

Terms of Reference



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GENERAL INFORMATION

Title: Consultancy to Build the Technical Capacity to Improve Data Collection and Analysis on Violence Against Women and Girls (VAWG) within Key Stakeholders in Grenada

Type of Consultancy: Individual

REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Cover Letter highlighting main qualifications and experience relevant to this TOR
X	Detailed CV including past experience in similar projects and at least 3 references
X	Completed Letter of Offeror & Financial proposal

I. BACKGROUND

The Grenada Spotlight Initiative is designed to focus attention, coordinate human effort, and strategically apply resources to the implementation of a well-conceived comprehensive national programme to contribute to end family violence and all forms of violence against women and girls in Grenada, Carriacou and Petite Martinique. The programme is comprised of 6 outcome areas of which UNDP leads the implementation of Outcome 2 and 5, with UN Women, UNICEF and PAHO leading the implementation of others. Under Outcome 1, the programme will address the legislative and policy gaps that create an environment of impunity as it relates to family violence while under Outcome 2, the programme will strengthen the capacity institutions to provide gender responsive support in the area of Family Violence. Outcome 3 will scale up existing creative and effective initiatives to establish healthy habits to prevent family violence against women and girls. Outcome 4 will focus on strengthening the delivery of quality essential services, while under Outcome 5, the Initiative will ensure that data relevant to family violence in Grenada, Petite Martinique and Carriacou is rigorously collected and effectively used to improve prevention and response. And finally, under Outcome 6, the Grenada Spotlight Initiative will harness the power of Grenada's women's movement, autonomous social movements, and Civil Society organisations to end family violence and all forms of violence against women and girls.

For this Consultancy emphasis is placed on Outcome 5 which focuses on quality, disaggregated and globally comparable data on VAWG related family violence with a focus on intimate partner violence and child sexual abuse which can be collected, analyzed and used in line with international standards to inform laws, policies and programmes. The collection, dissemination, storage, and uptake of data on VAWG is a critical area for growth in Grenada, necessitating increased focus and investment.

Rationale for Consultancy

The National Statistical Office (NSO) of the Government of Grenada, is a leader within the OECS in the production of social data, including most recently the successful implementation of the UN Women supported prevalence survey on gender-based violence, and the conducting of the enhanced country poverty assessment. The NSO has also been calculating the harmonised OECS multi-dimensional Poverty Index annually with UNDP support. They have also assessed the National Statistics System as a first step towards a National Strategy for the Development of Statistics (NSDS). Nonetheless, the department is small and is in need of increased capacity to deliver its mandate, particularly as it relates to expanding of the island's statistical coverage to include more emphasis on the SDG targets. In particular, the collection and analysis of data related to gender, which is both a specific and cross cutting issue, will need to be enhanced. Developing policies and programmes to support bringing an end to violence against women and girls will require robust data and nuanced, careful analysis and will depend on the provision of technical support to the NSO in its review of the existing national statistical system and data collection tools, including the forthcoming Police Records Management Information System (PRMIS) with a view to identify gaps related to VAWG and child sexual abuse and propose strategic solutions to enhance data availability, quality and analysis.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The Consultant will be required to undertake the following activities to achieve the objectives of Outcome 5:

- Conduct a baseline assessment, including a capacity gap analysis, of both government and civil society organisations' qualitative and quantitative data collection and management systems, including the forthcoming Police Records Management Information System (PRMIS), on VAWG within families with a focus on intimate partner violence and child sexual abuse.
- Propose and develop revisions to relevant qualitative and quantitative data collection tools and process guidelines to include VAWG based intimate partner violence and child sexual abuse considerations.
- Design, develop and implement training workshops with technical personnel from key ministries to collect, analyse and disseminate/make available qualitative and quantitative sex disaggregated data and gender statistics on VAWG related family violence with a focus on intimate partner violence and child sexual abuse.
- Development and execution of training programmes to build the capacity of civil society organizations to use technological innovation to improve collection, analysis and dissemination of community-based data on VAWG related family violence, especially to those women and girls facing intersecting forms of discrimination, to inform accountability mechanisms for service delivery and policy implementation.

*It is estimated that this consultancy will last for approximately 2 months.

Duties and Responsibilities:

The specific duties and responsibilities of the Consultant are to:

- i. Examine the data systems within key institutions including ministries, NSO, Criminal Records Office, civil society organizations, Royal Grenada Police Force to determine their current capacity for collecting, storing, analyzing and reporting data on VAWG including their human resource and technology capabilities.

ii.	Develop a gap analysis report and costed action plan with a methodological approach for improving data collection and analysis in the above institutions including recommendations for ICT and human resource capability upgrades.
iii.	Liaise with UNDP's CariSECURE team to establish synergies between their objectives and the objectives of this consultancy.
iv.	Update existing data collection tools (quantitative and qualitative), develop new tools if necessary and introduce the relevant process maps to ensure relevant and timely data on VAWG including family violence with a focus on intimate partner violence and child sexual abuse is adequately and efficiently captured. These tools should ideally utilize digital technologies.
v.	Develop, coordinate and execute training workshops with key ministries and NSO on data collection tools identified above. This would include: <ul style="list-style-type: none"> Coordinate the identification and development of curricula, training materials, visual aids, multimedia and other modes of delivery for the various topics, levels and outcomes required Coordinate the development and management of a training team that can facilitate training for a wide range of partners and stakeholders Develop and maintain a suitable space, platform and equipment for conducting training sessions, meetings and consultation activities, utilising both face-to-face and remote communication technologies
vi.	Develop, coordinate and execute training programmes with civil society organizations to use modern technologies to improve the efficiency, timeliness, reach and accuracy of community-based data collection tools identified above.
vii.	Develop and execute a training of trainers (ToT) series to ensure continued knowledge transfer within key ministries, NSO, institutions and civil society organizations. The Consultant will be required to conduct a pre-training assessment on potential trainers to determine their existing capacities.
viii.	Development of training manuals for key ministries, the NSO as well as civil society organizations as a sustainability mechanism for transfer of knowledge and continuity purposes.
ix.	Develop a post training report including a monitoring plan on whether the intended outcomes of the capacity building including ToT activities were met.

Expected Outputs and Deliverables

Deliverable/Output	Scope of Work	Proposed Completion Deadline	Percentage Payment
Inception Report	Review of relevant documentation. Completion of inception meeting. Submission of project action plan including delivery timelines.	Week 1	15
Interim Report	Completion and submission of the following documents:		

	<ul style="list-style-type: none"> - Delivery of gap analysis report and detailed costed action plan including ICT and human resource capability upgrades. - Delivery of quantitative and qualitative data collection tools and process guidelines. 	Week 5	40
2 nd Interim Report	<p>Completion and submission of the following documents:</p> <ul style="list-style-type: none"> - Training report outlining all training materials developed including manuals, multi-media, curricula, and assessment tools customized to each institution. - Post training report detailing programmes executed, delivery modes, exam assessment criteria and analysis of training capacity. - Training of trainers (ToT) report detailing programmes executed, delivery modes, certification assessment criteria and analysis of training capacity 	Week 8	45

III. WORKING ARRANGEMENTS
<p>Institutional Arrangement</p> <p>a) Consultant will report directly to the Gender Advisor and Spotlight Initiative Programme Coordinator</p> <p>Duty Station</p> <p>a) Home based</p> <p>b) The post will be work from home and communications between the consultant and project team will be by phone and email, where necessary and additional meetings are needed, these would be conducted via Skype or Zoom</p>

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS
<p>Individuals interested in this assignment should demonstrate previous working experience with assignments relating to Human Rights and/or Gender Studies.</p>

I. Academic Qualifications and years of experience:

- Minimum Master's Degree in Statistics or relevant Social Sciences.
- Minimum requirement of 1-2 years relevant experience in conducting statistical research or social science research, with a specific emphasis on gender and child sexual abuse issues.
- Experience leading large-scale quantitative surveys as well as qualitative research; extensive knowledge and experience with statistical data analysis, and demonstrated competency in database development and analysis using statistical software;
- Experience in conducting training programmes on data collection relevant to this project

II. Competencies and special skills requirement:

- Strong research skills (both quantitative and qualitative).
- Strong interpersonal and communication skills in both oral and written English;
- Experience working with sensitive topics like VAWG related family violence with a focus on intimate partner violence and child sexual abuse.
- Strong track record of quality data collection tools for statistical analysis, data management, report writing and project management
- Experience working in Grenada is desirable.
- Demonstrated ability to network within national government partners, National Statistical Offices, NGOs and the academic and development community;

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

Using this weighted scoring method, the award of the contract will 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 49 points during the technical evaluation would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70	70

<ul style="list-style-type: none"> • 1-2 years of relevant experience in conducting statistical research or social science research, with a specific emphasis on gender and child sexual abuse issues – 10 pts; • 3- 5 years of relevant experience in conducting statistical research or social science research, with a specific emphasis on gender and child sexual abuse issues – 15 pts; • More than 5 years of relevant experience in conducting statistical research or social science research, with a specific emphasis on gender and child sexual abuse issues – 25 pts 	25	25	
<ul style="list-style-type: none"> • Experience leading large-scale quantitative surveys as well as qualitative research- 9 pts; • Extensive knowledge and experience with statistical data analysis, and demonstrated competency in database development and analysis using statistical software-8 pts; • Experience in conducting training programmes on data collection- 8 pts 	25	25	
<ul style="list-style-type: none"> • Experience in the design of data collection tools for statistical analysis and data management 	10	10	
<ul style="list-style-type: none"> • Experience working with national government partners, National Statistical Office, NGOs and the academic and development community 	10	10	
<u>Financial</u>	30	30	