



Spotlight Initiative
To eliminate violence against women and girls

Initiated by the European Union and the United Nations:



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Title of the Consultancy	Revision and editing of the SoP for the GBV helpline and of the comprehensive shelter guidelines and national shelter strategy.
Background and Context	<p>In September 2017, the EU and the UN launched an ambitious joint partnership to eliminate all forms of violence against women and girls worldwide. The Spotlight Initiative (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 violence against women and girls (VAWG), targeting those that are most prevalent and contribute to gender inequality across the world. The Spotlight Initiative deploys 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 benefitting from this transformative initiative.</p> <p>Implementation is being led by a number of UN agencies, working closely with the Ministry of Culture, Gender, Entertainment and Sports as well as other government entities such as the Ministry of Education, Youth, and Information (MOEYI) as well as civil society organizations (CSOs). The four parishes where Spotlight focuses are Kingston and St. Andrew, St. Thomas, Clarendon and Westmoreland. Interventions target selected communities in these parishes.</p> <p>The vision of the Jamaica Spotlight Initiative is that the rights of women and girls to live free from violence are protected, promoted, and upheld. The impact that the SI is working towards achieving is that all women and girls, particularly those who are most vulnerable, live a life free from violence and harmful practices. The Spotlight Initiative in Jamaica contributes to transforming the society where women and girls can live free from family violence. It aims at addressing the issue of the normalization of violence in Jamaica, and have society see family violence as a public issue. The initiative focuses its intervention in the four parishes mentioned earlier because of the exposure to high levels of violence reported in them, while legislation and policy work will reach the population nationwide.</p> <p>The SI in Jamaica addresses three key priority areas within family violence against women and girls: 1) Child Sexual Abuse, 2) Intimate Partner Violence and 3) Discrimination against vulnerable groups. The approach is guided by the core principle of the 2030 Agenda for Sustainable Development – Leaving No One Behind and underpinned by an intersectional approach that ensures that interventions address key social factors such as gender, socio-economic status, age, sexual orientation and gender identity, HIV status, disability and rural-urban location.</p> <p>The Jamaican legal and policy framework counts with the 10 years National Strategic Action Plan to Eliminate Gender-based Violence in Jamaica (NSAP-GBV) 2017 – 2027, which implementation is led by the Bureau of</p>



	<p>Gender Affairs (BGA) in Jamaica, a the division in the Ministry of Culture, Gender, Entertainment and Sport (MCGES).</p> <p>A cornerstone in responding to VAWG is the provision of essential services for survivors, both first-line and long term services.</p> <p>To this end, one of the tasks in the protection area of the NASP-GBV comes into play, as it advocated the need for the operation of a 24/7 State-funded GBV hotline/helpline, to provide first-line emergency support, life-saving information, and referrals to services, for survivors of GBV and to work closely with social service providers, medical personnel, police, and other human service professionals.</p> <p>Recently the BGA activated a GBV hotline/helpline for women and girls survivors of violence (876 553 0372) and one for men and boys (876 553 0387). A toll-free number is also being introduced 888NOABUSE. In this framework, Standard Operating Procedures for the operationalization of the helpline have been drafted.</p> <p>Additionally, the Spotlight Initiative is supporting the MCGES/BGA in the establishment and operationalization of three State-run shelters for survivors of GBV, as mentioned in the NSAP-GBV. The comprehensive guidelines and National Shelter Strategy of the BGA/MCGES of Jamaica for survivors of GBV were also drafted.</p> <p>UNFPA SROC is leading Pillar 4 of the SI, which has the main purpose to support government and civil society organisations in Jamaica to strengthen the quality of essential services for survivors of VAWG, and the coordination among services.</p> <p>Both policy documents mentioned need to be finalized.</p>
<p>Objectives</p>	<p>The overall objective of this activity is to support the BGA with strengthening the services provided by the GBV helpline and by the shelters for survivors of violence.</p> <p>The specific objectives are to review and finalize the final draft versions of the:</p> <ul style="list-style-type: none"> • Standard Operating Procedures (SoP) for the operationalisation of GBV helplines • comprehensive guidelines and National Shelter Strategy of the BGA/MCGES of Jamaica for survivors of GBV
<p>Scope of Work (Description of Activities or Outputs)</p>	<p>The individual consultant will:</p> <ul style="list-style-type: none"> • Review the draft documents • Analyze the feedback collected from different sources • Review similar documents provided by UNFPA to identify gaps to meet international standards • On the basis of the previously mentioned steps, present a proposal to UNFPA and BGA of the changes to be made (in terms of content and structure), including of the final structure of the two documents • Apply all the changes agreed upon



	<ul style="list-style-type: none"> • Present the revised version for final feedback. • Complete the validation process by collecting and integrating the final feedback and present the documents with all the final edits 												
<p>Duration and Milestones</p>	<p>The consultancy is on a product basis and will span From Mid-April to Mid-June, for a maximum of two months in total.</p> <table border="1" data-bbox="491 568 1517 1025"> <thead> <tr> <th data-bbox="491 568 876 607">Milestone</th> <th data-bbox="876 568 1046 607">Timeline</th> <th data-bbox="1046 568 1401 607">Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="491 607 876 786">- <u>Deliverable 1:</u> <i>Proposal of changes to be applied and of the final structure of the two documents</i></td> <td data-bbox="876 607 1046 786">End of April</td> <td data-bbox="1046 607 1401 786">25%</td> </tr> <tr> <td data-bbox="491 786 876 920">- <u>Deliverable 2:</u> <i>First draft of the revised documents presented for a final validation</i></td> <td data-bbox="876 786 1046 920">Mid May</td> <td data-bbox="1046 786 1401 920">25%</td> </tr> <tr> <td data-bbox="491 920 876 1025">- <u>Deliverable 3:</u> <i>Final version of the documents</i></td> <td data-bbox="876 920 1046 1025">Mid June</td> <td data-bbox="1046 920 1401 1025">50%</td> </tr> </tbody> </table>	Milestone	Timeline	Payment	- <u>Deliverable 1:</u> <i>Proposal of changes to be applied and of the final structure of the two documents</i>	End of April	25%	- <u>Deliverable 2:</u> <i>First draft of the revised documents presented for a final validation</i>	Mid May	25%	- <u>Deliverable 3:</u> <i>Final version of the documents</i>	Mid June	50%
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<p>Location of Activities:</p>	<p>The consultant is not required to work from the office. The consultant is expected to use his/her own equipment Meetings (virtual or face to face) are required. In case of face-to-face meetings all relevant COVID-19 prevention measures foreseen by the government should be taken.</p>												
<p>Required Expertise, Qualifications, and Competencies:</p>	<p>This national consultancy requires an individual with expertise in the revision of policy documents. Specific qualifications and experience include:</p> <ul style="list-style-type: none"> - Minimum of postgraduate studies and training in a relevant area: Social Science, Gender Studies, International Development, Law, Human Rights, Public Health, HIV, Political Science, International Relations, Psychology, Peace and Conflict Studies, or another related field. - Minimum of 5 years’ experience with a proven record of working in planning, management, lecturing, data gathering and analysis, communications, or other related fields. - Proven record information in reviewing policy documents and or systematization activities. - Proven records of qualitative and quantitative situational analysis. - Good understanding of Jamaica’s human rights framework and situation, above all with reference to GBV. - Excellent track record of achievement with assignments of similar scope and complexity. - Excellent oral and written communication skills - 2 years of experience in editing - Experience with the GBV Essential Service Package is a strong asset, as is experience in the field of sexual and reproductive health 												



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	<p>and rights and GBV with an emphasis on marginalized populations.</p> <ul style="list-style-type: none">- Solid overall computer literacy, including proficiency in various Microsoft 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.
Coordination & Reporting Mechanism	The Consultant will report to the UNFPA designated technical focal point for the Spotlight Country Programme in Jamaica
Inputs/Services to be provided by UNFPA	Oversight of the activity is done in collaboration with the Pillar 4 lead. Relevant materials/documents and guidance documents will be facilitated and UNFPA will also facilitate the contact with key stakeholders
Other Relevant Information or Special Conditions, if any:	Interested Consultants should present a letter expressing their interest as well as the CV that highlights their experience working in similar activities.