

Spotlight Programme Development Consultant Terms of Reference

I. Background

the United Nations (UN) Secretary General and the European Union (EU) High Representative and Vice President (HRVP) in September 2017 launched the Spotlight Initiative, a new partnership to eliminate all forms of violence against women and girls. It galvanizes political commitment at the highest levels and contributes to achieving the Sustainable Development Goals (SDGs), and more specifically Goal 5 on Gender Equality. It provides a model for a partnership with donors, civil society, and all relevant UN entities, to deliver on the SDGs in a comprehensive manner leveraging comparative expertise. Belize has been selected as one of six priority countries in the Caribbean, to fund country programmes that contribute to the elimination of all form of violence against women and girls, with a specific focus on family violence.

Despite progress, the level of violence against women and girls remains alarmingly high in the Caribbean, and many challenges persist, including insufficient enforcement of legislations, inadequate application of rule of law, weak institutions and insufficient allocation of resources to implement laws, policies and programmes, insufficient monitoring and evaluation of their impact; and lack of coordination among different stakeholders. Strong regional and national legislative frameworks in region have not been accompanied by adequate prevention and response programmes. Additionally, while there have been significant developments related to domestic violence legislation, legislation related to sexual offences including sexual offences committed within family settings such as incest and martial rape have been slower to progress in the region. There is also limited access to essential services for women and girls' survivors of violence in the Caribbean region.

Though Belize continue efforts to end violence against women and girls (EVAWG), in recent times, there has been several cases of femicide linked to domestic violence and extreme acts of abuse and violence targeting children in their homes and communities. Violence in the home remains an issue with severe physical abuse being experienced by children between 1-4 years old and severe emotional abuse towards older children (Multi-Indicator Cluster Survey 2015). A 2016 survey of 4 of the 6 districts showed that men account for 85% of the perpetrators of violence against women and girls. According to the Belize Criminal Code (Revised 2000), femicide is tried as homicide. The rate of female homicide in Belize in 2016 was 8.1 per 100,000 female population (UNODC 2016). The second highest rate in the Caribbean and Latin America after Jamaica.

The Spotlight Country Programme Document for Belize will be designed under the leadership of the UN Resident Coordinator, in collaboration with the EU Delegation in Belize and incorporating participatory mechanisms for the consultation of key national actors (public and private institutions, civil society, academia and international cooperation) working to end violence against women and girls. The Country Programme Document will detail a comprehensive response to the problem of violence against women and girls based on the six pillars identified by the Spotlight Initiative:

1. *Legislative and policy frameworks, based on evidence and in line with international human rights standards, on all forms of violence against women and girls, including family violence, are in place and translated into plans*
2. *National and sub-national systems and institutions plan, fund and deliver evidence-based programmes that prevent and respond to violence against women and girls, including family violence, including in other sectors*
3. *Gender inequitable social norms, attitudes and behaviours change at community and individual levels and prevent violence against women and girls, including family violence*
4. *Women and girls who experience violence use available, accessible, acceptable, and quality essential services including for long term recovery from violence*
5. *Quality, disaggregated and globally comparable data on different forms of violence against women and girls, including family violence, collected, analysed and used in line with international standards to inform laws, policies and programmes*
6. *Women's rights groups, autonomous social movements and CSOs, including those representing youth and groups facing multiple and intersecting forms of discrimination/marginalization, more effectively influence and advance progress on GEWE and ending VAWG*

II. Objective and Scope of work

The Programme Development Consultant under the supervision of the UN Resident Coordinator Office in Belize, will support the timely preparation of a Country Programme Strategy, support and systematize consultations with key national stakeholders and prepare Country Programme Document.

To prepare for this role, the consultant will have to be available to participate in an Induction Training on Spotlight Country Programme Development and Trust Fund Operationalization & Management for Caribbean Country Programmes 26 – 28 June 2019, Kingston, Jamaica. This at the expense of the UN Resident Coordinator Office.

The UN Resident Coordinator Office will provide overall guidance to the consultant by making available:

- Guidelines for Spotlight Initiative
- Country Programme Strategy outline for Belize
- List of stakeholders for participation in consultations
- Other relevant information, analysis and data

The consultant will work in collaboration with UN agencies technical staff and the UN Gender Theme Group, as necessary.

III. Expected Outputs and Deliverables

The consultant is expected to carry out key activities during the assignment to ensure timely completion of all deliverables:

- a) Review all technical guidelines, timelines and procedures for the development of the Spotlight Initiative Country Programme Document.
- b) Design and implement a strategy for the collection of inputs from key stakeholders.
- c) Advise on suitable methodology for consultation with key stakeholders.
- d) Draft country programme document, including results framework and monitoring and evaluation mechanisms.
- e) Prepare agendas and document recommendations in prescribed format from stakeholder meetings and engagements.
- f) Incorporate observations, comments and inputs from key stakeholders.
- g) Participate in weekly work meetings with the RCO.

Product 1. Country Programme Strategy

The consultant will prepare the Spotlight Initiative Country Programme Strategy based on document review and consultation with key resource persons. This strategy will briefly highlight the country context, key challenges, existing initiatives on EVAWG (including programme focus, geographic scope and key results achieved), stakeholders (including their areas of strength and areas covered by their work) and priorities for Spotlight in relation to the six pillars in the Spotlight Initiative theory of change. This is a very light exercise and should be developed in a power point presentation form.

The Country Programme Strategy will be the reference document for the multi-stakeholder consultation.

Product 2: Support and systematize multi-stakeholder consultations

The consultant will engage in all stakeholder consultations with relevant partners (government, UN agencies, EU delegation, private sector, academia, civil society and international development partners) and document and systematize all recommendations. When considering the relevant actors, the consultant must consider the beneficiaries of the activities, as well as those persons or institutions that may represent potential risks or present limitations that may affect the programme; and people or institutions that represent a potential partnership to support the initiative.

The consultant will be responsible for organizing the logistics for the consultations (invitation and agenda preparation, distribution of invitations, attendance lists) and to facilitate interventions as necessary.

Product 3: Country Programme Document

The consultant will organize the process of collecting key information for the preparation of the Country Programme Document (CPD) including key statistics, mapping existing programmes, and clear logical analysis of the problems the programme intends to address, its causes, the complexity as well as the relationship between the different factors that contribute to it.

Develop the results framework according to the pillars of the initiative and the concept note guided by the Theory of Change and Regional Results Framework for the Caribbean. Identify the risks and assumptions for the achievement of the identified results. Formulate indicators, baselines, goals and sources.

The consultant will work with key technical persons/focal points from UN agencies, the EU delegation, Government of Belize and Civil Society Interim Reference Group under the formats and guidelines

provided by the Spotlight Initiative. Zero draft CPD to be available 8 July 2019 for consultation and inputs with all stakeholders.

Product 4: Final Country Programme Document

The consultant will incorporate all feedback and inputs on Zero draft CPD and make available to the UN Resident Coordinator final CPD on 17 July 2019.

IV. Duration of Assignment and form of payment

The consultant will be engaged over a period of 2 months June – July 2019 (approximately 25 working days)

Payment will be completed upon satisfactory completion of the deliverables and by target deadlines as follows:

Deliverables/Outputs	Payment	Target Due Dates
1. Country Programme Strategy	10%	1 July 2019
2. Support and systemize multi-stakeholder consultations	25%	5 July 2019
3. Zero draft Country Programme Document	40%	8 July 2019
4. Final Country Programme Document	25%	17 July 2019
Total	100%	

V. Duty Station

The duty station is Belmopan, Belize, with limited internal travel for meetings and availability in Kingston, Jamaica 26 – 28 June 2019 (both dates inclusive).

VI. Institutional Arrangement

- a) The consultant will be directly supervised by and report to the UN Coordination Analyst/RCO Team Leader with approval/acceptance of outputs by the UN Resident Coordinator.
- b) The UN Resident Coordinator's Office will provide workstation and limited support service (printing, internet, etc)

VII. Qualifications of the Successful Individual Contractor

- a) Advance university degree (Master's degree or equivalent degree) in social science, project development, economics, gender, sustainable development, law or related area. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advance university degree.

- b) Minimum of 3 years progressively responsible experience in project/programme development, violence prevention, gender equality and providing strategic support to partnerships in the context of development cooperation, the SDGs or related area is required.
- c) Have designed at least 3 projects/programmes on violence prevention or gender equality.
- d) Knowledgeable of Results Based Management programming.
- e) Fluency in spoken and written English is essential.
- f) Excellent writing skills and proven ability to produce quality documents/reports.
- g) Excellent communication skills demonstrated ability to facilitate/conduct meetings, ability to communicate with wide range of stakeholders, including government, civil society, senior level UN staff and international development partners.
- h) Knowledgeable in the usage of computers
- i) Available immediately

VIII. Evaluation criteria for selection of best offer

All offers shall be evaluated by a combined scoring method – whereas qualification and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%.

No.	Description	Weighting
1	Technical proposal	30%
2.	Qualification and profile	40%
3.	Financial offer	30%

An interview will be requested as part of the selection process.

Deadline for submission is Friday, June 14, 2019