TERMS OF REFERENCE

Baseline Study
for the Spotlight Initiative on Ending Violence Against Women and Girls
in Jamaica

1. Background

Introduction
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 Sustainable Development Goals (SDGs). The Initiative aims at ending all forms of violence against women and girls, targeting those that are most prevalent and contribute to gender inequality across the world. The Spotlight Initiative will deploy 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.

The overall vision of the Spotlight Initiative 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 Sustainable Development Goals (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 and transgender people as champions and agents of change at the national, subnational 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 HPs due to intersecting forms of discrimination. The program will also seek to address the SRHR needs of all women and girls in all their diversity using a life-cycle approach.

Spotlight Jamaica
The SPI Jamaica Country Program will use a multi-sectoral, multi-layered, interlinked community-centered approach to the implementation of the interventions on the following six Outcome Areas based on the socio-ecological model for addressing SGBV:

- 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 CSO

The SI in Jamaica will address 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 approach will be guided by the ecological theory that underpins the connections between family and society. The ecological model is seen as the best framework within which to address the causes, consequences, and response to family violence in Jamaica. The approach will also be guided by the core principle of the 2030 Agenda for Sustainable Development – *Leaving No One Behind* and underpinned by an intersectional approach that will ensure interventions address key social factors such as socio-economic status, age, sexual orientation, health, educational and disabilities status are addressed.

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

2. Study purpose

The overall purpose of the baseline study is to: -
(1) Establish the current status of the proposed programme indicators (see Annex 1),
(2) Map and analyze the gaps of services, multi-stakeholder coordination mechanisms, institutions and networks on VAW; and
(3) Analyze national and sectoral plans and budgets

The data generated from this baseline study will be used to inform and guide programme implementation and provide the basis by which all UN inputs will be reviewed, monitored and evaluated during the Spotlight Country Programme in Jamaica.

3. Study objectives and related questions

(1) To complete the Spotlight Initiative Results framework with appropriate baseline values for the identified indicators with missing data to determine the measurement of the Spotlight Initiative's impact for all Stakeholders (Governments, Senior Management within the UN, the donor(s), civil society)
   a. What is the current status of the Spotlight results framework indicators?
   b. What has been the trend of these indicators?
   c. Given the past trend and present situations, what are the opportunities and risks to improve the status of these indicators and to what extent can this realistically be improved given the resources invested in both present and future capacities?
   d. What are the opportunities and risks to the UN's ability to measure these indicators and demonstrate the effectiveness of the UN's support through the Spotlight?

(2) To map the three key areas of intervention for Spotlight Jamaica which are: child sexual abuse, IPV and discrimination against vulnerable groups, in accordance with national/international standards. The mapping includes:

- What type of administrative data is collected; *(Indicator 5.1.5)*
- What are the preferable mechanisms for collection and analysis, including tools and protocols [reflective of data by parish, income, education, sex and age];
- What is the required resource allocation and mobilization for collection of data;

- What is the level of service provision (health, social services, security, and justice), by age, parish and gender *(Indicator 4.1.3);*
- What government stakeholders (ministries, departments, agencies), and NGOs are supporting VAWG (mapping);
- What are the gaps and recommendations for improvement in all areas outlined above in line with international standards and with consideration for the local context;

❖ Additional Issues for mapping to be considered include:

- Mapping of multi-stakeholder national and/or sub-national[1] coordinating mechanisms established at the highest level to oversee VAWG. (*Indicator 2.2.2; Indicator 6.1.1, 6.1.3)*
- An analysis of how VAWG is addressed by programs and policies at the national level and sub-national levels. *(Indicator 2.1.1, Indicators 6.1.1, 6.1.2)*
- Listing of all institutions in relevant sectors[2] (health, social services, education, justice, security, culture) at both the national and sub-national levels. This list will be used as the sample of institutions or organizations to be investigated each year to identify programs to assess for VAWG activity funding.
- Mapping of communities[3] with advocacy platforms that promote gender-equitable norms, attitudes and behaviours, including in relation to women and girls' sexuality and reproduction. *(Indicator 3.2.1)*
- Mapping of local networks (in targeted communities) in place to prevent and respond to VAWG across the different sectors inclusive of referral pathways in place for victims/survivors of VAWG *(Indicator 3.2.1) (Indicator 4.1.5) (Indicators 6.1.3; 6.1.4)*
- Mapping of (1) national and community based CSOs (by sector and type of organization) representing children, youth, women and girls, disability, women living with HIV, female sex workers, LGBTQI, and other groups facing multiple[4] and intersecting forms of discrimination; (2) determine which ones are integrated with coalitions and networks of women's and children's rights groups and civil society working on ending VAWG. *(Indicators 6.2.1[5], 6.3.1)*
- Mapping of women's rights organizations (by type of organization and VAWG focus) identifying their function, scope of work, source of funds, targets and affiliations *(Indicator 1.1.3) (Indicator 2.1.1) (Indicator 4.1.4)*

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[1] Subnational is defined as parish level

[2] Sectors refer to health, social services, education, justice, security, culture

[3] Specific to the SPI Jamaica parishes of Kingston Metropolitan Area (St. Andrew and Kingston), Clarendon, Westmoreland, St. Thomas

[4] women and girls living in the rural areas; women and girls with disabilities; women living with HIV, sex workers; transgender persons, with a specific focus on young women and adolescent girls.

[5] Indicator is: Number of supported women's rights groups and relevant CSOs using the appropriate accountability mechanisms for advocacy. Accountability mechanisms refer to CEDAW, UPR shadow reports, and social accountability mechanisms such as social audits, citizen report cards, etc.

- Mapping of social accountability mechanisms[6] used by civil society to monitor and engage in VAWG efforts.
- Listing of known key informal decision makers (in target communities) and decision makers in relevant institutions targeted for capacity development to (a) advocate for implementation of legislation and policies on ending VAWG, and, (b) for gender-equitable norms, attitudes and behaviours and women and girls' rights.
- Listing of autonomous social movements and civil society organizations, including those representing women, children and youth groups;
- Listing of training institutions by sector for public servants at the national and sub-national levels that integrate gender equality and VAWG into their curriculum, as per international standards.
- Listing of women's rights groups and relevant CSOs using knowledge products developed by Spotlight participating UN agencies in the design of their own programs on VAWG, including SGBV, and on women and girls' sexual and reproductive health rights (SRHR).

(3) To conduct an analysis of national and sectoral plans and budgets

- How integrated is VAWG in national development plans and strategies? (Analysis of development plans and strategies for all 6 sectors (health, social services, education, justice, security, gender/culture) to assess whether VAWG is integrated into each and to what degree that integration exists. *(Indicator 4.1.3)*
- How much funding is dedicated to eliminating VAWG, currently and over the years? (Analysis of the national budget, calculating the proportion of national funding allocated to preventing and eliminating all forms of VAWG for both national and sectoral plans (Health, Social Services, Education, Justice, Security and Gender/Culture).
- What is the National Budget Allocation to SGBV and SRHR and performance auditing for relevant ministries?

(4) To inform strategic decisions, allowing for the refinement of programme and communication interventions through identification of possible constraints and opportunities for programming for the main target groups[7];

(5) To provide recommendations on areas that need more attention and focus during implementation and ways to strengthen performance monitoring and maximise learning;

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[6] Social accountability: a form of accountability which emerges from actions by citizens and civil society organization (CSOs) aimed at holding the state to account, as well as efforts by government and other actors (media, private sector, donors) to support these actions. Source: Goetz and Gaventa (2001), Goetz and Jenkins (2005)

[7] Women and girls living in the rural areas (with a specific focus on young women and adolescent girls); women and girls with disabilities; women living with HIV, sex workers;

4. Study Assessment Process

4.1 Methodology
The assessment will involve both quantitative as well as qualitative research methods including document review, in-depth interviews and focus group discussions as applicable. The team is also expected to triangulate data, to cross check quantitative and qualitative data, and use different types of data sources. Submissions by interested organizations must propose specific methodologies deemed most practical, efficient and accurate, preferably based on past experiences in Jamaica.

Final methods to be selected must match with the assessment questions stated above. It is expected that the proposed methodology per Outcome will:
- Identify methodology and sample
- Level of stakeholders' participation

4.2 Stakeholders
Concerned stakeholders are to be consulted at various levels and in all stages of the Spotlight programme implementation process to ensure their ownership and accountability towards programme inputs and desired results. During the study process, the consultancy firm should therefore involve the following stakeholders of the proposed programme through human rights-based, gender-sensitive and socially-inclusive approaches:

- Relevant personnel of UN entities
- Current and prospective government and CSO partners as reflected in the Spotlight Country programme Document at national level (Kingston) and parish level, where applicable
- Target beneficiaries and communities (if applicable)

4.3 Documentation
The UN Resident Coordinator's Office/Spotlight Coordinator will provide relevant documents to the study team.

4.4 Location
The desk review and meetings with relevant national level stakeholders should take place in Kingston and in the parishes of St. Thomas, Clarendon, and Westmoreland.

4.5 Timeframe
The complete study should be completed within three months from the date of signing the contract. It is expected that the final report in approved format will be submitted to the RCO by no later 30 May 2020.

5. Management and activities

RCO and UN entities
Under the overall guidance of the UN Resident Coordinator and direct supervision of the Spotlight Coordinator, the contracted entity will carry out the baseline study in close coordination with the Spotlight Coordination team. The Spotlight Coordinator will have the overall responsibility for coordinating with the consultancy firm and ensuring a good quality baseline study report. More specifically, s/he will be responsible for the following:

- Preparation (e.g. gathering documents from relevant UN, government and CSO entities);
- Ensuring that the selected consulting firm understands the TOR and ensuring that the consultancy firm understands the UN evaluation norms, standards and ethics, and commits in writing to abide by them;
- In close collaboration with responsible UN staff, setting up appointments and preparing letters of introduction;
- Coordinating and providing timely feedback and input on draft versions of the report;
- Managing risks pertaining to baseline study processes;
- Ensuring payments are made against results (expected outputs);
- Publishing, generating knowledge and dissemination; and
- Following up on the management response for timely submission of incorporation in the final report.

6. Consultancy firm/Team

The selected consultancy firm will have the overall responsibility for organizing and conducting the baseline study. Throughout the study process, it will also be responsible for ensuring the quality of the data collected and the data analyses, as well as ensuring that all data collection activities are in compliance with ethical and safety standards applicable to researching, documenting and evaluating programmes and with the Standards for Evaluation in the system of Unites Nations Evaluation Group[8].

The consultancy firm will appoint a Team Leader who will take the overall responsibility for the management process and who will be the focal point for coordinating and communicating with the Spotlight Coordinator. The consultancy firm will also be responsible for logistics management for their field work and data collection activities.

S/he will be responsible for the following:
- Liaise with the RCO/Spotlight Coordinator to ensure that the baseline study is carried out as per the work plan, as approved by the Spotlight Technical Coordination team;
- Provide leadership and coordination to study activities;
- Report to the RCO and the Spotlight Technical Coordination team (both verbally and in writing) on the progress every two weeks, as per the agreed work plan;
- Supervise the assessment team in regard to monitoring team members, participants and study processes as per ethical considerations;
- Liaise with the Spotlight Coordinator in establishing a feasible data entry system and quality controls for data collection at field level;
- Train the study team in data recording, entry and quality control measures; i.e. on-going supervision of these processes to ensure consistency and accuracy;
- Coordinate and lead data management, analysis and interpretation of the results based on agreed upon data management software;
- Provide qualitative and quantitative data analysis and recommendations to the Spotlight Coordinator UNFPA in agreed reporting format;
- Amend report as needed to incorporate technical feedback and management responses and provide final report and output reports to the Spotlight Coordinator as per the agreed timeline.

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[8] http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=81

A. Consultancy team composition, roles and responsibilities

The consulting firm or consortium of consultants must:
- o Demonstrate its understanding and experience of family violence and gender related issues, including gender inequalities and VAWG.
- o Demonstrate its experience implementing projects within an International Development results-based monitoring framework, similar in scope and complexity to the current mandate.
- o Demonstrate its capacity to develop tools and protocols that are incorporate the human rights-based approach and is gender-responsive.
- o Demonstrate its knowledge and experience in data analysis and reporting

The team of specialists proffered must include appropriate personnel to fill four mandatory positions: (1) Team Leader, (2) Monitoring and Evaluation Specialist, (3) Social Science Researcher (Gender specialist), and a (4) Data Analyst. This team should have expertise in the fields of (i) violence against women & girls; (ii) data and research; (iii) social behavioural change, (iv) monitoring and evaluating development programmes.

The study team should also be culturally diverse, gender-balanced and well-versed in local language and customs. In addition to the relevant qualifications and experiences, the Team Leader and experts will have a proven track record and technical expertise in their relevant field and should meet the following specific requirements:

i. *Organizational Requirements*

    a) Experience:
- Technical knowledge and demonstrated experience in Jamaica/Caribbean related to data collection methods, data analysis and reporting, preferably on violence against women and girls
- Experience in developing evaluation frameworks
- Experience in participatory methods
- Experience in conducting data analysis and reporting
- Demonstrated experience in working successfully as a multidisciplinary team
- Understanding of diversity, including cultural and gender awareness

    b) Skills:
- Language skills (English is mandatory and Jamaican Patois)
- Interviewing skills, especially in interviewing different target audiences
- Facilitation skills, especially in working with groups of different target stakeholders (i.e. beneficiaries, including women and men, adolescents, national and sub-national and local government officers; non-governmental organisations; civil society and UN agencies);
- Data analysis
- Report writing

c) Personal ethics
   - Respect the United Nations Evaluation Group (UNEG) Code of Conduct
   - Be sensitive to beliefs, manners and customs and act with integrity and honesty in their relationship with all stakeholders, in accordance with human rights norms
   - Protect the anonymity and confidentiality of institutions and individual informants

A. Team Lead

Qualifications and Profile

The Team Lead must have a minimum of a Master's degree in Sociology, Behavioral Sciences, or related discipline, and at least five (5) years of project management experience in projects of similar scope and complexity.

The Team Lead must:
a. Demonstrate experience in leading the process of assessments or research studies or projects in the social services sector in a developing country context, preferably in Jamaica, or other Caribbean countries.
b. Demonstrate high level management experience and knowledge of results-based management practices, including previous experience leading a team and managing the performance of staff and /or contracted expertise to ensure that professional standards are met.
c. Understanding gender-responsive development or institutional change management methodologies are a plus.
d. Demonstrate experience in leading a collaborative process with multi-stakeholders from the Public and Civil Society sectors, preferably in Jamaica, other Caribbean countries.
e. Demonstrate experience in the management of development projects that involve delivery of social services to citizens.
f. Have extensive knowledge of the social services sector, including knowledge of the mandate and functions of organisations providing support on women's rights, child protection and/or child rights-based services to children and families.
g. Demonstrate an understanding of risks that could impede the project from attaining results.
h. Experience with EU financed projects is an advantage.
i. Language skills (English is mandatory)

Role and Responsibilities

The Team Lead shall be responsible to:

- Lead the implementation process of a diverse team and be technically and financially accountable for the results of the consultancy.
- Ensure that all tasks and activities are completed on time and within budget, and in a manner that meets the results and objectives of the consultancy
- Be guided by the Spotlight Project Coordinator in ensuring that activities remain congruent with the Spotlight Framework.
- Ensure timely submission of all deliverables
- Ensure sex disaggregated data (& other intersecting data as relevant) is collected wherever applicable, to include data on girls and boys.
- Ensure appropriate and effective levels of collaboration with key stakeholders, including the primary entities that will ultimately implement and or benefit from any products, systems, standards or protocols developed under this consultancy.
- Ensure all reports, protocols, presentations and other tools developed under this consultancy are gender-responsive, appropriate for their intended purpose and receive the appropriate approvals from the Spotlight Coordination team

B. Social Science Researcher

Qualifications and Profile
A Master's degree in Gender Studies, Social Sciences, Social Work, Anthropology, International development, or a related discipline.

Experience
- A minimum of five years of progressively responsible experience leading and implementing projects/research in the social science field, preferably in the field of Gender studies.
- Previous experience in the area of gender and development or gender equality;
- Understanding of the gender equality environment in the Caribbean Region;
- Experience in gathering and systematizing large amounts of data, evaluation of public; policies, analysis of gender indicators and other related issues;
- 2-3 years' experience in quantitative or qualitative research and data analysis;
- Must have published research findings in the form of blogs, articles and/or reports;
- Experience with a UN organization/agency is preferable but not mandatory;
- Excellent command over the English language;
- Experience in data mapping is an asset;
- Experience coordinating and liaising with government agencies and/or donors is an asset
- Language skills (English is mandatory)

Role and Responsibilities

The Social Science Researcher shall be responsible for:
- Lead in the design and development of data collection tools and methodology (ies);
- Provide guidance on sampling methodology;
- Lead recommendations for strategic decision making related to programme implementation;
- Lead writing of draft and final report and presentation;
- Work with Data Analyst and M&E Specialist to review data trends and data analysis;
- Lead/support presentation to stakeholders

C. Monitoring and Evaluation Specialist

Qualifications and Profile

Bachelor's degree in Evaluation, Political or Social Science, Economics, International Development Studies or related field.

Experience:
- At least 3 (three) years (with Master' degree) or (5 (five) years (with Bachelor's degree) of professional experience in monitoring and evaluation, including hands-on experience in design, monitoring and evaluation of development projects, implementation, coordination, donor reporting and capacity building.

- Knowledge and experience in providing oversight for implementation of Gender Based Violence (GBV) response monitoring and evaluation, including managing implementation of civil society organizations activities on EVAWG, preferred

- Experience in the usage of computers and office software packages, experience in handling of web-based management and knowledge management/M&E systems.

- The evaluator must have prior experience in developing evaluation frameworks
- Experience with data analytics
- Experience with EU financed projects is an advantage.
- Extensive knowledge and significant experience in programme/project evaluation and proven accomplishments in undertaking evaluations for international organizations, strong knowledge of United Nations development agenda, the civil society and working with government authorities;
- Language skills (English is mandatory)

Role and Responsibilities

The Monitoring and Evaluation Specialist shall be responsible for:
- Lead the determination of baselines and targets based on primary/secondary data;

- Lead recommendations for collection and reporting of indicators and ways to strengthen performance monitoring;
- Analyse the data trends
- Support the design and development of data collection tools and methodology (ies);
- Provide support to developing the sampling methodology;
- Support writing of draft and final report and presentation

D. Data Analyst
Bachelor's degree in Social Sciences, Statistics, mathematics, Computer Science or related field

Experience
- At least 5 years' experience in conducting quantitative/ qualitative data analysis and reporting;
- Very strong qualitative and analytic skills; keen attention to detail and data accuracy;
- Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS etc)
- Strong knowledge of and experience with reporting packages (Business Objects etc), databases, and data visualization tools and techniques (Microsoft Power BI, Tableau, etc).
- Demonstrated competence with using standard data software packages (MS Excel, MS Access, etc).
- Experience in data mapping is an asset;
- Experience in the usage of computers and office software packages, experience in handling of web-based management and knowledge management;

Role and Responsibilities
The Data Analyst shall be responsible for:
- Conduct of data analysis (both qualitative and quantitative);
- Support the development of data collection tools and developing corresponding databases;
- Data cleaning and any data coding;
- Review and provide feedback on data quality;
- Support the determination of baselines and targets;
- Provided support to data sampling;
- Oversight of data entry;
- Final cleaned datasets, including coding handbook

7. Expected deliverables

The time frame for the entire consultancy should not exceed 12 weeks and should include the following milestones:

- Deliverable 1: Inception report and corresponding presentation to the Spotlight Coordination Team
- Deliverable 2: Brief report on Stakeholder consultations for mapping
- Deliverable 3: First draft Baseline Study report, including analysis of findings and data collection tools
- Deliverable 4: Conduct of Stakeholder validation session and presentation
- Deliverable 5: Final draft Baseline Study report and corresponding presentation

The final baseline study report should be provided in an electronic format and 3 printed copies. Electronic data files should also be submitted. The data and information collected during this study is the sole and full ownership of Jamaica Spotlight Initiative.

a. Expected Deliverables

The time frame for the entire consultancy should not exceed **12 weeks**.

	Deliverable	Items Covered/Included	Time Frame	Payment Schedule
1.	*Inception Report*	- Workplan with timelines and related budget - Travel and Meeting schedule - Detailed list of questions to be addressed - Details on Methodology to be followed, including sampling if any - Bibliography of documents reviewed - People contacted and met (if any) - Plan for Data Analysis - Quality assurance and risk management strategies - Referral protocol for respondents in situation of risk (if any) - Corresponding presentation to the Spotlight Coordination Team	One (1.5) week after Starting work (upon signing the contract)	First payment (20%)
2.	*Stakeholder consultations for the mapping exercise*	- Development of tools for the mapping exercise - Stakeholder consultations for the mapping - Compilation of mapping information - Submission of brief update report	Two (2) weeks	Second Payment (10%)
3.	*Perform data analysis of mapping and in-depth analysis of budgets)*	- Quantitative data entry, data cleaning and data analysis performed. - Qualitative data fully transcribed and analysed (if necessary)	Two (2) weeks	Third payment (10 %)

		- Submission of brief update report		
4.	*Comprehensive Initial Draft Baseline Study Report prepared, and PowerPoint Presentation made*	- Findings, results and recommendations, vulnerability maps presented in a comprehensive report	Two (2) weeks	Fourth payment (20 %)
5	*Stakeholder Validation workshop*	- Dissemination of findings through a stakeholders' workshop and incorporation of inputs into final report - Submission of Stakeholder registration and presentation	One (1) week	Fifth payment (10%)
6.	*Final baseline report, (and updated corresponding power point presentation) addressing input from validation workshop and other key stakeholders.*	- 1 hard copy of the Report incorporating all stakeholders' comments, fully formatted, edited and finalised to a professional printable standard; - 2 hard copies of final baseline report, addressing input from validation workshop and other key stakeholders. - The report should be a maximum of 30 pages in length, excluding annexes - Hard copy of the report and maps - All finalized data collection instruments - The cleaned data files - All qualitative data transcripts (if necessary)	Two (2) weeks	Final payment (30%)

b. Payment Terms

Payment is linked to deliverables as per table above. Please note that final payment to a contractor is dependent on the satisfactory completion of deliverables.

Deliverables	Amount
Inception Report	20%
Stakeholder consultations for mapping exercise	10%
Data analysis of mapping and in-depth analysis of budgets	10%
Draft report	20%
Stakeholder Validation Workshop	10%
Final Report	30%
Total	**100%**

c. Reporting

The consultant will meet with the Spotlight Initiative Technical Coordination Unit, members of the programmes team every 2 weeks to discuss progress updates. Ad hoc meetings may be convened as needed.

The Institution or team will submit the following reports:

i.   An **inception report** (showing the proposed study design, methodology, data collection tools, timeline, budget and ethical considerations) within 1.5 weeks of signing the contract. The consultant will make an oral presentation of workplan covered in the inception report at a Spotlight team meeting.

ii. **Update briefs** (2) (covering tools development for data mapping, stakeholder consultations, budget analysis, data entry progress, data analysis, etc) at the end of researchers' stakeholder consultations for the mapping exercise and budget analysis. These briefs should be no more than 10 pages providing an update from field/ data collection activities.

iii. A **draft** report: within 7 weeks from the signing of the contract a draft report documenting the findings of the entire study should be submitted. A PowerPoint presentation of the results will be required.

iv. A **final** report: within 10 weeks from the signing of the contract the consultant should submit a final report which takes into cognisance comments made on the draft report. Final report will be endorsed only when the quality of the report is approved by the Technical Coordination Unit. The final report should provide clear baseline data for the specified indicators, qualitative analysis of the findings from the mapping component and provide recommendations of potential opportunities for enhance programming and synergies. Additionally, all data files, data completed tools must be submitted to Spotlight Coordinator. The standalone reports of the in-depth questions should adhere to quality standards of peer-reviewed academic publications. The main report should have excellent analytical quality and writing, but will be written in clear, crisp language, understandable to an informed lay reader. The text of the report and annexes should be illustrated, as appropriate, with maps, graphs and tables. The Institution/Contractor is expected to produce candid, uncompromising, high quality reports, containing well evidenced findings and clear conclusions and recommendations. An updated PowerPoint presentation of the results is required.

8. Evaluation Criteria

TECHNICAL PROPOSAL		POINTS
	Technical Proposal (*See Annex II for evaluation criteria*)	**1000**
	FINANCIAL	
	Financial Assessment/review will include: - Overall Price. - Cost benefit comparison related to number and quality of personnel in the Proposal who will execute the Study and plan to monitor implementation (quality of staff, no of trips etc.). - **Completeness of the Financial Proposal** (ensure that all costs, including professional fees, costs of travel, salaries, insurance, etc. are included in the price offered). - Payment terms/schedule of payment proposed. - Timeline proposed. - Period of validity of Proposal.	
The combined scoring method will be used, and only technically competent proposals will be assessed financially		

Annex 1: Results framework

<table>
<tr>
<td colspan="3">OUTCOME 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

Outcome Indicators: 1.1 Proportion of target countries with laws and policies on VAWG/HP that adequately respond to the rights of all women and girls, including exercise/access to SRHR, are evidence-based and in line with international HR standards and treaty bodies' recommendations

Baseline: 1 VAWG policy; Target: 1 VAWG policy revised and submitted for approval</td>
</tr>
<tr>
<td>Output 1.1: National and subnational partners have strengthened evidence-based knowledge and capacities to assess gaps and draft new and/or strengthen existing legislations on ending family violence</td>
<td>Responsible agency:</td>
<td>Baseline:</td>
</tr>
<tr>
<td>Indicator 1.1.1: Number of draft new and/or strengthened laws and/or policies on ending VAWG and/or gender equality and non-discrimination developed that respond to the rights of women and girls facing intersecting and multiple forms of discrimination and are in line with international HR standards</td>
<td>UNDP</td>
<td></td>
</tr>
<tr>
<td>Indicator 1.1.3 Proportion of draft laws and/or policies on ending VAWG and/or gender equality and non-discrimination which have received significant inputs from women's rights advocates</td>
<td>UN Women</td>
<td></td>
</tr>
<tr>
<td>Indicator 1.1.4 Number of women's rights advocates with strengthened capacities to draft legislation and/or policies on VAWG including family violence and/or gender equality and non-discrimination</td>
<td>UN Women</td>
<td></td>
</tr>
<tr>
<td>Indicator 1.1.5 Number of Parliamentarians and staff of human rights institutions with strengthened capacities to advocate for, draft new and/or strengthen existing legislation and/or policies on VAWG including family violence and/or gender equality and non-discrimination and implement the same</td>
<td>UN Women</td>
<td></td>
</tr>
<tr>
<td colspan="3">OUTCOME 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
Outcome Indicator 2.1: Proportion of countries that have functioning national and/or sub-national coordination and oversight mechanisms at the highest levels for addressing VAWG/HP that include representation from marginalized groups
Outcome Indicator 2.3: VAWG, including family violence, is integrated in 6 other sectors (health, social services, education, justice, security, culture) development plans that are evidence-based and in line with globally agreed standards</td>
</tr>
<tr>
<td>Output 2.1: Key officials at national and/or sub-national levels are better able to develop and deliver evidence-based programmes that prevent and respond to family violence, especially for those groups of women and girls facing multiple and intersecting forms of discrimination</td>
<td>Responsible agency:</td>
<td>Included for Baseline study:</td>
</tr>
<tr>
<td>Indicator 2.1.1 Number of institutions that develop strategies, plans and/or programmes to prevent and respond to VAWG, including for those groups of women and girls facing intersecting and multiple forms of discrimination</td>
<td>UN Women</td>
<td></td>
</tr>
</table>

Indicator 2.1.2: Jamaica with internal and external accountability mechanisms within relevant government institutions in place to monitor GEWE and VAW/HP **Baseline:** Gender Focal Point system ((internal mechanism) **Target:** Strengthened Gender Focal Point system	UN Women	
Indicator 2.1.3 Number of strategies, plans and programmes of other relevant sectors that integrate efforts to combat VAWG developed in line with international HR standards **Baseline**: 5 LSDP, 1 priority plan **Target:** 1 additional LSDP completed, 1 priority plan updated	UNDP	
Indicator 2.1.5 Percentage of targeted national and sub-national training institutions for public servants that have integrated gender equality and ending VAWG, including family violence, in their curriculum, as per international standards	UN Women	
Output 2.2 Multi-stakeholder national and/or sub-national coordination mechanisms established at the highest level and/or strengthened that are adequately funded and include multi-sectoral representation and representation from the most marginalized groups	**Responsible agency:**	**Included for Baseline study:**
Indicator 2.2.1 Proportion of supported multi-stakeholder coordination mechanisms established at the highest level and/or strengthened composed of relevant stakeholders, with a clear mandate and governance structure and with annual work plans **Baseline: 0** **Target: costed strategy for Institutional strengthening of BGA completed**	UN Women	
Indicator 2.2.2 Proportion of national and sub-national multi-stakeholder coordination mechanisms that include representatives of groups facing multiple and intersecting forms of discrimination	UN Women	
Indicator 2.2.3 Proportion of national and sub-national multi-stakeholder coordination mechanisms that are costed **Base**line: 0 **Target**: 1 Caucus	UN Women	
Output 2.3 Multi-stakeholder national and/or sub-national coordination mechanisms established at the highest level and/or strengthened that are adequately funded and include multi-sectoral representation and representation from the most marginalized groups	**Responsible agency:**	**Included for Baseline study:**
Indicator 2.3.1 Proportion of dedicated and multi-sectoral programmes developed that include proposed allocations of funds to end VAWG, including family violence Baseline: Social intervention strategy Target: Updated social intervention strategy for Zones of Special Operations (aka the current citizen security plan)	UNDP	
Indicator 2.3.3: Number of key government officials with greater knowledge, capacities and tools on gender responsive budgeting to end VAWG, including family violence. Baseline: National Strategic Action Plan Against Gender Based Violence (NSAP-GBV) Target: updated costing framework for NSAP-GBV	UN Women	

OUTCOME 3: Gender inequitable social norms, attitudes and behaviour change at community and individual levels and prevent violence against women and girls, including family violence		
Indicator 3.1: Percentage of people who think that it is justifiable for a man to (subject) beat his wife/intimate partner (to violence), by sex and age **Baseline:** *10% (Women Health Survey 2016)* **Target (2021)**: *5%* **Indicator 3.3:** Number of evidence-based, transformative/comprehensive prevention strategies/programmes that address the rights of those marginalized **Baseline**: *0* **Target:** *3*		
Output 3.1: National and/or sub-national evidence-based programmes are developed to promote gender-equitable norms, attitudes and behaviours, including on IPV, girl-child sexual abuse and those facing multiple and intersecting forms of discrimination for in and out of school setting	**Responsible Agency**	**Included for Baseline study:**
Indicator 3.1.2 Number of young women and girls, young men and boys who participate in programmes in school and out of school that promote gender-equitable norms, attitudes and behaviours and exercise of rights, including reproductive rights **Baseline:** *0* **Target**: *30,000*	UNICEF	
Indicator 3.1.3 Number of national and/or sub-national programmes developed for inclusion in educational curricula to promote gender-equitable norms, attitudes and behaviours, including targeting young women and girls, young men and boys facing multiple and intersecting forms of discrimination **Baseline:** *1* **Target: 1** *(enhancement of HFLE curriculum for in school students and extension of use to out-of-school youth)*	UNICEF	
Output 3.2: Community advocacy platforms are established/strengthened to develop strategies and programmes, including community dialogues, public information and advocacy campaigns, to promote gender-equitable norms, attitudes and behaviours in relation to IPV, girl-child sexual abuse and those facing multiple and intersecting forms of discrimination.	**Responsible Agency**	**Included for Baseline study:**
Indicator 3.2.1 Number of women, men, girls and boys who regularly attend community programmes to promote gender-equitable norms, attitudes and behaviours, including in relation to women and girls' sexuality and reproduction.	UNICEF	
Indicator 3.2.2: Number of people reached by campaigns challenging harmful social norms and gender stereotyping **Baseline:** *0* **Target:** *1 million*	UNICEF	
Indicator 3.2.3: Number of men and boys who regularly attend gender transformative programmes addressing violent masculinities and men's violence towards women and girls in community centres, schools and other relevant spaces **Baseline:** *0* **Target:** *2,000*	UNICEF	

OUTCOME 3: Gender inequitable social norms, attitudes and behaviour change at community and individual levels and prevent violence against women and girls, including family violence **Indicator 3.1:** Percentage of people who think that it is justifiable for a man to (subject) beat his wife/intimate partner (to violence), by sex and age **Baseline:** *10% (Women Health Survey 2016)* **Target (2021)**: *5%* **Indicator 3.3:** Number of evidence-based, transformative/comprehensive prevention strategies/programmes that address the rights of those marginalized **Baseline**: *0* **Target**: *3*		
Indicator 3.2.5: Number of campaigns challenging harmful social norms and gender stereotyping, including of women and girls facing intersecting and multiple forms of discrimination, developed and disseminated **Baseline:** *0* **Target:** *3 campaigns (Intimate Partner Violence and Child Sexual Abuse)*	UNICEF	
Output 3.3: Decision makers in relevant non-state institutions and key informal decision makers are better able to advocate for implementation of legislation and policies on ending family violence, and for gender-equitable norms, attitudes and behaviours on women and girls' rights	**Responsible Agency**	
Indicator 3.3.3 Number of new and other media stories/reports that sensitively report on VAWG including family violence and GEWE more broadly	**UNICEF**	
Indicator 3.3.5: Number of key informal decision makers and decision makers in relevant non-state institutions with strengthened awareness of and capacities to advocate for implementation of legislation and policies on ending VAWG and for gender-equitable norms, attitudes and behaviours and women and girls' rights **Baseline**: *Not available* **Target**: 5 non-state institutions/ social influencers with strengthened awareness and capacity to advocate	UNICEF	
OUTCOME 4: Women and girls who experience family violence use available, accessible, acceptable, and quality essential services including for long term recovery from family violence *Indicator 4.1 Proportion of women, including those facing intersecting and multiple forms of discrimination, who report experiencing physical or sexual violence who seek help, by sector9*		
Output 4.1: Relevant government authorities and women's rights organisations 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	**Responsible Agency**	
Indicator 4.1.1 Proportion of countries with centralized risk assessment systems and/or early warning systems in place bringing together information from police, health and justice sectors	UNDP	
Indicator 4.1.4 Number of government service providers who have increased knowledge and capacities to deliver quality and coordinated essential services to women and girls' victims/survivors of VAWG including family violence (and their families, when relevant)	UNFPA	Yes

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[9] This indicator should be measured for women seeking services ***within the past 12 months***, in order to measure progress and change over time—as lifetime prevalence of violence is not a sound measure of change over time.

OUTCOME 3: Gender inequitable social norms, attitudes and behaviour change at community and individual levels and prevent violence against women and girls, including family violence **Indicator 3.1:** Percentage of people who think that it is justifiable for a man to (subject) beat his wife/intimate partner (to violence), by sex and age **Baseline:** *10% (Women Health Survey 2016)* **Target (2021)**: *5%* **Indicator 3.3:** Number of evidence-based, transformative/comprehensive prevention strategies/programmes that address the rights of those marginalized **Baseline**: *0* **Target**: *3*		
Indicator 4.1. 5. Number of women's rights organizations that have increased knowledge and capacities to deliver quality and coordinated essential services to women and girls' victims/survivors of VAWG including family violence (and their families, when relevant)	UNFPA	Yes
Indicator 4.1.8 Number of local networks established among authorities and communities to prevent and respond to family violence that include adequate representation of women and girls facing multiple and intersecting forms of discrimination.	UNFPA	Yes
Indicator 4.1.9 National guidelines and protocols in line with the guidance and tools for essential services that specifically address the needs of women and girls facing multiple and intersecting forms of discrimination available	UNFPA	Yes
Output 4.2: Women and girls' survivors of VAWG, including SGBV/HP, and their families are informed of and can access quality essential services, including longer term recovery services and opportunities	**Responsible Agency**	
Indicator 4.2.1: Number of women and girls' survivors of violence that have increased knowledge of and access to quality essential services, disaggregated by age group.	UNFPA	No
OUTCOME 5: Quality, disaggregated and globally comparable data on specific forms of family violence collected, analysed and used in line with international standards to inform laws, policies and programmes • *Indicator 5.1 Jamaica has globally comparable data on the prevalence (and incidence, where appropriate) of VAWG, including family violence, collected over time* • *Indicator 5.2 Jamaica with publicly available data, reported on a regular basis, on various forms of VAWG, including family violence, at country level*		
Output 5.1: Key partners, including relevant statistical officers, service providers in the different branches of government and women's rights advocates have strengthened capacities to regularly collect data related to family violence, in line with international and regional standards to inform laws, policies and programme	**Responsible Agency**	
Indicator 5.1.1: Number of National Statistical Offices that have developed/adapted and contextualized methods and standards at national level to produce prevalence and/or incidence data on VAWG, including family violence. **Baseline:** *None* **Target:** By 2022 legally enforceable minimum standards and protocols for the management of VAWG administrative data are in place for Jamaica's STATIN and the National Statistical System	*UN Women*	
Indicator 5.1.2: Jamaica a system to collect administrative data on VAWG, including family violence, in line with	*UN Women*	

OUTCOME 5: Quality, disaggregated and globally comparable data on specific forms of family violence collected, analysed and used in line with international standards to inform laws, policies and programmes • *Indicator 5.1 Jamaica has globally comparable data on the prevalence (and incidence, where appropriate) of VAWG, including family violence, collected over time* • *Indicator 5.2 Jamaica with publicly available data, reported on a regular basis, on various forms of VAWG, including family violence, at country level*		
international standards, across different sectors		
Indicator 5.1:3 Number of National Statistical Officers who have enhanced capacities to produce data on the prevalence of VAWG including family violence, and incidence where appropriate.	UN Women	
Indicator 5.1.4 Number of government personnel, including service providers, from different sectors who have enhanced capacities to collect prevalence and/or incidence data, including qualitative data, on VAWG including family violence in line with international and regional standards.	UN Women (UNDP, UNICEF: Contributing Agencies)	
Indicator 5.1.5: Number of women´s rights advocates with strengthened capacities to collect prevalence and/or incidence data, including qualitative data, on VAWG including family violence.	UN Women	
Output 5.2: Quality prevalence and/or incidence data on family violence is analysed and made publicly available for the monitoring and reporting of the SDG target 5.2 indicators to inform evidence-based decision making	**Responsible Agency**	
Indicator 5.2.1: Number of knowledge products developed and disseminated to the relevant stakeholders to inform evidence-based decision-making.	UN Women (UNICEF: Contributing Agency)	
Indicator 5.2:2 Number of pieces of peer-reviewed qualitative research published	UN Women	
Indicator 5.2.3: Number of government personnel, including service providers, from different sectors with strengthened capacities on analysis and dissemination of prevalence and/or incidence data on VAWG, including family violence	UN Women	
Indicator 5.2.4: Number of women's rights, youth and children's advocates with strengthened capacities in analysis and dissemination of prevalence and/or incidence data on VAWG, including family violence.	UN Women	

OUTCOME 6: Women's rights groups, autonomous social movements and relevant 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 *Indicator 6.1 Proportion of countries where women's rights organisations, autonomous social movements and relevant CSOs,[10] increase their coordinated efforts to jointly advocate on ending VAWG, including family violence* *Indicator 6.2 Proportion of countries where there is an increased use of social accountability mechanisms by civil society in order to monitor and engage in efforts to end VAWG, including family violence* *Indicator 6.3 Proportion of women's rights organisations, autonomous social movements and CSOs, including those representing youth and groups facing multiple and intersecting forms of discrimination/marginalization, report having greater influence and agency to work on ending VAWG, including family violence*		
Output 6.1: Women's rights groups and relevant CSOs,[11] have increased opportunities and support to share knowledge, network, partner and jointly advocate for GEWE and ending VAWG, including family violence, with relevant stakeholders at sub-national, national, regional and global levels**.**	**Responsible Agency**	
Indicator 6.1.1: Number of jointly agreed recommendations produced as a result of multi-stakeholder dialogues that include representatives of groups facing multiple and intersecting forms of discrimination	UN Women	
Indicator 6.1.2: Number of official dialogues with relevant government authorities with the meaningful participation of women's rights groups and relevant CSOs, including representatives of groups facing multiple and intersecting forms of discrimination	UN Women	
Indicator 6.1.3: Number of CSOs representing youth and other groups facing multiple and intersecting forms of discrimination that are integrated with coalitions and networks of women's rights groups and civil society working on ending VAWG including family violence	UN Women	
Indicator 6.1.4: Number of women's rights groups, networks and relevant CSOs with strengthened capacities to network, partner and jointly advocate for progress on ending VAWG including family violence at local, national, regional and global levels	UN Women	
Output 6.2: Women's rights groups and relevant CSOs are better supported to use social accountability mechanisms to support their advocacy and influence on prevention and response to VAWG, including family violence, and GEWE more broadly	**Responsible Agency**	
Indicator 6.2.1: Number of supported women's right groups and relevant CSOs using the appropriate accountability mechanisms[12] for advocacy	UN Women	
Output 6.3: Women's rights groups and relevant CSOs representing groups facing multiple and intersecting forms of discrimination/marginalisation have strengthened capacities and support to design, implement and monitor their own programmes on ending VAWG, including family violence	**Responsible Agency**	
Indicator 6.3.1 Number of women's rights groups and relevant CSOs representing groups facing multiple and intersecting forms of discrimination/marginalization that have strengthened capacities and support to design, implement, monitor and evaluate their own programmes on ending VAWG, including family violence	UN Women	

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[10] Including those representing youth and groups facing intersecting forms of discrimination/marginalization

[11] Including those representing youth and groups facing intersecting forms of discrimination/marginalization

[12] E.g. the CEDAW, UPR shadow reports, and social accountability mechanisms such as social audits, citizen report cards, etc.