



TERMS OF REFERENCE	
Title:	Consultant to support the Bureau of Gender Affairs to develop protocols, Standard Operating Procedures, and Memorandum of Understanding among actors of the social service, police, health and justice sectors, defining clear roles and responsibilities in the multisectoral coordination and coordinated response to VAWG in line with the Essential Service Package and the NSAP-GBV
Hiring office:	UNFPA Sub-regional Office for the Caribbean (SROC), Jamaica
Background:	<p><i>Introduction - Spotlight Initiative</i></p> <p>In September 2017, the EU and the UN launched an ambitious partnership to eliminate all forms of violence against women and girls (VAWG) worldwide, the Spotlight Initiative (SI). The SI aims at mobilizing commitment of political leaders and contributing to achieving the Sustainable Development Goals (SDGs). The Initiative aims at ending all forms of VAWG, targeting those that are most prevalent and contribute to gender inequality across the world. The Spotlight Initiative is deploying targeted, large-scale investments in Asia, Africa, Latin America, the Pacific, and the Caribbean, aimed at achieving significant improvements in the lives of women and girls. Jamaica is one of the countries in the Caribbean to benefit from this transformative initiative.</p> <p>The overall vision of the SI in Jamaica is that women and girls realize their full potential in a violence-free, gender-responsive and inclusive way. The Spotlight Initiative will directly contribute to the achievement of three of the SDGs: Goal 5 on Gender Equality, Goal 3 on good health and well-being and Goal 16 on inclusive and peaceful societies. The program will contribute to the elimination of Sexual and Gender Based Violence (SGBV) through the creation of a broad partnership with Civil Society, Government, Private Sector, Media, among others; and, build a social movement of women, men, girls, boys as champions and agents of change at the national, subnational (regional and Parish) and community levels. A specific focus will be on reaching and including in the program women and girls who are often isolated and most vulnerable to SGBV and harmful practices (HP) due to intersecting forms of discrimination. The program will also seek to address the Sexual and reproductive health and rights (SRHR) needs of all women and girls using a life-cycle approach.</p> <p>Spotlight Jamaica</p> <p>The SI Jamaica Country Program is based on the socio-ecological model for addressing SGBV and uses a multi-sectoral, multi-layered, interlinked community-centred approach to the implementation of the interventions on the following six Outcome areas:</p> <ul style="list-style-type: none"> • Pillar One: Legislative and Policy Frameworks. • Pillar Two: Strengthening Institutions. • Pillar Three: Prevention and Social Norms. • Pillar Four: Delivery of Quality, Essential Services. • Pillar Five: Data Availability and Capacities. • Pillar Six: Supporting the Women’s Movement and Civil Society Organizations (CSO).



The SI in Jamaica addresses three key priority areas within the overall focus on Family Violence against women and girls: 1) Child Sexual Abuse, 2) Intimate Partner Violence and 3) Discrimination against vulnerable groups. The implementation of the SI in Jamaica is guided by the core principle of the 2030 Agenda for Sustainable Development – ‘Leaving No One Behind’ and underpinned by an intersectional approach to ensure that interventions address key social factors such as socio-economic status, age, health, educational and disabilities, among others.

The SI in Jamaica is national in scope and targeted intervention focused on the following four parishes: The Kingston Metropolitan Area (Kingston and St. Andrew), St. Thomas, Clarendon, and Westmoreland.

The Pillar 4 of the SI is focused on supporting public institutions and CSOs in improving the quality of services offered to survivors of violence contributing to the output *“relevant government authorities and women’s rights organizations at national and sub-national levels have better knowledge and capacity to deliver quality and coordinated essential services, including sexual and reproductive health services, and access to justice to women and girls survivors of violence against women and girls, including domestic violence and intimate partner violence, especially those facing multiple and intersecting forms of discrimination.”*

The most important policy referent for the SI in Jamaica, is the 10 years National Strategic Action Plan to Eliminate Gender Based Violence in Jamaica (NSAP-GBV) (2017-2027). The Bureau of Gender Affairs (BGA), a branch of the Ministry of Culture, Gender, Entertainment and Sport (MCGES), has the main responsibility for coordinating the implementation of the NSAP-GBV, and accordingly, has a fundamental role in the implementation of the Spotlight Initiative. The BGA and the Gender Advisory Council (GAC), in the capacity as the secretariat, is also responsible of ensuring an adequate flow of information throughout the NSAP monitoring and evaluation (M&E) system, as well as provide technical and logistical support to the various committees and groups under the NSAP-GBV.

The output 5.1.1 of the strategic area number 5 of the (NSAP-GBV) “Protocols for Coordination of NSAP and the Establishment of an Integrated Data Management System”, is the enhancement of the BGA capacity to support the coordination and implementation of the NSAP-GBV. Among the expected outcomes it includes (citing literally the NSAP-GBV):

- Established protocols for coordination and data collection with key Ministries, Departments and Agencies (MDAs)
- Ensure each MDA has a Gender Focal Point
- Ensure annual budget is allocated for the coordination of NSAP and implementation of an integrated Data Management System every financial year.
- Enhance the capacity of relevant institutions to collect, analyse and monitor GBV data (every year)
- Increase the capacity of the Bureau of Gender Affairs to coordinate and implement NSAP-GBV (every year)
- Establish/improve policy framework of interagency capacity to coordinate, screen, refer and manage cases of GBV (every 2 years)
- Ensure that data on the scope, prevalence, and response to GBV is harmonized (every year)



	<ul style="list-style-type: none"> ● Conduct mid-term review (Year five). <p>The following activities are also considered:</p> <ul style="list-style-type: none"> ● Develop standardized forms to capture reports of GBV. ● Develop protocol for first responders [including doctors and police] that establishes appropriate referral pathway. ● Take steps to improve coordination of efforts by various stakeholders. <p>Within the Spotlight Initiative, UNFPA will provide to the BGA technical and financial support for the implementation of various activities, in line with the above-mentioned output of the NSAP-GBV.</p> <p>About of the Consultancy</p> <p>This consultancy will be a key step to improve the coordination of efforts by various stakeholders of the different sectors involved in the response to VAWG. Through the establishment of protocols for coordination and data collection with key MDAs the capacity of the BGA to coordinate, implement and monitor the NSAP-GBV will be increased and there will be an improved policy framework for interagency capacity to coordinate, screen, refer and manage cases of GBV.</p> <p>The consultancy falls under activity 4.1.3 of the Spotlight Initiative which is to “Support the establishment and operationalization of a referral pathway and a coordination platform among government and CSO service providers in each of the target parishes to provide oversight and enable social services, health - including integrated HIV/SRH/GBV services, psychosocial support and mental health services -, police, justice and education sector to ensure a continuum of care in the provision of quality and coordinated essential services to women and girl victims and survivors of violence (Activity 4.1.3) ” that will contribute to the Spotlight Output 4.1: <i>Relevant government authorities and women’s rights organizations at national and sub-national levels have better knowledge and capacity to deliver quality and coordinated essential services, including SRH services and access to justice, to women and girls’ survivors of violence (and their families when relevant), especially those facing multiple and intersecting forms of discrimination”.</i></p>
<p>Purpose of the consultancy</p>	<p>To support the Bureau of Gender Affairs to develop protocols, Standard Operating Procedures, and Memorandum of Understanding among actors of the social service, police, health, and justice sectors, including the agency in charge of children and the education sector, as relevant, defining clear roles and responsibilities in the multisectoral coordination and coordinated response to VAWG</p>
<p>Scope of work:</p>	<p>Phase 2: informed by phase 1, the consultant will develop a set of concise but comprehensive documents that are important for the coordination platform. The set of documents will be part of a coherent strategy and could consist of :</p> <ul style="list-style-type: none"> - Standard Operating Procedure (SOP) for the continuum of care in the provision of quality and coordinated essential services to women and girl survivors of violence, ensuring that a comprehensive women and child centred response is provided to all women and girls (and their children when necessary), in accordance with the Essential



	<p>Service Package in response to cases of VAWG, with specific standards for the needs of girls.</p> <ul style="list-style-type: none"> - Protocols for referrals considering the validation of the referral pathway valid at national level and at the parish level. - Standard Memorandum of Understanding among different actors. - A draft of a Monitoring and evaluation framework. <p>These documents will be developed for the national level, but also for the four SI Parishes. They will define clear roles and responsibilities in the coordination among different sectors in the response to cases of violence, data collection, data sharing and analysis as well in the agencies' accountability among key MDAs.</p> <p>These documents will also support the operationalization of the national and parish coordination mechanisms in the SI targeted Parishes (Kingston and St. Andrew, Westmoreland, St. Thomas, Clarendon), that will be led by the BGA and will be composed by relevant stakeholders of the five sectors above mentioned.</p> <p>This activity will be informed by the NSAP-GBV, the findings of the Readiness Assessment, the Spotlight initiative baseline, the Jamaican legal framework, international best practices, the Essential Service Package, specifically the Module 5 and its principles, common characteristics, and its foundational and core elements, among other documents. The GBV service mapping and the referral pathway that were created as part of the SI COVID-19 response within the Spotlight Initiative, together with existing protocols, standard operating procedures already created by the relevant ministries will also be key referents.</p> <p>The BGA, with the support from the national and Parish coordinators, will provide full support to the consultant in all phases of this assignment including the consultation process, feedback, and validation at national and parish level of relevant documents to be produced under the context of this assignment.</p> <p>The parish validation will be completed by the national and parish coordinators.</p>												
<p>Duration</p>	<p>The consultancy will have a duration of 60 days starting Mid-June 2021 and finalizing on the 30th of September the latest.</p>												
<p>Deliverables and dates</p>	<p>This is a deliverable based consultancy and payments will be as follows:</p> <table border="1" data-bbox="354 1474 1325 1852"> <thead> <tr> <th>Deliverables</th> <th>Description</th> <th>Timeline</th> <th>Payment on product basis %</th> </tr> </thead> <tbody> <tr> <td>Product 1</td> <td>An inception report including work plan and of the entire consultancy including methodology introduced by a focused desk review. To the satisfaction of the BGA and UNFPA.</td> <td>End of June</td> <td>20%</td> </tr> <tr> <td>Product 2</td> <td>Report of the findings of the first round of consultation at national</td> <td>End of July</td> <td>30%</td> </tr> </tbody> </table>	Deliverables	Description	Timeline	Payment on product basis %	Product 1	An inception report including work plan and of the entire consultancy including methodology introduced by a focused desk review. To the satisfaction of the BGA and UNFPA.	End of June	20%	Product 2	Report of the findings of the first round of consultation at national	End of July	30%
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		<p>and parish level, including a desk review and recommendation of documents to be developed, informed by consultations at national and parish level. To the satisfaction of the BGA and UNFPA.</p>		
	<p>Product 3</p>	<p>First draft of the set of documents agreed elaborated and submitted for revision and validation. To the satisfaction of the BGA and UNFPA.</p>	<p>End of August</p>	<p>20%</p>
	<p>Product 4</p>	<p>Final version of the documents for the national level and documentation for adaptation at the Parish and community level. To the satisfaction of the BGA and UNFPA</p>	<p>End of September</p>	<p>30%</p>
<p>Location of activities and expected travels:</p>	<p>The individual consultant will work independently, with visits to the office of the BGA and Parishes for the consultations.</p> <p>Considering the COVID-19 context and the prevention measures (curfew, social distancing, among others); it is proposed that the consultant could start the collection of data using virtual methodologies. If, and when possible and necessary, travels involving face to face consultation activities and visits to shelters could take place in order to complete the assessment with the quality required. Face to face activities will have to take place in respect of the national prevention measures (use of protective masks, hand sanitizer, gatherings reduced to the number stipulated by the government guidelines, among others) and take place only with previous agreement with key stakeholder and assessment of the situation to ensure the “do no harm” principle.</p>			
<p>Required expertise, qualifications, and competencies:</p>	<p>This national consultancy requires an individual with expertise in multisectoral approach to prevent gender-based violence with strong knowledge of human rights.</p> <p>Specific qualifications and experience include:</p> <ul style="list-style-type: none"> - Minimum of postgraduate studies and training in a relevant area, included, but not limited to, Gender Based Violence, Gender Studies, Social Science, Human Rights, Public Health, International Development, Law, HIV, Political Science, International Relations, Peace and Conflict Studies. - Minimum of 5 years’ experience of proven record of working in planning, management, monitoring of gender-based violence and human rights programmes. - Proven experience in qualitative research. - Proven record in the development of guidelines and protocols. - Excellent track record of achievement with assignments of similar scope. - Good understanding of Jamaica’s human rights framework and situation related to GBV, including among marginal populations. - Experience with the GBV Essential Service Package is a strong asset, as is experience in the field of sexual and reproductive health and rights and GBV with an emphasis 			



	<p>on marginalized populations.</p> <ul style="list-style-type: none"> - Excellent interpersonal skills; culturally and socially sensitive. - Ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels, familiarity with tools and approaches of communications for development. - Sensitivity to and ability to work with marginalized populations, including women/girls with disabilities; women living with HIV; in a common-law marriage; pregnant and teenage mothers. - Excellent oral and written command of English and excellent drafting skills and accuracy and professionalism in document production and editing. - Ability to communicate in Jamaican creole is an asset. - Solid overall computer literacy, including proficiency in various MS Office applications (Word, PowerPoint, excel, etc.) and email/internet; familiarity with google survey, zoom and other online platforms that will be used for the assessment. - Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.
<p>Coordination & reporting mechanism:</p>	<p>The individual consultant will report to the UNFPA designated technical focal point for the Spotlight Country Programme in Jamaica who will be constantly coordinating with the Focal Points at the BGA and relevant NGOs.</p> <p>The UNFPA GBV focal point will provide technical guidance and oversight.</p>
<p>Inputs/services to be provided by UN agency:</p>	<p>The individual consultant will not be provided a working station or equipment. UNFPA, the BGA and other relevant actors, will provide documentation and overall guidance that will be useful for the task.</p> <p>The BGA, with the collaboration of the Spotlight team, will also map the relevant partners and facilitate the interaction between them and the consultant.</p> <p>UNFPA will facilitate engagement with other UNFPA offices and UN partners, if required. UNFPA will collaborate and support the consultant in the organization of virtual meetings, as well as for the consultation and validation processes.</p> <p>UNFPA will hire a national coordinator and parish coordinators in the SI target Parishes to coordinate the coordination mechanisms. These figures will support the consultant in gathering information, as well as in the consultation and validation activities.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>The interested candidates should present a letter of interest of their motivation accompanied by a CV proving experience and background in the required fields.</p>