



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

*Initiated by the European Union and the United Nations:*



<b>TERMS OF REFERENCE</b>	
<b>Title: Consultancy to develop and pilot an online self-paced course to strengthen the regional institutional health sector capacity to respond to family violence in the Caribbean</b>	
<b>Hiring Office:</b>	<b>Sub-regional Office for the Caribbean (SROC)</b>
<b>Purpose of consultancy:</b>	To develop and pilot an online self-paced course to strengthen the regional institutional health sector capacity to respond to family violence in the Caribbean
<b>Scope of work:</b>  <i>(Description of services, activities, or outputs)</i>	<p><b>Context</b></p> <p>Every CARICOM country has dedicated domestic violence legislation and laws that advance child protection. Many have drafted national plans and strategies to address gender-based violence, in which ending family or domestic violence is prioritized. While these laws have improved some women’s access to justice, recent prevalence surveys suggest that a significant number of women experience intimate partner violence and that the majority of survivors do not report to police, or access services to protect and prevent the recurrence of violence. Policy making and programme development is not sufficiently informed by research and a coordinated approach to administrative data across sectors does not exist in most countries.</p> <p>Alongside and feeding into system inadequacies, a culture of gender inequality persists and, along with other bases of inequalities, contributes to high levels of gender-based violence against women and girls. This culture and the associated inequalities impede quality, effective and non-discriminatory access to services. Gender norms that associate masculinity with power over and control of women are harmful as is the association of discipline of children with corporal punishment.</p> <p>However, with the sustained demand by women’s and human rights organisations, including UN agencies, there is now readily apparent greater resolve to address GBV through systemic approaches. Key inter-governmental and regional institutions have prioritized ending gender-based violence in the period coinciding with the Spotlight Initiative. These include CARICOM and its institutions, OECS Commission and the Caribbean Development Bank.</p> <p>Complementing the Spotlight country programmes in six Caribbean countries, and taking into account the COVID-19 pandemic and its impacts, the Spotlight Initiative (SI)</p>

Caribbean regional programme will increase policy coordination and functional cooperation across the region to address family violence. It will set regional standards for essential services delivery, for monitoring the implementation of regional and national family violence laws and policies. The regional programme aims to advance best practice models for prevention; and ensure the engagement of women’s organizations in regional accountability frameworks. More specifically,

- Under pillar 2, regional intergovernmental institutions will be supported to strengthen capacities to drive improvements in national-level delivery of essential prevention and response services to address family violence.
- Under pillar 3 an evidence-based Caribbean model of cultural and behavior change across the life course will inform primary family violence prevention and sexual and reproductive rights programming across the region.
- Under pillar 5, regional protocols and standards for family violence data management systems will be developed or strengthened to improve timely and cross-sectoral analyses and programmatic responses at national level.
- Under Pillar 6, civil society and women’s organizations will be more enabled and empowered to monitor and support family violence responses and prevention programming and have the capacity and connectedness to advocate for state and intergovernmental accountability to end family violence.

There is widespread recognition that violence against women and their children is a critical public health problem with adverse consequences for their physical and mental health. While, preventing and responding to violence requires a multi-sectoral approach, the health sector has a key role to play in addressing violence. Recognizing the importance of the health sector’s role, the Spotlight Initiative for the Caribbean includes specific activities aimed at strengthening the institutional capacity of the health sector to respond to family violence.

The proposed activities were expected to contribute to *Output 2.1 of pillar 2: Key officials at national and/or sub-national levels in all relevant institutions are better able to develop and deliver evidence-based programmes that prevent and respond to VAWG, including DV/IPV, especially for those groups of women and girls facing intersecting and multiple forms of discrimination, including in other sectors.*

A rapid assessment of the health sector capacity to respond to family violence in the Caribbean was conducted in 2021. Based on the findings and recommendations from the assessment, an online course programme was developed in 2022. This consultancy aims to design the interactive online version of the course, which will then be piloted, finalized and hosted on PAHO/WHO’s Virtual Campus for Public Health.

**Virtual Campus for Public Health (VCPH) Caribbean Node**

The course will be hosted in the PAHO Virtual Campus for Public Health (VCPH), the learning platform available to health workers to build skills and competencies on public

health-related topics. Hosting the course on this platform will facilitate access to an unlimited number of participants who will have free access to the course.

**Course methods:** The course will be designed as “self-learning”, where each participant can complete the course at his/her own pace and regulate his/her own schedule for dedication to the course. The course is meant to be an engaging learning experience, with content specifically adapted to the Caribbean context and include case studies applicable to a Caribbean health workforce. Content can include case studies from the Caribbean and videos from leaders and experts from the Caribbean to share experiences across countries, regions and institutions. As part of the contents of the course, participants will be subject to tests at the conclusion of each module plus a graded online assessment so that participants are eligible for a certificate upon successful completion of the course.

**Target audience:** The course will specifically target health policy-makers, health administrators, health managers and others with responsibility for designing, planning, managing or monitoring health policy, programs and services related to violence against women, especially those with supervisory, mentoring/coaching and coordination roles. This may include representatives from health sector institutions in the Caribbean, including regional representatives of CARICOM (including PANCAP), CARPHA, OECS, and other regional bodies engaged in health policy and programming, representatives from Ministries of Health and other national health authorities in Caribbean countries, civil society organizations engaged and faith based organizations in health policy and health management etc.

Under the supervision of PAHO and UNFPA, the consultant will undertake the following responsibilities:

- Design the content of the course, including interactive learning content (i.e. videos, podcast, graphic elements, infographics, examples and case studies) as well as additional readings and resources;
- Develop a communication summary on the technical content of the course in a clear and effective format for PAHO VCPH to introduce the course on the platform;
- Pilot the course in collaboration with the VCPH team;
- Document recommendations from pilot course and revise course for subsequent cohorts.
- Put in place a mechanism to get feedback from learners to continuously improve course content.

<b>Duration and working schedule:</b>		
	<b>Activity</b>	<b>Estimated # of Working Days</b>
<b>Phase I: Technical course content</b>		

	<table border="1"> <tr> <td data-bbox="451 191 516 338">1</td> <td data-bbox="516 191 1237 338">Prepare communication documents that summarize the technical content of the course in a clear and effective format for use on the PAHO VCPH.</td> <td data-bbox="1237 191 1442 338">1</td> </tr> </table>	1	Prepare communication documents that summarize the technical content of the course in a clear and effective format for use on the PAHO VCPH.	1			
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	<p><b>Phase II: Design online course</b></p>						
	<table border="1"> <tr> <td data-bbox="451 422 516 554">2</td> <td data-bbox="516 422 1237 554">Design an interactive, engaging virtual online course, with technical content/reading, videos, graphics, infographics, case studies, etc.</td> <td data-bbox="1237 422 1442 554">30</td> </tr> </table>	2	Design an interactive, engaging virtual online course, with technical content/reading, videos, graphics, infographics, case studies, etc.	30			
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	<table border="1"> <tr> <td data-bbox="451 554 516 793">3</td> <td data-bbox="516 554 1237 793">Establish evaluation/assessment tool: a set of 10-15 questions and answers for each course module and a set of questions for the final assessment, including developing evaluation methodology and script for use and evaluation for review by PAHO and UNFPA, finalization of evaluation tools and virtual design.</td> <td data-bbox="1237 554 1442 793">7</td> </tr> </table>	3	Establish evaluation/assessment tool: a set of 10-15 questions and answers for each course module and a set of questions for the final assessment, including developing evaluation methodology and script for use and evaluation for review by PAHO and UNFPA, finalization of evaluation tools and virtual design.	7			
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	<p><b>Phase III: Pilot phase and feedback loop</b></p>						
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	<p><b>Phase IV: Coordinate with VCPH team to finalize and upload course content to VCPH platform</b></p>						
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<p><b>Place where services are to be delivered:</b></p>	<p>The consultant expected to work remotely.</p>						
<p><b>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</b></p>	<p>The Consultant is expected to submit the following deliverables in accordance with the time frame listed. These dates might be revised upon the signing of the contract and also apply to payment dates stated below.</p> <table border="1"> <thead> <tr> <th data-bbox="451 1749 524 1824"></th> <th data-bbox="524 1749 1117 1824">Deliverables</th> <th data-bbox="1117 1749 1442 1824">Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 1824 524 1866"></td> <td data-bbox="524 1824 1117 1866"></td> <td data-bbox="1117 1824 1442 1866"></td> </tr> </tbody> </table>		Deliverables	Due Date			
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<p><b>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</b></p>	<p>In addition to the deliverables specified above, the consultant is expected to provide periodic updates in line with the agreed timeline.</p> <p>Deliverables will be assessed for quality and to the extent they fulfill the requirements of the TOR. The UNFPA Sub-Regional Office reserves the right to discontinue the contract if it feels that the consultant does not live up to the expectations or if the consultant acts in a way that is detrimental to UNFPA’s reputation and image.</p>						
<p><b>Supervisory arrangements:</b></p>	<p>The consultant will directly report to PAHO/CPC and UNFPA. Reporting and coordination lines will be communicated at the start of the consultancy.</p>						
<p><b>Expected travel:</b></p>	<p>None</p>						
<p><b>Required expertise, qualifications and competencies, including language requirements:</b></p>	<p><b><u>Consultant profile:</u></b></p> <ul style="list-style-type: none"> <li>● Master’s degree in Social Science, Gender Studies, Anthropology, Public Health, or related social sciences.</li> <li>● At least 5 years of professional experience working on public health or violence prevention matters</li> <li>● Expertise in the principles of adult learning and the practical application of learning in an online environment. Project management capabilities. Experience with IT platforms, portals and/or hubs.</li> <li>● Programmatic experience on family violence, including violence against women and children, including a solid understanding of the role of the health sector.</li> <li>● Demonstrated experience to collect and analyze qualitative and quantitative data.</li> <li>● Demonstrated experience in project coordination, planning, managing virtual training and consultation processes etc.</li> <li>● Excellent knowledge of PAHO tools to build institutional capacity of the health sector in the response to violence.</li> <li>● Previous work in/knowledge of the Caribbean is a requirement.</li> <li>● Previous work with PAHO, UNFPA or other partners of the Spotlight Initiative is an advantage.</li> </ul>						

	<ul style="list-style-type: none"> <li>• Fluency in English is mandatory.</li> </ul>												
<p><b>Inputs/ services to be provided by UNFPA or implementing partner</b> (e.g. support services, office space, equipment), if applicable:</p>	<p>The consultancy will be hosted by UNFPA and the PAHO Subregional program for the Caribbean. The consultant will be expected to work remotely, and she/he/they will be provided with access to UNFPA/PAHO virtual platforms (Teams etc.) for stakeholder engagements.</p> <p>PAHO and UNFPA will support the consultant to make the necessary contacts with relevant partners. PAHO and UNFPA will also supply all relevant documents related to this consultancy. These documents will be shared with the consultant once the contract is awarded.</p> <p>All contracting and payment will be managed by UNFPA.</p>												
<p><b>Other relevant information or special conditions, if any:</b></p>	<p>This is a deliverable based consultancy and it is estimated to take place between <b>19 May – 19 August 2023</b>. Payments will be made as follows:</p> <table border="1" data-bbox="462 940 1414 1570"> <thead> <tr> <th></th> <th>%</th> <th>Deliverable</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>45%</td> <td>Online course content developed with interactive tools and assessment/evaluation included and communication document summarizing the course content.</td> <td>19 July 2023</td> </tr> <tr> <td>2</td> <td>55%</td> <td>Documented recommendations from pilot phase, and adjustments made to course and final version of the course, to be delivered to UNFPA and PAHO in editable format as well as publishable format, with all rights obtained (music images etc.).</td> <td>19 August 2023</td> </tr> </tbody> </table>		%	Deliverable	Due Date	1	45%	Online course content developed with interactive tools and assessment/evaluation included and communication document summarizing the course content.	19 July 2023	2	55%	Documented recommendations from pilot phase, and adjustments made to course and final version of the course, to be delivered to UNFPA and PAHO in editable format as well as publishable format, with all rights obtained (music images etc.).	19 August 2023
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<p><b>Expressions of interest / Applications</b></p>	<p>Interested consultants are requested to submit an application to UNFPA to include:</p> <ol style="list-style-type: none"> <li>up-to-date curriculum vitae(s);</li> <li>letter of motivation / interest</li> </ol>												

	<p>The application should be submitted by e-mail no later than 17:00 p.m. EST, Thursday, 5 May 2023. E-mail address: <a href="mailto:srocprocurement@unfpa.org">srocprocurement@unfpa.org</a></p>
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Email Subject: Application: Consultancy to develop and pilot an online self-paced course