



**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

<b>Consultant to Serve as a Programme Officer for the Implementation of the <i>Spotlight Initiative for ending Violence Against Women &amp; Girls</i></b>	
<b>Hiring office:</b>	UNFPA Sub-Regional Office for the Caribbean - Belize
<b>Background:</b>	<p>The European Union (EU) and the United Nations (UN) embarked on a global, multi-year initiative focused on eliminating all forms of violence against women and girls (VAWG) - the Spotlight Initiative. The Initiative is deploys targeted, large-scale investments to eliminate all forms of violence against women and girls in Africa, Asia, the Caribbean, Latin America and the Pacific. As such, the Initiative is working with governments and civil society organizations to prevent domestic violence by raising awareness, establishing and implementing laws and policies and improving quality essential services for survivors. In so doing, the Initiative is placing the elimination of all forms of violence against women and girls at the center of efforts to achieve gender equality and women’s empowerment, in line with the 2030 Agenda and the Sustainable Development Goals (SDGs), specifically SDG 5 on Gender Equality.</p> <p>In Belize, the Spotlight Initiative is in its second phase and is contributing to ending family violence by strengthening policy and legislations that will lead to increased protection of women and girls, building capacity of state and non-state actors to respond to family violence, expanding the range of services available and addressing social norms and behaviours that promote violence against women and girls. The Spotlight Initiative is being implemented through three UN agencies (UNDP, UNFPA and UNICEF).</p> <p>In light of the foregoing, UNFPA in Belize requires a Gender Based Violence Consultant to support the implementation of Spotlight and UNFPA programme activities.</p>
<b>Purpose of the consultancy</b>	<p>The Consultant will operate as part of a small multi-disciplinary team, which provides technical, policy and programme support and guidance to government and CSO entities in an integrated and coordinated manner. The Consultant will support the implementation of the Belize Spotlight programme, with particular focus on gender based violence and Violence Against Women &amp; Girls.</p> <p>This includes reviewing programme activities, establishing and implementing mechanisms to systematically assess the achievement of results, conducting field visits, participating in technical and coordination mechanisms, review meetings and,</p>

	<p>monitoring evaluation missions; preparing and contributing to status and progress reports and analysing basic factors affecting the achievement of results, recommending corrective actions and following up on recommendation</p>
<p><b>Scope of work:</b> <i>(Description of activities or outputs)</i></p>	<p>The duties and responsibilities of the Consultant will be as follows:</p> <p>Under the overall guidance of the Director SROC and direct supervision of the Belize Liaison Officer, the Consultant will coordinate the implementation of pillar 3 activities and will provide technical assistance to the implementation of UNFPA activities under pillars 2, 3 and 4.</p> <p>Specifically, the consultant will:</p> <ul style="list-style-type: none"> <li>● Ensure timely and effective implementation of UNFPA-led activities, ensuring linkages between pillar 3 activities (prevention) and other UNFPA activities under pillar 2 (institutional capacity strengthening) and pillar 4 (services), and ensuring alignment across all six (6) pillars</li> <li>● Contribute to the effective implementation of the project activities in line with the approved country programme and budget through continuous monitoring and quality assurance for activities</li> <li>● Participate and contribute in technical and coordination team spaces and support preparation for engagement in other spaces under the governance structure of the Spotlight Initiative, as well as other relevant UN interagency groups.</li> <li>● Provide technical guidance to inform the selection of implementing partners for the Spotlight Initiative and identify capacity building needs of partners and lead the coordination of technical assistance, mentoring, training and capacity development initiatives targeted to partners.</li> <li>● Coordinate and oversee the execution of and provide technical support to activities as the RUNO lead for Spotlight Pillar 3 – prevention and positive social norms change, in collaboration with other UN agencies, including to: <ul style="list-style-type: none"> <li>○ Build the capacity of schools and provide tools to prevent, identify and ensure appropriate responses to ending family violence.</li> <li>○ Support implementation of key actions targeting individuals and communities to promote change in knowledge, attitudes, norms and practices to bring an end to family violence</li> <li>○ Create opportunities through innovative online and mobile applications and other platforms for young people to connect with each other and have direct access to information on human rights, women’s empowerment, Sexual and Reproductive Health and Rights and messages on family violence</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Work with men and boys in formal and informal settings to engage men and boys in critical reflection on rigid gender norms and support the modelling of positive behaviours and masculinity.</li> <li>○ Implementation of the Gender Equality and Diversity Seal in public and private sector workplaces</li> <li>○ Support faith-based, civil society, and community leaders to work with families to address root causes of family violence such as around corporal punishment and the prohibition of corporal punishment in the homes, adverse childhood experiences, child marriage and early unions, alcohol and drug use, sexual abuse, gender and social norms embedded in gender equality.</li> <li>● Provide support to strengthen multi-sectoral partnerships including with government agencies, civil society, UN Agencies and development partners for more effective and coordinated programme development and implementation as appropriate</li> <li>● Support EU relations and EU reporting requirements, and produce/contribute to periodic updates and briefs on the country situation to be used by the Resident Coordinator, UNFPA and other stakeholders</li> <li>● Identify promising practices, technical expertise and strategic opportunities relating to Family violence in Belize and identify, develop and disseminate knowledge products, lessons learned and good practices. Assist in the development editing and finalization of articles, press releases, human interest stories, speeches and other advocacy/information materials for both web-based and traditional media as appropriate</li> <li>● Contribute to the overall implementation of the Spotlight Initiative and UNFPA programme including monitoring and evaluation, communications &amp; visibility, advocacy, and technical support to implementing partners and other and other stakeholders to drive the achievement of the national GBV prevention and response agenda, promoting zero tolerance for GBV and VAWG.</li> </ul>
<p><b>Duration</b></p>	<p>The contract of this consultancy will be a for an initial period of 3 months, from 1 October 2022 to 31 Dec 2022. The GBV Programme Consultant will be based five (5) days per week at the UNFPA Belize Office in Belize City and one (1) day per week at the Ministry of Human Development’s Offices in Belize City or Belmopan City. However this is subject to change based if project needs require.</p>

<p><b>Delivery dates</b></p>	<p>Reports and other deliverables will be submitted in English in electronic and editable formats for vetting. All documents produced as a result of this consultancy will be the property of UNFPA.</p> <p>The following deliverables are expected of this consultancy.</p> <table border="1" data-bbox="435 510 1453 958"> <thead> <tr> <th data-bbox="435 510 1145 611">Deliverables</th> <th data-bbox="1145 510 1453 611">Timeline</th> </tr> </thead> <tbody> <tr> <td data-bbox="435 611 1145 786">Progress reports with updates on agreed work plan in line with objectives of the Spotlight Initiative and UNFPA Programmes</td> <td data-bbox="1145 611 1453 786">Monthly (Last day of the month)</td> </tr> <tr> <td data-bbox="435 786 1145 958">2022 Implementation reports as per UNFPA standards and in accordance with the guidelines of the Spotlight Initiative</td> <td data-bbox="1145 786 1453 958">15 December 2022</td> </tr> </tbody> </table>	Deliverables	Timeline	Progress reports with updates on agreed work plan in line with objectives of the Spotlight Initiative and UNFPA Programmes	Monthly (Last day of the month)	2022 Implementation reports as per UNFPA standards and in accordance with the guidelines of the Spotlight Initiative	15 December 2022
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<p><b>Location of activities and expected travels:</b></p>	<p>The Consultant will submit deliverables to UNFPA for review and approval. The Consultant is expected to interact both physically and virtually as needed with key partners and stakeholders, and UNFPA Colleagues in Belize and the Caribbean sub-region, and therefore must have good access to virtual communications services.</p> <p>The Consultant is expected to travel in various Districts in the country to participate in meetings and events or to monitor the implementation of activities.</p> <p>Costs related to the Consultant’s travel in the execution of deliverables will be paid for by the UNFPA Belize Office per the approved budget.</p>						
<p><b>Required expertise, qualifications and competencies:</b></p>	<p>The required expertise of the consultant is as follows:</p> <ul style="list-style-type: none"> <li>● Advanced degree with three (3) years working experience.</li> <li>● A post-graduate degree in Gender based violence, Gender Studies, Public Health, Social Sciences, Human Rights would be an important asset.</li> <li>● Previous professional work experience in family violence, gender-based violence, gender equality or communication for development programmes; experience with the social behaviour strategies is a very strong asset, as is experience in the field of sexual and reproductive health and rights and GBV with an emphasis on adolescents and youth;</li> </ul>						

	<ul style="list-style-type: none"> <li>● Experience in project management and organization of events.</li> <li>● Proficiency in English and ability to communicate effectively, both orally and in writing.</li> <li>● Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners.</li> </ul>
<p><b>Coordination &amp; reporting mechanism:</b></p>	<p>The Consultant will work closely with the UNFPA Liaison Officer and the UNFPA Programme Assistant for Belize, the focal points for key implementing partners, UN agencies, and other stakeholders. These engagements will support the Consultant in monitoring and progress control, including reporting requirements.</p> <p>The Consultant will report to the UNFPA Liaison Officer for Belize, and will be required to complete tasks in a structured manner and according to the timelines specified in the working schedule.</p> <p>The Consultant maintains collaborative relationships with all internal contacts such as the programme/project and operations staff at the Liaison Office as well as the wider Regional Office/ Sub-regional Office functional units. External contacts include other UN agencies in the country, counterparts and partners in Belize and the wider Caribbean including local and international NGOs, Civil Society Organizations and Centre of Excellence experts, etc.</p>
<p><b>Inputs/services to be provided by UN agency:</b></p>	<p>Technical guidance and support will be made available through coordination with the UNFPA Sub-regional Office for the Caribbean.</p> <p>UNFPA will provide a suitable office space for the Consultant and a computer will be provided.</p> <p>UNFPA and implementing partners, will provide relevant information in the implementation of activities and support in the organization of events.</p>
<p><b>Other relevant information or special conditions, if</b></p>	<p>The Consultant will be paid monthly based on the submission of satisfactory monthly reports reflective of the deliverables with inputs from UNFPA.</p> <p>All payments will be in keeping with those reflected in the approved budget.</p>