



TERMS OF REFERENCE	
Title:	Consultancy to Support the Ministry of Justice in the development of Protocol for Parish Justice Centres (PJs) on How to Provide Quality Legal Services to Survivors of violence against women and girls (VAWG) and Delivery of a Training of Trainers
Hiring office:	UNFPA Sub-regional Office for the Caribbean (SROC), Jamaica
Background:	<p><i>Introduction - Spotlight Initiative</i></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 to mobilize commitment of political leaders and contribute 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>Spotlight Jamaica</p> <p>The Spotlight Initiative Jamaica Country Program is based on the socio-ecological model for addressing SGBV and uses a multi-sectoral, multi-layered, interlinked community-centred approach to the implementation of the interventions on the following six Outcome areas:</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 Civil Society Organizations (CSO). <p>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)</p>



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.”*

About Parish Justice Centres

In December 2020, the 19-year Citizen Security and Justice Programme (CSJP) formally ended. This multifaceted programme funded by the Government of Jamaica, the Inter-American Development Bank (IDB), Global Affairs Canada, and the Department for International Development of the United Kingdom of Great Britain and Northern Ireland (DFID)¹, facilitated targeted crime intervention and prevention strategies in local communities and led to the strengthening of Restorative Justice Centres (RJC) operations across the island.

Recognizing the need to offer alternative justice services to reduce case backlogs within the court system at the parish level, the MOJ has strategically led the establishment of Parish Justice Centres (PJs) as a ‘one stop shop’ that incorporates the work of Restorative Justice (RJ) and Child Diversion (CD) services and integrates other aspects of Alternative Dispute Resolution while expanding access to justice services with the inclusion of²:

- i. Legal Aid services.
- ii. Justice of Peace (JP) Services (*via* Office of the Custos).
- iii. Applications for Minister’s Marriage Licences (pick-up and drop-off).
- iv. Applications for Expungement of Criminal Records.
- v. General information on justice and accessing justice services.

Keeping the above stated in mind and in line with **Pillar Four of the Spotlight Initiative: Delivery of Quality, Essential Services**, and specifically with the activity 4.1.14 *intended to Support relevant local government department(s) to strengthen legal support services to survivors of violence*, the MOJ is partnering with the SI to strengthen the capacities of the staff and

¹ <https://jis.gov.jm/csjp-to-benefit-from-964-million-in-funding-over-three-years/> - 2011

² Services listed at i and ii are currently in development and not yet operationalized within the PJs.



	<p>administrators of the PJs to interact with and address the needs of survivors of VAWG who will access justice services available at the PJs.</p> <p>Survivors of VAWG need professional support to effectively respond to their cases in a sensitive and dignified manner, including when they access legal support and law enforcement. Often, the system leaves them feeling unprotected, frustrated, and re-traumatized.</p> <p>The partnership aims to strengthen the capacity of the PJ staff on how best to provide legal advice and information to survivors of VAWG accessing justice services in a safe and enabling space, in accordance with the survivor centred approach.</p>
Purpose of the consultancy	<p>With the foregoing considered, UNFPA is seeking for a consultant to prepare materials and provide training to PJ staff in order to contribute to improving their capacities to better provide justice services to survivors of VAWG; and ultimately, ensuring that survivors of VAWG have access to available, readily accessible, and quality essential and survivor-centred justice services.</p>
Scope of work:	<p>Under the supervision of the Ministry of Justice and Spotlight response team and the technical support from UNFPA, the consultant will:</p> <p>Phase 1: Prepare a Protocol for the staff of the PJs to follow when offering services to address the needs of survivors of VAWG accessing the PJs, in line with the survivor centred approach and international standards and good practices.</p> <p>The Protocol will include an analysis of the relevant Jamaican legal and policy framework and international standards and best practices in the provision of legal and justice services to survivors of VAWG, including the Essential Services Package for women and girls subject to violence (especially Module 3: Justice and Policing³) and “Working with the Justice Sector to End Violence against Women and Girls” developed by UN Women and The Advocates for Human Rights⁴. The development of the protocol will also consider consultations with different stakeholders (staff, administrators of the PJs, key informants of the Ministry of Justice, women and girls accessing the PJs, among others) and with the team of Jamaicans for Justice (JFJ) an NGO that is also supporting increased access to legal services for survivors of GBV in the framework of the Spotlight Initiative. The final Protocol is expected to be a coherent, short, clear, and comprehensive document adapted to the use of the Jamaican PJs; to this purpose the training will be important to collect feedback from trainees that will permit to improve the initial draft to have a revised version as part of the final deliverable of the consultancy.</p> <p>Phase 2: Informed by the Protocol drafted during Phase 1, prepare a training package to train the staff of the PJs, Justice Training Institute (JTI), and Legal Aid Council (LAC) on VAWG and best practices and protocols to follow when offering services to address the needs of survivors of VAWG accessing justice services available at the PJs, in line with the survivor centred approach and international standards.</p>

³ https://www.unfpa.org/sites/default/files/resource-pdf/Essential-Services-Package-Module-3-en_1.pdf

⁴ https://www.ohchr.org/Documents/Issues/Women/SR/Shelters/UN%20Women%20by%20Cheryl%20_%20Team_working%20with%20justice%20sector.pdf



The training will start from the basic concepts related to GBV, the survivor centred approach and the GBV guiding principles (safety, non-discrimination, confidentiality, respect); it will present the international and national legal framework related to GBV in Jamaica; it will address different legal pathways for survivors of GBV (criminal procedures, civil litigations, protective measures, among others), presenting different scenarios through the aid of role play and participatory activities; and it will include a specific session on the risks posed to survivors of GBV by alternative justice mechanisms (restorative justice, mediation, among others) to highlight the importance to reduce the possible exposure of survivors to further risks.

The training package will be composed by:

- A schedule for the whole training with a proposal of dates/hours, and venue (with specified virtual and face to face sessions) an agenda with clear information on the objectives of each session.
- PowerPoint presentations.
- Pre- and post- tests to assess the knowledge change of the trainees.
- Assessments tools that will permit to further improve the quality of the training.
- Handouts (including the draft protocol that will be analysed and revised in a participatory way during the trainings, scenarios, role plays and a referral pathway - based on the one already developed by the Spotlight Initiative - properly adapted to the justice sector with a selection of actors with whom warm referrals are guaranteed, including other key justice stakeholders and actors of the other sectors).
- List of persons that will be invited to participate.
- Attendance list to be completed with proper disaggregation (sex, sector, parish, among others).
- The profile of complementary facilitator/s if needed.
- Media release and consent forms.

Phase 3: Deliver a train of trainers (TOT) to approximately twenty (20) trainers representatives of the following institutions: the PJs of the Spotlight Initiative parishes, JTI, and LAC, thus creating capacities to replicate the training, and validating the training package.

The training of trainers will be delivered in a blended modality (virtual and face-to face when possible and applying all COVID-19 preventive measures). The TOT will address the different contents as per the package described above, and it will also include coaching sessions in which the trainees will deliver an introductory session and plan in a participatory way the scaling up phase with the PJs, Child Diversion Centres and Restorative Justice Centres they are assigned to reach during the first quarter of 2022.

Phase 4: Reporting

After the finalization of all training sessions, the consultant will draft a report. The report will include:

- A training report, with pictures of the activities, the results of the pre and post tests and general evaluation of the trainings delivered that will be developed in a format facilitated by the Spotlight Initiative team.
- recommendations for sustainability and scale up
- The final version of Protocol considering the feedback collected during the training and



	received by MoJ and UNFPA.			
Duration	The consultancy is expected to commence on the Tuesday, 27th of September 2021 and is scheduled to end on Sunday, December 12 th , 2021.			
Deliverables and dates	This is a deliverable based consultancy and payments will be as follows:			
	Deliverables	Description	Timeline	Payment on product basis %
	1	Work Plan of the consultancy with timeline and outline of the protocol. First draft of the protocol to address cases of VAWG for the PJs to be validated during the training. In total 3 deliverables. To the satisfaction of the MoJ and UNFPA.	21st October	30%
	2	Training package, and the protocol with integrated feedback received by MoJ and UNFPA. To the satisfaction of the MoJ and UNFPA.	5th November	30%
3	Final report inclusive of report of the trainings and recommendations for sustainability and scale up and the final version of the protocol considering the feedback collected during the training and received by MoJ and UNFPA. To the satisfaction of the MoJ and UNFPA.	12th December	40%	
Location of activities and expected travels:	<p>The individual consultant will work independently, with visits to the office of the MoJ, PJs, JTI and LAC as needed for consultation and training. The consultant will also be in regular contact with the Spotlight response team and UNFPA technical support team throughout consultation.</p> <p>Considering the COVID-19 context and the prevention measures (curfew, social distancing), the consultant will carry out most of Phases 1 and 2 (development of the Protocol and training materials) using virtual methodologies.</p> <p>Some of the training sessions, including Training of Trainers, will take place in person to the extent is possible/allowed. 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 take place only with previous agreement with key stakeholder and assessment of the situation to ensure the “do no harm” principle.</p>			
Required expertise, qualifications, and competencies:	<p>This consultancy requires an individual 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"> - Minimum of a Bachelor’s Degree in an area relevant, but not limited to, Gender Based Violence, Gender Studies, Social Science, Human Rights, Public Health, International Development, Law. Advanced degree is highly desirable. - Minimum of 5 years’ experience in GBV and human rights. - Proven experience in training, capacity building, and monitoring and evaluation. - Proven record in the development of guidelines and protocols. - Excellent track record of achievement with assignments of similar scope. - Good understanding of Jamaica’s human rights framework and situation related to GBV, including among marginal populations. - 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. - Excellent interpersonal skills; culturally and socially sensitive. - 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. - Excellent oral and written command of English and excellent drafting skills and accuracy and professionalism in document production and editing. - Ability to communicate in Jamaican creole is an asset. - 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 platform that will be used for the assessment. - Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.
<p>Coordination & reporting mechanism:</p>	<p>The individual consultant will report to MoJ’s designated technical focal point for the Spotlight Country Programme in Jamaica who will be constantly coordinating with UNFPA and relevant NGOs. The UNFPA GBV focal point will provide technical guidance and oversight.</p>
<p>Inputs/services to be provided by IP and UN agency:</p>	<p>The individual consultant will not be provided with a workstation or equipment. UNFPA, the MoJ and other relevant actors, will provide documentation and overall guidance that will be useful for the task. The MoJ, with the collaboration of the Spotlight team, will also map the relevant partners and facilitate the interaction between them and the consultant.</p> <p>UNFPA will facilitate engagement with other UNFPA offices and UN partners, if required. UNFPA and the MOJ will collaborate and support the consultant in the organization of virtual meetings, as well as for the consultation and validation processes. In cases of travels, allowances will be considered.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>The interested candidates should present a letter of interest of their motivation accompanied by a CV proving experience and background in the required fields. It is recommended to also submit proof of similar assignments.</p>