the lack of confidentiality that occurs when disclosing instances of GBV to the police, fear of police making light of the situation/being insensitive to it and not taking it seriously, police seeing domestic violence as a private matter between partners, among others. For migrant women in Guyana these concerns are exacerbated due to the discrimination and xenophobia they face which make them fear that the police will not be able to conduct impartial investigations and going to the police could get them detained and deported.

Consequently, the Ministry of Human Services and Social Security launched an initiative called COPSQUAD2000 in which 2000 members of the Guyana Police Force will receive training on Gender-Based Violence. Training of police officers will serve as a vital mechanism to overcome many of these challenges and create an environment of trust and accountability that encourages persons to seek assistance from the police. Training police officers in Gender Based Violence will assist in helping Police Officers to become more aware of their responsibilities. It will help Police Officers to become more aware of the rights of women, children, migrants, indigenous peoples, LGBTI communities and other vulnerable groups that are affected by GBV, it will assist in helping to de-stigmatize GBV survivors, and it will help Police Officers to challenge their own understanding of GBV and thereby confront the realities of GBV while deepening their understanding of it. Training will also help in building the capacity of Police Officers to ensure that they are aware of all the procedures surrounding confidentiality, these include protocols on dealing with

⁵ Government of Guyana. UNDP. UN Women. USAID. (2019) Women's Health and Life Experiences: A Qualitative Research Report on Violence Against Women in Guyana.

⁶ Government of Guyana. UNDP. UN Women. USAID. (2019) Women's Health and Life Experiences: A Qualitative Research Report on Violence Against Women in Guyana.

⁷ Government of Guyana. UNDP. UN Women. USAID. (2019) Women's Health and Life Experiences: A Qualitative Research Report on Violence Against Women in Guyana.

	<p>cases of various types of GBV such as IPV/DV, rape, and sexual assault., as well as techniques of interviewing survivors. The skills that Police Officers possess will be strengthened through training that will greatly assist in creating an environment that encourages survivors to report instances of GBV; creating a positive cycle that will allow survivors to become more comfortable reporting instances of GBV to the police. This in turn may allow more survivors to have access to justice and may allow for there to be less impunity for perpetrators.</p> <p>A major obstacle in training police officers is the perception that many officers often come into such training with their own stigmas and perceptions of Gender-Based Violence which may make them unreceptive to the information being shared with them. Hence, officers must be able to reflect on their own culture, value system and norms to overcome their own stigmas as it relates to Gender-Based Violence to efficiently engage with the training course. Therefore, it is necessary that the team of trainers engaged to support the training of Police Officers come from diverse backgrounds with understanding and knowledge of cultural diversity. This is important to engage police officers who come from different cultures to gain a solid understanding of Gender-Based Violence.</p>
<p>Scope of work:</p>	<p>Overall Objective: To support the scaling up of the response to GBV in Guyana through the capacity building of members of the Guyana Police Force to prevent and respond to GBV.</p> <p>This training will be done using content that has been approved by the United Nations Population Fund (UNFPA) and will form part of the Ministry of Human Services and Social Services COPSQUAD2000 initiative.</p> <p>The Gender-Based Violence trainer/facilitator will be a pivotal part of a training team deployed to support the training of police officers. The trainer/facilitator will aid police officers to reflect on their own norms and values so that they can be more receptive to the training that they will be receiving.</p> <p>The role of the GBV trainers/facilitators will therefore involve:</p> <ol style="list-style-type: none"> 1. Coordinating with the training team to secure agreements on the topics within the training programme that he/she will be presenting on, how he/she will conduct his/her presentations and what materials he/she will need for the presentation; <p>Conducting the delivery of the training programme for the police officers, in a manner that ensures that the police officers have a thorough understanding of GBV and how to respond to instances of GBV. This involves constructing an appropriate methodology for delivering the training and the relevant content. Content, approved by</p>

UNFPA, should include topics such as: What Is Gender Based Violence, Categories of GBV, Violence against women throughout their life cycle, most common manifestations of GBV in our communities, Types of GBV, myths and stereotypes about domestic violence and sexual assault, Human Rights and GBV, Overview of Domestic Violence, Causes and Consequences of Domestic Violence, The Cycle of Domestic Violence, Characteristics of Batterers/Offenders, What are Rape Kits, HIV PEP for survivors of sexual assault, Understanding Sexual Assault, Victim Blame, the Domestic Violence Act, Guiding Principles for Handling Cases Of GBV, Interviewing cass of GBV, Risk Assessments and Safety Planning, Determining The Predominant Aggressor of Domestic Violence, Giving Options to Survivors Of GBV, Mandatory Reporting, PSEA, etc. A dedicated session on PSEA will be one of the sessions to be prioritized, given the responsibilities of members of the Guyana Police Force.

Conducting the training sessions with the Police Officers in a manner that ensures that all materials are delivered in a clear manner, that ensures that the delivery of the training content is done in a participatory manner, that ensures that the delivery of the training content allows for the police officers to play an active role in the training and to demonstrate how they will put into practice all they have learnt, and that ensures that all questions raised by participants are answered and all issues clarified;

2. Evaluating the training sessions to assess what was learnt by the police officers during the training, what impacted the police officers the most during the training sessions, what police officers still need more information on, what police officers believe could be improved, and what police officers identify as the next steps going forward;

Constructing a report on the training for each batch of police officers trained, clearly outlining achievements, gaps identified and other noteworthy observations from the training conducted.

Ensuring that mechanisms for sustained delivery of training within the Guyana Police Force are in place before the completion of the required training and clearly documenting the mechanisms that have been put in place to guarantee such.

3. Critically assessing the course to construct a report of the course, after the training of each batch of police officers. This report will analyse the training's limitations, suggestions for improvement, recommendations for next steps, and determine the workshops overall success in meeting the original objectives.

	<p>Submitting a final report to UNFPA and the Ministry of Human Services and Social Security upon the completion of all required trainings. By this time, all limitations, suggestions for improvement, recommendations for next steps, should have been addressed with the support of the Ministry of Human Services and Social Security, the Guyana Police Force, and UNFPA.</p> <p>As part of the roll out of GBV training to Police Officers, the Consultants engaged as trainers/facilitators will be tasked with supporting the integration of the training course into the curriculum of the Police Training Colleagues across Guyana, to guarantee the sustainability of the training efforts.</p>												
<p>Duration and working schedule:</p>	<p>The Contract for the selected Consultants will be for the period November 29 to December 17, 2021, in the first instance [Phase 1], with the possibility of continuing with the required training in 2022 from January 10 to June 24, 2022 [Phase 2].</p> <p>The Training Schedule for Phase 1 [November 29 to December 17, 2021] is as follows:</p> <table border="1" data-bbox="500 947 1419 1014"> <thead> <tr> <th colspan="4">Schedule, GBV Training by Consultant + trainers for COPSQUAD2000 (2021)</th> </tr> <tr> <th>Date</th> <th>Location</th> <th>Duration</th> <th># of Participants</th> </tr> </thead> <tbody> <tr> <td>Nov. 29-Dec. 17</td> <td>Consultants</td> <td>15 days</td> <td>540</td> </tr> </tbody> </table> <p>The Training Schedule for Phase 2 [January 10 to June 24, 2022] is as follows:</p>	Schedule, GBV Training by Consultant + trainers for COPSQUAD2000 (2021)				Date	Location	Duration	# of Participants	Nov. 29-Dec. 17	Consultants	15 days	540
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Schedule, GBV Training by Consultant + trainers for COPSQUAD2000 (2022)

Date	Location	Duration	# of Participants
Jan. 10-14	Consultants	6 days	180
Jan. 17-21	Consultants	6 days	180
Jan. 24-28	Consultants	6 days	180
Jan. 31-Feb. 4	Consultants	6 days	180
Feb. 7-11	Consultants	6 days	180
Feb. 14-18	Consultants	6 days	180
Feb. 21-25	Consultants	6 days	180
Feb. 28-Mar. 4	Consultants	6 days	180
Mar. 7-11	Consultants	6 days	180
Mar. 14-18	Consultants	6 days	180
Mar. 21-25	Consultants	6 days	180
Mar. 28-Apr. 1	Consultants	6 days	180
Apr. 4-8	Consultants	6 days	180
Apr. 11-15	Consultants	6 days	180
Apr. 18-22	Consultants	6 days	180
Apr. 25-29	Consultants	6 days	180
May 2-6	Consultants	6 days	180
May 9-13	Consultants	6 days	180
May 16-20	Consultants	6 days	180
May 23-27	Consultants	6 days	180
May 30-Jun.3	Consultants	6 days	180
Jun.6-10	Consultants	6 days	180
Jun.13-17	Consultants	6 days	180
Jun.20-24	Consultants	6 days	180
Total		159 days	4860
[Three Consultants to be engaged to support parallel training sessions each week]			
Training sessions to be done Mon. to Wed. & Thurs. to Sat. each week			
These face to face sessions will follow participants' completion of the UNFPA online GBViE course			

The following deliverables are expected of this consultancy during **Phase 1** **[November 29 to December 17, 2021]:**

	Activity	# Of Working Days
1	Coordinating with the training team to secure agreements on the topics within the training programme that he/she will be presenting on, how he/she will conduct his/her presentations and what materials he/she will need for the presentation [based on UNFPA approved content]. This is important recognizing that a total of five persons from within the Ministry of Human Services and Social Security as well as a total of four Officers from within the Guyana Police Force were identified as trainers and are available to support the recruited Consultant.	Total of 15 days [Phase 1] for Consultancy

Conducting the delivery of the training programme for the police officers, in a manner that ensures that the police officers have a thorough understanding of GBV and how to respond to instances of GBV. This involves constructing an appropriate methodology for delivering the training and the relevant content. Content, approved by UNFPA, should include topics such as: What Is Gender Based Violence, Categories of GBV, Violence against women throughout their life cycle, most common manifestations of GBV in our communities, Types of GBV, myths and stereotypes about domestic violence and sexual assault, Human Rights and GBV, Overview of Domestic Violence, Causes and Consequences of Domestic Violence, The Cycle of Domestic Violence, Characteristics of Batterers/Offenders, What are Rape Kits, HIV PEP for survivors of sexual assault, Understanding Sexual Assault, Victim Blame, the Domestic Violence Act, Guiding Principles for Handling Cases Of GBV, Interviewing cases of GBV, Risk Assessments and Safety Planning, Determining The Predominant Aggressor of Domestic Violence, Giving Options to Survivors Of GBV, Mandatory Reporting, PSEA, etc. A dedicated session on PSEA will be one of the sessions to be prioritized, given the responsibilities of members of the Guyana Police Force.

Be thoroughly familiar with the training content to be approved by UNFPA so as to understand the contents that need to be delivered as well as the methodology for delivery.

Conducting the training sessions with the Police Officers in a manner that ensures that all materials are delivered in a clear manner, that ensures that the delivery of the training content is done in a participatory manner, that ensures that the delivery of the training content allows for the police officers to play an active role in the training and to demonstrate how they will put into practice all they have learnt, and that ensures

	<p>that all questions raised by participants are answered and all issues clarified.</p> <p>Creating an atmosphere that is conducive to participation, the sharing of ideas and opinions, cooperation, and mutual respect.</p> <p>Ensuring throughout the duration of the training workshops that participants are made to reflect on their own attitudes towards Gender-Based Violence.</p>	
	<p>2 Evaluating the training sessions to assess what was learnt by the police officers during the training, what impacted the police officers the most during the training sessions, what police officers still need more information on, what police officers believe could be improved, and what police officers identify as the next steps going forward;</p> <p>Constructing a report on the training for each batch of police officers trained, clearly outlining achievements, gaps identified and other noteworthy observations from the training conducted. The intent is to have this sustained through the five persons from within the Ministry of Human Services and Social Security as well as the four Officers from within the Guyana Police Force who were identified as trainers and who serve as liaison officers under this training initiative.</p> <p>Ensuring that mechanisms for sustained delivery as well as monitoring of training within the Guyana Police Force are in place before the completion of the required training and clearly documenting the mechanisms that have been put in place to guarantee such.</p>	
	<p>3 Critically assess the course to construct a report of the course, after the training of each batch of police officers. This report will analyse the training's limitations, suggestions for</p>	

improvement, recommendations for next steps, and determine the workshops overall success in meeting the original objectives.

Submit a final report to UNFPA and the Ministry of Human Services and Social Security upon the completion of all required trainings.

The following deliverables are expected during **Phase 2 [January 10 to June 24, 2022] of this consultancy:**

	Activity	# Of Working Days
1	<p>Coordinating with the training team to secure agreements on the topics within the training programme that he/she will be presenting on, how he/she will conduct his/her presentations and what materials he/she will need for the presentation [based on UNFPA approved content]. This is important recognizing that a total of five persons from within the Ministry of Human Services and Social Security as well as a total of four Officers from within the Guyana Police Force were identified as trainers and are available to support the recruited Consultant.</p> <p>Conducting the delivery of the training programme for the police officers, in a manner that ensures that the police officers have a thorough understanding of GBV and how to respond to instances of GBV. This involves constructing an appropriate methodology for delivering the training and the relevant content. Content, approved by UNFPA, should include topics such as: What Is Gender Based Violence, Categories of GBV, Violence against women throughout their life cycle, most common manifestations of GBV in our communities, Types of GBV, myths and stereotypes about domestic</p>	Total of 144 days [Phase 2] for Consultancy

violence and sexual assault, Human Rights and GBV, Overview of Domestic Violence, Causes and Consequences of Domestic Violence, The Cycle of Domestic Violence, Characteristics of Batterers/Offenders, What are Rape Kits, HIV PEP for survivors of sexual assault, Understanding Sexual Assault, Victim Blame, the Domestic Violence Act, Guiding Principles for Handling Cases Of GBV, Interviewing cases of GBV, Risk Assessments and Safety Planning, Determining The Predominant Aggressor of Domestic Violence, Giving Options to Survivors Of GBV, Mandatory Reporting, PSEA, etc. A dedicated session on PSEA will be one of the sessions to be prioritized, given the responsibilities of members of the Guyana Police Force.

Be thoroughly familiar with the training content to be approved by UNFPA so as to understand the contents that need to be delivered as well as the methodology for delivery.

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Creating an atmosphere that is conducive to participation, the sharing of ideas and opinions, cooperation, and mutual respect.

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	<p>2 Evaluating the training sessions to assess what was learnt by the police officers during the training, what impacted the police officers the most during the training sessions, what police officers still need more information on, what police officers believe could be improved, and what police officers identify as the next steps going forward;</p> <p>Constructing a report on the training for each batch of police officers trained, clearly outlining achievements, gaps identified and other noteworthy observations from the training conducted. The intent is to have this sustained through the five persons from within the Ministry of Human Services and Social Security as well as the four Officers from within the Guyana Police Force who were identified as trainers and who serve as liaison officers under this training initiative.</p> <p>Ensuring that mechanisms for sustained delivery as well as monitoring of training within the Guyana Police Force are in place before the completion of the required training and clearly documenting the mechanisms that have been put in place to guarantee such.</p>	
	<p>3 Critically assess the course to construct a report of the course, after the training of each batch of police officers . This report should analyse the training’s limitations, suggestions for improvement, recommendations for next steps, and determine the workshops overall success in meeting the original objectives.</p> <p>Submit a final report to UNFPA and the Ministry of Human Services and Social Security upon the completion of all required trainings. By this time, all limitations, suggestions for improvement, recommendations for next steps, should have been addressed with the support of the Ministry of Human Services and Social Security, the Guyana Police Force, and UNFPA.</p>	

<p>Place where services are to be delivered:</p>	<p>The consultants will be expected to deliver the training as well as provide oversight and monitoring and evaluation of training provided by trainers at the Police Training College in Region 4 Georgetown as well as in Essequibo and Berbice.</p> <p>UNFPA, the Ministry of Human Services and Social Security, and the Guyana Police Force, will facilitate the work of the trainers/facilitators.</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>The Consultants will be expected to conduct the required training sessions as per the training schedule agreed to between UNFPA, the Ministry of Human Services and Social Security, and the Guyana Police Force.</p> <p>The Consultants will be expected to deliver a report following the conduct of training of each batch of police officers.</p> <p>The reports completed for each batch of training as well as the final report are expected to be delivered electronically and should be properly formatted and referenced</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>At the start of the consultancy, a work plan will be agreed on with defined deliverables and delivery dates, in keeping with the training schedule provided by the Ministry of Human Services and Social Security and the Guyana Police Force. The consultants will be required to complete all tasks in a structured manner and in accordance with the timeline specified in the Work Plan.</p>
<p>Supervisory arrangements:</p>	<p>The consultants will be supervised by the UNFPA Guyana Liaison Officer. The consultants will have periodic meetings with the supervisor to ensure progress is being made and targets are being met as well as that clarity is given on any issues the consultants may have.</p>
<p>Expected travel:</p>	<p>There will be travel for this consultancy to the Police Training Colleges in Georgetown, Essequibo and Berbice for which travel and DSA costs will be covered by UNFPA</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Education:</p> <ul style="list-style-type: none"> ● Bachelor’s degree with specialization in areas such as social work, public health, psychology, gender, law/human rights and/or other related social science disciplines <p>Experience, Skills and Competencies:</p> <ul style="list-style-type: none"> ● At least three years of professional experience in working in GBV.

	<ul style="list-style-type: none"> ● Relevant experience in developing training curriculum, modules, and materials on GBV. ● Previous experience working with survivors of GBV. ● Good understanding of the issues of GBV in Guyana and the systems in place for preventing and responding to GBV in Guyana. ● Excellent oral and written skills; excellent drafting, formulation, reporting skills. ● Accuracy and professionalism in document production and editing. ● Strong planning and organizational skills. ● Excellent communication skills including interpersonal skills, spoken and written communication skills, ability to conduct presentations, articulate ideas, ability to explain complex ideas to persons from diverse backgrounds.
<p>Inputs/ services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>The consultant will be expected to have a laptop and phone. She/He will be provided with other necessary equipment to conduct tasks such as the UNFPA Police Trainer’s Manual that can be used to guide the training.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>The Consultants will be expected to strongly support the development and implementation of robust accountability mechanisms to support trainings.</p>

Names and signatures of Requesting Officers in Hiring Office:

Prepared By: Adler Bynoe, UNFPA Liaison Officer for Guyana

Date:

Endorsed by: Seth Broekman, UNFPA SROC Deputy Director

Date:

Approved By: Alison Drayton, UNFPA Director

Date: