



**Spotlight Initiative**  
To eliminate violence against women and girls

Initiated by the European Union and the United Nations:



## Terms of Reference

### Lessons learned study on the Essential Services Package implementation across the English and Dutch Speaking Caribbean Region

**Hiring Office:**

United Nations Population Fund (UNFPA), Sub Regional Office for the Caribbean (SROC)

**Background:**

Gender based violence (GBV), in particular VAWG, is one of the most widespread, persistent and devastating human rights violations. It is estimated that globally, one in three women and girls will experience some form of GBV in their lives. GBV is a public health issue that has taken pandemic proportions, and it tends to dramatically increase during periods of instability as well as humanitarian emergencies.

In the Caribbean, particularly, “domestic and family violence is a complex concept as violence might take place in formal and informal settings, as well as intimate relationships within different households. Family relationships may involve previous and current partners or siblings and half-siblings who do not live in the same household”<sup>1</sup>. Women and girls living with disabilities, sex workers, migrants/refugees, indigenous communities and individuals identifying as LGBTQI, are increasingly at risk of experiencing GBV, and are often indirectly excluded from lifesaving service provision, leaving them even more vulnerable and unprotected. It is not possible to calculate or estimate the prevalence or incidence rates of GBV, because there are extreme levels of under-reporting, and reporting systems tend to focus only on verified incidents of sexual violence mainly, which would be an under-representation of the variety of forms in which survivors experience violence.

The United Nations Joint Global Programme on Essential Services (ESP) for Women and Girls Subject to Violence, exists to support the provision of and greater access to a coordinated set of essential and quality multi-sectoral services for all women and girls who have experienced GBV. The ESP programme is the result of a general consensus on essential services for women and girls who have experienced GBV, and the core elements of response to be provided through the health, social services, police and justice sectors, forming a multisectoral coordinated response to GBV. The

<sup>1</sup> Spotlight Initiative, Terms of Reference, 2017



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	<p>programme also includes guidance for the coordination and implementation of the ESP.</p> <p>The ESP is currently being implemented in six countries in the Caribbean. Currently, Belize, Grenada, Guyana, St. Lucia, Trinidad &amp; Tobago and Jamaica are in the process of implementing the ESP or setting the institutional basis for its implementation. The ESP is being implemented under the framework of the spotlight initiative programmes (with the exception of St. Lucia, who is a self-starter country).</p> <p>Under the scope of work of the regional spotlight initiative programme, the United Nations Population Fund (UNFPA) is in the process of launching an ESP Community of Practice, to be co-chaired between UNFPA and CARICOM. The intent of this project is to give space to a regional coordination mechanism that promotes greater cooperation and coordination across key regional institutions representing the four pillars of the ESP, national gender machineries and fund-recipient Agencies of the United Nations.</p>
<b>Purpose of the consultancy:</b>	<p>Under the overall supervision of UNFPA's Deputy Director and in close working relationship and technical direction from the Regional GBV Specialist, the incumbent will conduct a lessons learned study, identifying the key lessons learned in the implementation of the ESP at national levels across the region. The study is intended to be a key document in the development of the ESP CoP Standard Operating Procedures (SOP) and the general work plan, including sustainability plan.</p> <p>A key component of the study will incorporate a humanitarian-development nexus approach, where a full section of the study will be dedicated to understanding gaps, capacities and opportunities for a common approach and enhanced coordination among development and humanitarian interventions.</p> <p>As such, the study will have two main technical documents (the ESP Programme<sup>2</sup> and the Minimum Standards for GBV in Emergencies Programming<sup>3</sup>) as a backbone for its development and analysis, where key recommendations will be put forward for the ESP CoP, including key regional institutions, NGM and RUNOs, to adapt moving forward.</p>
<b>Scope of work:</b>  (Description of services, activities,	<p>The consultant will perform the following activities as part of this consultancy:</p> <ul style="list-style-type: none"><li>- Undertake a desk review of all documents related to the ESP implementation in implementing countries and those planning to</li></ul>

<sup>2</sup> <https://www.unfpa.org/essential-services-package-women-and-girls-subject-violence>

<sup>3</sup> <https://www.unfpa.org/minimum-standards>



outputs)

- implement, annual programme progress reports, country assessments, and any other relevant documents (including emergency preparedness and response plans) to have a clear understanding of the state of implementation across the region.
- Conduct a set of consultations with key stakeholders able to inform the development of this study, including but not limited to representatives from CARICOM, NGM, RUNOS, Civil Society Organizations (CSOs), and representatives of the different sectors of work related to the ESP implementation and those responsible to respond to emergencies, identifying synergies and bottlenecks.
    - These consultations must generate information at various levels, such as institutional, regional/national, capacity building/gaps, awareness levels, in an effort to identify good practices and lessons learned.
  - Based on the review and analysis, prepare an inception report, including a clear methodology, timeframe and steps needed to finalize the study.
  - Work closely with the ESP CoP Coordinator and CARICOM, as well as stakeholders with responsibility to respond to emergencies, in order to include their perspectives and ensure buy-in from key actors and coordination mechanisms.
  - Present a draft document for the review of the technical team and consequent inputs and feedback from incumbent institutions.

The study should focus on addressing the following topics as a minimum:

1. Experiences conducting readiness assessments prior to implementation, including experiences in negotiating the implementation
2. Constraining and facilitating factors in the planning of and implementation of the ESP
3. Use and adaptation of the costing tool
4. Technical references, guidelines and standards used in the planning and implementation of the ESP
5. Types of partners involved in the planning of and implementation of the ESP.
6. Revision of developed and used Standard Operating Procedures and protocols adopted in the process
7. Impacts of COVID-19 in the planning of and implementation phases
8. Scope of the ESP specific to each context (i.e. emergency shelters, shelters for survivors of GBV, mobile units, static units, multisectoral response, etc)
9. References to global lessons learned in collaboration with global team conducting consultations/lessons learned



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<b>Duration and working schedule:</b>	The duration of this consultancy is for 50 working days, on a full-time schedule.
<b>Location and expected travel:</b>	Home based, adhering to Kingston, Jamaica's time zone for meetings and consultations.
<b>Delivery dates and modality:</b>	<p>Specific deliverables and detailed delivery dates will be defined and monitored in consultation with the supervisor.</p> <p><i>Delivery 1:</i> Submit a copy of the inception report with a clear description of the proposed methodology and timeframe of completion, within fifteen days after signing the contract.</p> <p><i>Delivery 2:</i> Presentation of preliminary findings and submission of the draft report, within 25 days of submitting delivery 1.</p> <p><i>Delivery 3:</i> Submission of final study, within 10 days after receiving the final feedback from delivery 2.</p>
<b>Supervisory arrangements:</b>	The consultant will work under the supervision of the Deputy Director.
<b>Required expertise, qualifications and competencies:</b>	<ul style="list-style-type: none"><li>• Advanced degree in social work or other social sciences, public health, community health, international relations, international law, human rights or related field.</li><li>• 7-10 years of experience working on gender-based violence, of which 4 are at the international or regional level, in both development and humanitarian contexts.</li><li>• Experience leading inter-agency coordination mechanisms with a wide range of stakeholders. Demonstrable knowledge of the critical components to facilitate effective inter-agency and institutional coordination, preferably in the Caribbean region.</li><li>• Demonstrable knowledge of the ESP and GBViE Minimum Standards.</li><li>• Experience designing and managing GBV programmes and coordination efforts.</li><li>• Proficiency in English and in other official languages or the UN required/desirable.</li></ul>
<b>Other relevant information or special conditions, if any:</b>	NA