

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** International GBV Advisor – GBV Data Analyst and Report Writer

**Project Name :** Gender Based Violence (GBV) Survey in Tanah Papua

**Reports to:** Programme Manager Analyst of Poverty Reduction and SDG Cluster

**Duty Station:** Home Based and Jakarta

**Expected Places of Travel (if applicable):** N/A

**Duration of Assignment:** 1 December 2015 to 31 March 2016

## REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :</b>
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
	(5) Expert/ Advisor
	<b>CATEGORY OF INTERNATIONAL CONSULTANT , please select :</b>
	(6) Junior Specialist
	(7) Specialist
X	(8) Senior Specialist
	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

X	CV
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal ( if applicable )

### Need for presence of IC consultant in office:

☐ partial (explain)

☒ intermittent (for preparation and validation)

☐ full time/office based (needs justification from the Requesting Unit)

### Provision of Support Services:

Office space: X ☐ Yes ☐ No

Equipment (laptop etc): ☐ Yes X ☐ No

Secretarial Services ☐ Yes X ☐ No

If yes has been checked, indicate here who will be responsible for providing the support services:

## I. BACKGROUND

### I. Objectives of Baseline Survey

The objective of this study is to map current attitudes on violence against women (VAW) and the adequacy of services provided to victims of VAW in selected areas of *Tanah Papua* (as the provinces of Papua and West Papua are known).

### II. Study Design

#### II.A. Quantitative Survey

##### a. Methodology

UNDP will undertake a survey in target districts (*kabupaten*) of Papua and West Papua that maps:

- Prevailing gender norms and ideals about masculinity and femininity, what is considered acceptable behaviour in a given context based on those norms, and the risks of non-conformance with those norms;
- To what extent VAW is prevalent within the sampled sub-populations; and
- Power relations between and among women and men in specific political/social contexts, and broader social structures that support these power norms.

UNDP will apply World Health Organization/WHO (for female respondents)<sup>1</sup> and Partners for Prevention/P4P (for male respondents)<sup>2</sup> survey methodologies. UNDP will ensure both questionnaires are aligned so that cross-comparative analysis of survey results can occur between the sexes. An international consultant experienced in gender based violence surveys, will adapt the two survey methodologies, develop training modules for enumerators, and write the final report. A statistician will be contracted, as individual consultant, to work closely with BPS to design the sample, clean up data and undertake preliminary statistical data analysis.

In line with 'WHO Ethical and Safety Recommendations for Researching, Documenting and Monitoring Sexual Violence in Emergencies,'<sup>3</sup> UNDP will ensure:

- Enumerators are the same sex as respondents (e.g., male enumerators for male respondents);
- In a unit sample area (e.g., a neighbourhood (*rukun tetangga*/RT), UNDP will interview only males or females;
- Each enumerator will interview, at most, 3-5 respondents per day to avoid mental exhaustion;
- To minimize the risk of affecting confidentiality of the interviews, as well as possible repercussions from perpetrators, the enumerator should avoid staying overnight in the sample area once the interviews are completed;
- Interviews will be conducted only when the safety of the respondent is secured. Enumerators will maintain confidentiality and should find a safe, private location to conduct the interview;
- Local language translation (verbal) will be provided in areas where Bahasa is not the main language or illiteracy is high.<sup>4</sup> This will be done within strict limits to ensure that enumerators use the same terms and do not alter the meaning of any questions; and
- Particularly sensitive questions related to criminal behaviors such as sexual violence perpetration will be done in such way to ensure confidentiality and protect respondents' anonymity.

<sup>1</sup> <https://www.dropbox.com/s/igm3nkoavagzlv/WHO%20VAW%20multiple%20country%20%281%29.pdf?dl=0>

<sup>2</sup> [https://www.dropbox.com/s/76mwhhceojwgsai/2e1\\_The%20Change%20Project%20Regional%20Core%20MALE%20Questionnaire.pdf?dl=0](https://www.dropbox.com/s/76mwhhceojwgsai/2e1_The%20Change%20Project%20Regional%20Core%20MALE%20Questionnaire.pdf?dl=0)

<sup>3</sup> [https://www.dropbox.com/s/p56bx5z03tpnzi8/Ethics%20WHO%20OMS\\_Ethics%26Safety10Aug07.pdf?dl=0](https://www.dropbox.com/s/p56bx5z03tpnzi8/Ethics%20WHO%20OMS_Ethics%26Safety10Aug07.pdf?dl=0)

<sup>4</sup> The survey will be read to the respondents by the enumerators. For sensitive questions – pictures will be used or dictated/spoken by the android tablet/application. The previous male survey in Papua, iphone application was used to dictate/read the sensitive questions.

**b. Location**

As per the program description, the survey will cover the capital city and one rural target area in each of the four districts. In order to increase accessibility and reduce travel costs to rural target areas, UNDP proposes targeting rural areas with the highest population density, as follows:

Kabupaten	Urban	Population	Density	Rural	Population
Manokwari	Manokwari Barat	85,700	361	Prafi	14,045
Sorong	Aimas	23,000	103	Mayamuk	10,939
Jayapura District	Sentani	47,409	209	Waibu	7,446
Jayawijaya	Wamena	44,209	177	Asologama	8,257

Source: 2010 Population Census

**c. Characteristics of Respondents**

Males and females will be equally represented in samples for each target area. Half the respondents in each sex class will be youth (*i.e.*, 14-19 years) and half will be adult (*i.e.*, 20 years or older).

Quantitative Survey	Manokwari		Sorong		Jayapura		Jayawijaya	
	Urban	Rural	Urban	Rural	Urban	Rural	Urban	Rural
Male Adults	80	80	80	80	80	80	80	80
Female Adults	80	80	80	80	80	80	80	80
Male Youth	80	80	80	80	80	80	80	80
Female Youth	80	80	80	80	80	80	80	80

UNDP will identify at least 80 individuals in each of the four age and class categories within the target areas, in order to secure a minimum number of 60 respondents (75% of targeted respondents) per target area. The total number of respondents in each target area will number between 240-320 people. The 8 target areas are: Manowari Barat & Prafi (in Manokwari District); Aimas & Mayamuk (in Sorong District); Sentani & Waibu (in Jayapura District), Wamena & Asologama (in Jayawijaya District).

**d. Sampling Techniques**

Cluster random sampling techniques will be employed using BPS unit sampling areas. BPS will request District BPS to update the unit sampling areas before data collection. Only one respondent will be chosen from each targeted household. If more than one household resides per house, only one household will be chosen within that house.

**e. Enumerators**

BPS will recruit a total of 40 enumerators: ten local female and ten local male enumerators from Jayapura; and ten local female and ten local male enumerators from Manokwari. Usually enumerators are not BPS staff, but will be recruited from local universities or organizations. All 40 recruits will participate in enumerator training. UNDP expects 10 percent of trainees (*i.e.*, 4 persons) will not pass training due to lack of capacity or commitment. Each province will have, at a minimum, at least four female youth enumerators, four male youth enumerators, four female adult enumerators and four male adult enumerators. During the training, the enumerator candidates will receive transport and half day daily subsistence allowance (lump sum). During the data collection phase, in addition to the transport and daily

subsistence allowance, the enumerator will receive a fee based on the number of acceptable completed questionnaires as verified by the field supervisors. BPS will assigned a field supervisors to each province (*i.e.*, there will be four field supervisors overall). Field monitoring will be undertaken by the BPS Director or Head of Sub-Directorate together with UNDP.

**f. Data Collection Tools**

Android tablets will be employed to collect data. Each enumerator will be equipped with a power bank and SIM card. Data can be uploaded to the BPS server from major urban areas in *Tanah Papua*, if the enumerator cannot upload data from rural areas due to poor mobile coverage. Each day, the field supervisor will be back up data from enumerators.

One Android database application expert will be assigned to assist BPS in creating and managing the online data storage system.

**g. Referral to Psychosocial Services if a VAW Victim is Identified**

As part of compliance with standard ethical and safety codes for VAW surveys, when an enumerator identifies a victim of violence, she will be referred to the nearest psychosocial support service provider. UNDP estimates that only 10 percent of female respondents will be interested in accessing such services. During the survey preparation period, UNDP will identify care that is available to be accessed by identified victims at the local level. Referral to local service providers will be facilitated. The project will set aside funding to provide fee per service-based psychosocial counselling (if needed) until the completion period of the project. UNDP will advocate for a free and accessible support system to be provided by local government or local NGOs.

**h. Qualitative Component of the Quantitative Survey**

In order to properly understand norms and values upheld by a community, one male national consultant and one female national consultant will lead Focus Group Discussions (FGDs) that consist of five community members from each respondent group from the sampled districts. These community members will not have participated in the quantitative survey. In each sample area, there will be a FGD that targets male youth, one that targets female youth, one that targets adult males, and one that targets adult females. Youth may be drawn from secondary schools, while adults may be drawn from church groups.

FGD	Manokwari		Sorong		Jayapura		Jayawijaya	
	Urban	Rural	Urban	Rural	Urban	Rural	Urban	Rural
Male Adults	5	5	5	5	5	5	5	5
Female Adults	5	5	5	5	5	5	5	5
Male Youth	5	5	5	5	5	5	5	5
Female Youth	5	5	5	5	5	5	5	5

**II.B. Institutional Capacity Assessment (ICA)**

As a part of the baseline survey, the government's capacity to promote and protect citizens' rights and provide basic services to survivors of violence will be assessed. The ICA will consider, among other things:

- Quality (individual and institutional competencies and capacities) and quantity (ease of access, sufficient number of service providers) of district service providers for women and children in connection with complaints handling, health/medical rehabilitation, psychosocial rehabilitation, legal aid and law enforcement, and repatriation and social reintegration; and
- District level policies on domestic/gender based violence and gender equality.

The assessment will be conducted in the districts of Jayapura, Jayawijaya, Sorong, and Manokwari, and will include service providers like:

- Centre for the Protection of Women and Children (Pusat Pelayanan Terpadu Pemberdayaan Perempuan dan Anak/P2TP2A);
- Hospitals and Community Health Centres (Pusat Kesehatan Masyarakat/Puskesmas);
- Women and Children Services Unit (Unit Pelayanan Perempuan dan Anak/UPPA) for the city (Polres) and subdistrict (Polsek) police, courts and legal aid organizations; and
- Psychosocial service providers, including non-government organizations (NGOs), faith-based organizations, and community groups.

At least two survivors of domestic violence/GBV from rural areas and two from urban areas from each district will be interviewed on their experience in accessing such support systems.

#### **Methodology:**

- Focus Group Discussions (FGDs)  
Respondents for FGDs will be divided into two groups:
  - o **Group A** will consist of, at a minimum, ten decision and policy makers including from the District Agency for Women's Empowerment and Children Protection, District Planning and Development Agency (BAPPEDA), District Health Agency, and District Social Office
  - o **Group B** will consist of, at a minimum, 20 service provider staff including from law enforcement agencies (police, legal aid organizations, and courts), healthcare providers (hospitals & PUSKESMAS) and psychosocial service providers (NGOs, P2TP2A, PKK -Family Welfare Development community leaders, churches)

*Note: UNDP will encourage participation of senior level officials in the FGDs.*

- Interviews and Observations  
To assess the capacity and competency of service providers, UNDP will interview staff appointed to handle cases. The National Consultant for ICA will also observe how providers deliver services to victims, preferably while VAW victim(s) seek assistance. Observation will be done at each service provider using tools adapted from the Ministry of Women Empowerment and Child Protection's Monitoring and Evaluation Guideline on Minimum Service Standards for Women and Children Victims of Violence.<sup>5</sup>
- Desk Review  
Relevant secondary data (*i.e.*, policies issued, programme documents, and reports from relevant non-government institutions including women's crisis centers, international agencies, and so on) will also be gathered and analyzed.

UNDP Indonesia CO, Poverty Reduction and SDG cluster is seeking a qualified International Gender Based Violence Adviser to oversee, guide and advise the work of GBV Survey in Tanah Papua with the National Statistic Office (NSO) and national consultants.

## **II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES**

### **Scope of Work**

The baseline survey will be conducted in all the targeted districts, covering beneficiaries, duty bearers, partners and other stakeholders. It will cover four districts within the parameters of expected results of the project pertaining to a household baseline survey, completed with qualitative components and also pertaining to a baseline capacity assessment of key service providers. The GBV quantitative survey will refer to the WHO VAW multi-country survey

<sup>5</sup> [https://www.dropbox.com/s/axocvf5qxvz57w/Buku\\_Panduan%20Money%20SPM-TPPO%26KtPA\\_07.pdf?dl=0](https://www.dropbox.com/s/axocvf5qxvz57w/Buku_Panduan%20Money%20SPM-TPPO%26KtPA_07.pdf?dl=0)

methodology and P4P male survey methodology.

The international Adviser will be expected to conduct the following activities:

- Participate in planning meetings with relevant officials of GBV Survey in Tanah Papua and review relevant documents (over Skype)
- Submit a detailed work plan with timeframe for this assignment (over Skype)
- Guide finalization of the survey plan for household survey sampling (over Skype)
- Guide finalization of data collection tools (questionnaire, checklist), guidelines and techniques and analysis framework for the baseline survey in consultation with the technical team of UNDP and NSO (over Skype)
- Assist preparation of data analysis plan in consultation with the technical team of UNDP and NSO (over Skype)
- Guide and advise NSO to provide high quality data analysis
- Guide and ensure the required quality of the quantitative survey report, including the FGD part by 2 national consultants.
- Prepare the draft report of the GBV quantitative survey, including integration of the national consultant report on qualitative component of the survey.
- Prepare presentation of the result to the National Team
- Address comments from UNDP, USAID and National stakeholders during validation meeting and feedback period.
- Finalized the complete GBV Survey in Tanah Papua Report, including executive summary that encompasses the quantitative, qualitative and service provider's capacity assessment parts.

#### Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
a. Final methodology, sampling and data collection tools	5	15 December 2015	Payment will be made upon certification by the Programme Manager Analyst of Poverty Reduction and SDG Cluster
b. Data analysis	10	15 January 2016	Payment will be made upon certification by the Programme Manager Analyst of Poverty Reduction and SDG Cluster
c. Draft Report Writing	12	15 March 2016	Payment will be made upon certification by the Programme Manager Analyst of Poverty Reduction and SDG Cluster
d. Executive Summary Writing	3	31 March 2016	Payment will be made upon certification by the Programme Manager Analyst of Poverty Reduction and SDG Cluster

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

- a) The consultant will be supervised and report to Programme Manager Analyst of Poverty Reduction and SDG Cluster
- b) *Report must be submitted four times based on deliverables and due date above.*
- c) *Consultant will have discussion with internal UNDP, BPS and other UN Agencies for verification and another reference studies.*
- d) *The project will provide the consultant office space during preparation and validation.*
- e) *If the consultant come from outside Jakarta, she/he will support with travel cost with reimbursement method include in the financial proposal.*

#### Duration of the Work

30 days during 4 months( 1 December 2016 to 31 March 2016)

#### Duty Station

Home Based and Jakarta

#### Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:

Masters Degree related to Social Science, Development, Gender, Public Health or a related field.

#### Years of experience:

- 8 years proven experience in conducting qualitative and quantitative studies, including baselines, related to gender & development, human rights, justice, Sexual and Gender Based Violence in developing countries.
- 5 years knowledge and experience of gender sensitive approaches, including conducting baseline studies of Sexual and Gender Based Violence.
- Experience in quantitative and qualitative data analysis
- In-depth knowledge of Indonesia's socio-cultural, economic and political context
- Work experience in Indonesia-Papua will be an asset.

#### Competencies and special skills requirement:

- Multidisciplinary skills, coordination, interpersonal and team skills;
- Ability to communicate effectively with target groups and audience;
- Excellent working language skills in English

## V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

### Cumulative analysis

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

*a) responsive/compliant/acceptable, and*

*b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight; 30%*

*Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>		100
<i>Criteria A: qualification requirements as per TOR:</i>	70%	70
1. Masters Degree related to Social Science, Development, Gender, Public Health or a related field.		15
2. 8 years proven experience in conducting qualitative and quantitative studies, including baselines, related to gender & development, human rights, justice, Sexual and Gender Based Violence in developing countries.		15
3. 5 years knowledge and experience of gender sensitive approaches, including conducting baseline studies of Sexual and Gender Based Violence.		10
4. Experience in quantitative and qualitative data analysis		5
5. In-depth knowledge of Indonesia's socio-cultural, economic and political context		5
6. Work experience in Indonesia-Papua will be an asset.		5
7. Multidisciplinary skills, coordination, interpersonal and team skills;		5
8. Ability to communicate effectively with target groups and audience;		5
9. Excellent working language skills in English		5
• <i>Criteria B: Brief Description of Approach to Assignment</i>	30%	30



• <i>Criteria C: Further Assessment by Interview (if any)</i>	N/A		
---	-----	--	--