



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

Initiated by the European Union and the United Nations:



<p><b>Terms of Reference</b></p> <p><b>Consultancy to support the review and finalization of the Caribbean Essential Services Package Lessons Learnt Study and development of the Standard Methodology and Resource Package</b></p> <p><b>Caribbean Essential Services Package Community of Practice</b></p>	
<b>Hiring Office:</b>	United Nations Population Fund (UNFPA), Sub Regional Office for the Caribbean (SROC)
<b>Background:</b>	<p>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 have experienced 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.</p> <p>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 in 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.</p> <p>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</p>

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



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	<p>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 programme also includes guidance for the coordination and implementation of the ESP.</p> <p>UNFPA and the CARICOM Secretariat have operationalized the Caribbean Essential Services Package Community of Practice (ESP CoP) in early 2022, under the Regional Spotlight Initiative Programme<sup>2</sup>. The first regional coordination mechanism to promote greater cooperation among key regional institutions representing the four pillars of the ESP, national gender machineries and fund-recipient agencies of the United Nations. During the in-person meeting of the ESP CoP, Standing Members agreed on a set of key gaps and priorities for the region. One of the main gaps that countries have reported is the lack of standard templates and technical guidance around the assessments necessary to plan for the implementation of the ESP in their countries, a lack of knowledge and guidance in the process, and a lack of technical capacity in those individuals conducting the processes. As such, one of the main priorities agreed upon by all Standing Members, is to develop a standard methodology and resource package available at the regional level, to support the planning and implementation of the ESP at the national levels, including technical assistance throughout the process.</p> <p>In 2022, UNFPA developed a first version of a regional study on the status of implementation of the ESP across the region. Important data was collected throughout the process of conducting the assessment, and UNFPA is interested in ensuring the data can be organized and shared with members of the ESP CoP, as well as used to allow for monitoring, follow up and advocacy purposes. Overall, the study needs to be revised and finalized before it can be published along with an interactive dashboard that will be available on the ESP CoP Website to be launched in 2023.</p>
<p><b>Purpose of the consultancy:</b></p>	<p>Under the overall supervision of UNFPA's Deputy Director and in close working relationship and technical direction from the Regional GBV Specialist, the consultancy team/consultant, will lead two main activities:</p>

<sup>2</sup> The ESP is currently being implemented in six countries in the Caribbean. Belize, Grenada, Guyana, St. Lucia, Trinidad & Tobago, and Jamaica are at different stages 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 (except for St. Lucia, which is a self-starter country).



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	<ol style="list-style-type: none"> <li>1) Develop a standard methodology and resource package with templates and guidance, which can then be adapted at the national level by countries wishing to start the process of the ESP implementation or to revise and improve the process in which they are already involved.</li> <li>2) Review and finalize the final draft of the lessons learned study, identifying the key lessons learned in the implementation of the ESP at national levels across the region.</li> </ol>
<p><b>Scope of work:</b>  (Description of services, activities, outputs)</p>	<p>The consultancy team/consultant will perform the following specific activities as part of this consultancy:</p> <p>Develop a standard methodology and resource package templates and guidance, based on lessons learnt in the region and globally, which can then be adapted at the national level, by countries wishing to start the process of the ESP implementation or revise and improve the process in which they are already involved.</p> <ul style="list-style-type: none"> <li>- Conduct a consultation with countries that have developed their own tools for the assessment, planning and implementation of the ESP, to gather information highlighting best practices and challenges, as well as templates used in the Caribbean and with selected global examples in other regions globally.</li> <li>- Conduct a set of consultations with key stakeholders from the different sectors of work and government partners, so as to inform key components of the resource package that can speak to their preferences, capacity and main needs in the planning of and implementation of the ESP.</li> <li>- Develop the standard methodology and resource package for the planning and implementation of the ESP for the Caribbean, including assessment tools, costing plan guidance, relevant administrative and technical templates, M&amp;E Framework, and capacity building plan based on gaps identified.</li> <li>- Present the resource pack during a validation session, following which, tools will be finalized.</li> </ul> <p>Review and finalize the final draft of the lessons learned study, identifying the key lessons learned in the implementation of the ESP at national levels across the region.</p> <ul style="list-style-type: none"> <li>- Review the current draft of the study and make sure it is comprehensive, technical and strategically positions UNFPA as GBV lead in the implementation of the ESP as well as the ESP CoP (with special focus on sustainability recommendations).</li> <li>- Reach out to countries and territories that have not yet been able to provide feedback, to give them another chance to do so and incorporate their inputs and preferences.</li> <li>- Based on data collected from the ESP Study, organize the data and allow for key information to be used in the development of a</li> </ul>



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	<p>dashboard outlining the work being done across the region.</p> <ul style="list-style-type: none"><li>- Work with graphic designers to make sure the study is properly reflected in the website and ready to be launched.</li></ul>
<b>Duration and working schedule:</b>	The duration of this consultancy is for 5 months (20 working days per month), 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> Methodology and resource package for the implementation of the ESP.</p> <p><i>Delivery 2:</i> Revision and finalization of the ESP Lessons Learnt Study.</p> <p><i>Delivery 3:</i> Data clearance and organization submitted and in coordination with web developers to be compiled on dashboard.</p>
<b>Supervisory arrangements:</b>	The consultant will work under the official supervision of the Deputy Director and with technical guidance from the Regional GBV Specialist
<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>