



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

Initiated by the European Union and the United Nations:



## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>FOR CONSULTANT TO SERVE AS</b>	
<b>Spotlight Programme Officer within the Ministry of Human Services &amp; Social Security</b>	
Hiring Office	UNFPA Sub-regional Office for the Caribbean, Guyana
Purpose of Consultancy:	<p>The European Union and the United Nations have launched the Spotlight Initiative, a multi-year program aimed at addressing all forms of violence against women and girls (VAWG), and harmful practices. It will follow a transformative and evidence-based approach, addressing unequal power relations between men and women and focusing on gender equality and women’s empowerment, as well as ending impunity for VAWG. In line with the principles of the 2030 Agenda for Sustainable Development, the Initiative will follow a human rights-based approach and take into consideration the specific needs of women and girls who experience multiple and intersecting forms of discrimination and uphold the principle of “leaving no one behind.” The Spotlight Initiative aims to support transformative change on the ground to end violence against women and girls, in numerous countries globally, including Guyana. The initiative comes with the highest level of commitment globally and will be governed by the UN Deputy Secretary General and the Vice President of the EU Commission.</p> <p>The Guyana Spotlight programme provides a unique opportunity to address family violence as a major public health and development issue with significant ramifications at the individual, community and national levels. Under the leadership of the Government of Guyana and the UN Resident Coordinator’s office, the United Nations Population Fund (UNFPA), the United Nations Development Programme (UNDP), the United Nations Children’s Fund (UNICEF), the United Nations Entity for Gender Equality and the Empowerment of Women (UNWOMEN), and other UN organizations, will lead efforts to address five key priority areas that target family violence against women and girls in Guyana. These five priority areas of intervention, under the Guyana Spotlight programme are: (i) Sexual and Gender-Based Violence; (ii) School based Gender-Based Violence; (iii) Intimate Partner Violence; (iv) Incest/ early sexual initiation/ teen and pre-teen pregnancies; (iv) forced sex by a family member or relative.</p>



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	<p>Under the Spotlight Initiative, support is being provided to the Ministry through the recruitment of a Consultant to support the implementation of the Guyana Spotlight Initiative activities that relate to the mandate of the Ministry of Human Services and Social Security. This job position will, after the period of this consultancy, be integrated into the Ministry as a civil service position as part of efforts to address the sustainability of the functions of this position beyond the project period of the Spotlight Initiative; ensuring continued technical coherence leadership support to the Ministry with the integration of activities initially conceived under the Spotlight Initiative into the strategic framework of the Ministry.</p>
<p>Scope of Work: <i>(Description of services, activities, or outputs)</i></p>	<p>Under the overall technical guidance of the UNFPA Guyana Liaison Office and the direct supervision of the Ministry of Human Services and Social Security, the Spotlight Programme Officer within the Ministry of Human Services and Social Security will work in coordination with the relevant officers within the Ministry to support the Ministry with the implementation of the Guyana Spotlight Initiative activities that relate to the mandate of the Ministry of Human Services and Social Security; providing the technical coherence leadership to support the Ministry with accelerated implementation of Spotlight activities as well as to support the Ministry with the integration of Spotlight activities into the strategic framework of the Ministry for sustainability purposes.</p> <p>The incumbent will:</p> <ul style="list-style-type: none"><li>• Provide technical, policy and programme support and guidance to the Ministry of Human Services and Social Security to aid the technically sound and technically coherent implementation of Spotlight activities.</li><li>• Provide guidance in response to identified capacity-building needs within the Ministry, with regards to the technically sound and technically coherent implementation of Spotlight activities, as well as lead the provision of technical assistance, mentoring, training and capacity development initiatives to strengthen the internal systems and mechanisms of the Ministry to sustain Spotlight activities implemented.</li></ul>



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The Consultant will perform the following specific tasks in an inclusive and non-discriminatory manner for the benefit of all clients of the Ministry, including members of marginalized populations:

- Provide technical coherence, policy and programme support and guidance to the Ministry of Human Services and Social Security in an integrated and coordinated manner to aid the implementation of the Guyana Spotlight programme as well as the integration of Spotlight activities into the strategic framework of the Ministry.
- Provide guidance in response to identified capacity-building needs within the Ministry, in areas related to the Guyana Spotlight Initiative activities, and lead the coordination of technical assistance, mentoring, training and capacity development initiatives.
- Provide technical and programme support to the Ministry in leading efforts to sustain initiatives of the Guyana Spotlight programme during phase II of the Guyana Spotlight programme as well as after the Guyana Spotlight programme comes to an end.
- Provide coordination support within the Ministry of Human Services and Social Security, liaising with relevant departments within the Ministry, with other relevant Ministries, with relevant civil society organizations, and liaising with UN entities, as well as monitoring the Ministry's implementation plan for activities under the Spotlight Initiative.
- Serve as the Ministry's focal point for all interventions under the Guyana Spotlight Initiative programme.
- Provide technical and quality assurance oversight of the monthly Spotlight implementation reports of the Ministry of Human Services and Social Security

The Consultant will ensure strict adherence to the GBV Guiding Principles, inclusive of the Survivor Centered Approach and the Do No Harm Principle.

The Consultant will utilize the following tools, among others, to support the execution of duties and responsibilities:



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	<ul style="list-style-type: none"> <li>• The seven modules of the Essential Services Package guidelines</li> <li>• Internal standard operating procedures and protocols</li> </ul> <p><b>Sustainability:</b> At the end of this consultancy, on December 31, 2021, the Ministry of Human Services and Social Security will integrate the Programme Officer position into the Ministry.</p>						
Duration and Working Schedule:	The contract of this consultancy will be for a period of nine (9) months; during the period April 1, 2021 to December 31, 2021.						
Place where services are to be delivered:	<p>The Consultant will operate from the Ministry of Human Services and Social Security and will be provided by the Ministry with the proper office space and equipment to support the execution of duties and responsibilities of the position.</p> <p>The Consultant will be expected to interact both virtually and physically (subject to COVID-19 measures) as needed with UNFPA staff, Ministry of Human Services and Social Security staff, along with key stakeholders, and therefore must have good access to virtual communication services.</p>						
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The Consultant will submit all monthly reports electronically and in English to UNFPA and the Ministry of Human Services and Social Security for review and approval. All documents produced as a result of the consultancy will be the property of UNFPA, the Ministry of Human Services &amp; Social Security, and the Spotlight Initiative.</p> <p>The following deliverables are expected of this consultancy:</p> <table border="1" data-bbox="561 1497 1430 1724"> <thead> <tr> <th data-bbox="561 1497 639 1564"></th> <th data-bbox="639 1497 1247 1564">Deliverable</th> <th data-bbox="1247 1497 1430 1564">Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="561 1564 639 1724">1</td> <td data-bbox="639 1564 1247 1724">Progress reports with updates on agreed work plan in line with the outline from UNFPA</td> <td data-bbox="1247 1564 1430 1724">Monthly (last day of the month)</td> </tr> </tbody> </table>		Deliverable	Due Date	1	Progress reports with updates on agreed work plan in line with the outline from UNFPA	Monthly (last day of the month)
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<p>Monitoring and progress control, including reporting requirement, periodicity format and deadline:</p>	<p>The Consultant will work closely with the UNFPA Liaison Officer for Guyana and relevant officers within the Ministry of Human Services and Social Security as well as other key stakeholders. These engagements will support the consultant in addressing monitoring and progress control, including reporting requirements.</p>
<p>Supervisory arrangement:</p>	<p>The Consultant will report to the relevant officer within the Ministry of Human Services and Social Security and will receive technical support and guidance from the UNFPA Liaison Office in Guyana.</p>
<p>Expected travel:</p>	<p>No travel is expected under this consultancy.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>The ideal consultant will possess the following:</p> <p><b>Education:</b></p> <ul style="list-style-type: none"><li>● Master’s degree (or equivalent) in social sciences, sociology, gender studies, sustainable development studies, public health, or related field; or</li><li>● A relevant bachelor’s degree (or equivalent) with two additional years of qualifying experience.</li><li>● Programme and project management degree or certification would be an added advantage.</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>● At least five (5) years of professional work experience in family violence, gender-based violence, gender equality programming, or other relevant programme is required.</li><li>● Prior experience supporting the implementation of the GBV Essential Services Package will be a very strong asset;</li><li>● Technical experience in the elimination of violence against women and girls;</li><li>● Experience coordinating and liaising with government agencies and/or donors is an asset;</li><li>● Experience working with civil society and community-based organizations is an asset;</li><li>● Experience working in the field of knowledge management is an asset.</li></ul> <p><b>Languages:</b></p> <ul style="list-style-type: none"><li>● Fluency in English is required.</li></ul>



### **Behavioural Competencies:**

- Demonstrated awareness and sensitivity regarding gender issues;
- Demonstrates integrity by modeling the UN's values and ethical standards;
- Advocates and promotes the vision, mission, and strategic goals of UN;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Treats all people fairly without favoritism.

### **Functional Competencies:**

- Robust knowledge and expertise of gender issues and human-based approaches, programming and communication;
- Proven skills in the areas of programme and project management, planning, organizing, implementation, and monitoring and evaluation;
- Ability to develop detailed operational plans and budgets and deliver on time and on target, with a careful attention to detail;
- Strong knowledge of Results Based Management;
- Ability to gather, analyze, and synthesize program performance data and produce analytical reports to inform management and strategic decision-making;
- Ability to lead formation of strategies and their implementation;
- Ability to build and sustain effective partnerships with UN organizations and main constituents, coordinate and advocate effectively, communicate sensitively across different constituencies, including Government and CSO stakeholders;
- Ability to link knowledge management to key processes, including programming, results-based management, monitoring, reporting and evaluation;
- Demonstrated excellent written and oral communication and advocacy skills as well as familiarity with tools and approaches of communications for development;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills, with an ability to be culturally and socially sensitive as well as with an ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels;
- Proactive, flexible, resourceful and able to work independently with limited supervision, with demonstrated creative problem solving;
- Consistently approaches work with energy and a positive, constructive attitude;



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	<ul style="list-style-type: none"><li>• Remains calm, in control and good humored even under pressure;</li><li>• Demonstrates openness to change and ability to manage complexities; and</li><li>• Responds positively to critical feedback and differing points of view.</li></ul>
Inputs/services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable	<p>Technical guidance and support will be made available through coordination with the UNFPA Liaison Officer in Guyana. and the UNFPA Sub Regional Office for the Caribbean.</p> <p>The Ministry of Human Services &amp; Social Security will provide access to its networks as well as suitable office space for the Consultant. Proper office space and equipment to support the execution of duties and responsibilities of the position, will be provided by the Ministry.</p>
Other relevant information or special conditions, if any	<p>The Consultant will be paid <b>monthly</b> based on the submission of satisfactory monthly reports reflective of the project deliverables (inclusive of UNFPA inputs). All payments will be in keeping with those reflected in the signed contract.</p>