



Terms of reference

GENERAL INFORMATION

Title: Legislative Review to advance policy changes to address family violence against Women & Girls

Type of Consultancy: Individual Consultancy

Project Name: Spotlight Initiative Jamaica

Reports to: UNDP Programme Analyst, Capacity Development

*Duty Station: **Jamaica***

Expected Places of Travel (if applicable): Not Applicable

Duration of Assignment: 30 days

REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR
X	Detailed CV or P11 form
X	Technical Proposal
X	Completed financial proposal

I. BACKGROUND

The 2030 Agenda for Sustainable Development places gender equality at its core to achieve the SDGs, with the elimination of violence against women and girls as a crucial component. 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 other vulnerable 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 sexual & gender-based violence (SGBV) and harmful practices (HP) due to intersecting forms of discrimination. The program will also seek to address the Sexual and Reproductive Health and Rights (SRHR) needs of all women and girls in all their diversity using a life-cycle approach. The SI involves six pillars premised on implementing SDG target 5.2 under the principle of “*leaving no one behind*” as follows:

1. Legislative and Policy Framework
2. Strengthening Institutions
3. Prevention and Social Norms
4. Delivery of Quality, Essential Services
5. Data Availability and Capacities
6. Supporting the Women’s Movement

The UNDP Jamaica’s Country Programme Document (CPD) aligns with the National Strategic Action Plan on the Elimination of Violence Against Women and Girls (NSAP-GBV). Based on local GBV data, four parishes - (Clarendon, Westmoreland, St. Thomas and Kingston and St. Andrew) will be targeted under the Spotlight Initiative.

This consultancy falls under Pillar 1 – Legislative and Policy Framework which is to support the Government of Jamaica in advancing legal reform to enhance the policy and legislative environment conducive to the elimination of family violence.

Building on the work done to date, this assignment seeks to advance and strengthen the legislative and policy framework which provides an enabling environment in which key issues relating to family and gender-based violence can be addressed.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

This consultancy seeks to support the preparation and presentation of submissions to the Joint Select Committee of Parliament with responsibility for the review of legislation against gender-based violence. The submission is geared towards providing recommendations and advocating for the mainstreaming of protection from VAWG and family violence in the Domestic Violence Act, the Sexual Harassment Act, the Sexual Offences Act, the Offence Against the Person Act, and the Childcare and Protection Act.

In **collaboration with the lead** Civil Society Organisation, the consultant is required to:

1. Undertake a gap analysis of existing policies, legislation and regulations relevant to VAWG and family violence. The analysis should be benchmarked against regional and relevant international legislation and policies in similar jurisdictions. The analysis should also include a review of the institutional frameworks that are relevant to promote the enhanced protection and removal of discrimination against Jamaican women and girls.
2. Support the lead CSO in conducting consultations to gather information from a wide cross-section of stakeholders including but not limited to governmental, civil society and faith-based organizations whose programmes support ending VAWG and family violence.

3. In collaboration with the lead CSO and based on finding from stakeholder consultations, prepare written submissions to the Joint Select Committee of Parliament regarding the mainstreaming of protection from VAWG and family violence in the abovementioned legislation. This may include as necessary, proposing recommendations for amendments to existing laws/regulations and/or the need for drafting of new laws/regulations.
4. Support the lead CSO in convening a special consultation and presenting the details of the written submission to the Joint Select Committee.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Proposed Completion deadline	Percentage payment
Deliverable 1: Inception Report outlining workplan, methodology ¹ , draft instruments	3 days	Within 2 weeks of signing contract	10
Deliverable 2: Gap Analysis of existing legislation, policy and regulation relevant to VAWG and family violence	10 days	6 weeks after contract signing	30
Deliverable 3: Draft submission of recommendations to Joint Select Committee	10 days	8 weeks upon contract signing	30
Deliverable 4: Final Written Submission of recommendations to the Joint Select Committee	5 days	9 weeks upon contract signing	10
Deliverable 5: Presentation of submissions to the Joint Select Committee	2 days	10 weeks upon contract signing	20
Total	30 days		

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) The consultant will work under the oversight of the UNDP Jamaica Resident Representative or her designate and the direct supervision of the Officer in Charge, Programmes Unit. Day-to-day support for the execution of the assignment will be provided by the Spotlight Programme Officer.

Duration of the Work

- a) Consultant is expected to be engaged for 30 working days over a 2.5 months period
- b) The anticipated start date for the consultancy is November 2020
- c) UNDP and relevant partners will review and provide comments on deliverables within 3-5 business days of receipt of the deliverable.
- d) Payment for deliverables can only be made upon submission and approval of deliverables. Payment usually take 5-7 consecutive working days to be processed

Duty Station

- a) Jamaica

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Individuals interested in this assignment should be able to demonstrate previous experience mainstreaming gender in social programmes, have strong knowledge and experience in gender-based violence prevention work and understands the dynamics of citizens' safety and security in vulnerable communities.

Academic Qualifications and years of experience:

- Minimum Bachelor's Degree in Law, Public Policy, Human Development or Gender Studies or any other social sciences related field - Mandatory)
- A minimum of five (5) years of experience with the possession of a relevant Bachelor's degree **OR** a minimum of two (2) years of experience with possession of a relevant Post-Graduate degree.
- At minimum 2 years of experience in undertaking legislative review.
- Proven professional experience in and knowledge of Family Violence against Women & Girls and family violence.
- Proven experience in the development or review of policies at a national level. Familiarity with the Laws of Jamaica as well as regional jurisdictions.

III. Competencies and special skills requirement:

- Strong interpersonal and communication skills both oral and written in English;
- Sound understanding of Jamaican expressions and undertones of sex and gender.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

Using this scoring method, the contract will be awarded 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	Maximum Point
<u><i>Technical</i></u>	<i>70</i>	<i>70</i>
Relevance of Education/ Degree Minimum Bachelor's Degree in Law, Public Policy, Human Development or Gender Studies or any other social sciences related field.	<i>Pass/Fail</i>	<i>Candidates will be given a 'Pass' mark provided they have met the requirement as it pertains to the relevant educational qualifications in addition to the relevant years of experience.</i>
A minimum of five (5) years of experience with the possession of a Bachelor's degree OR a minimum of two (2) years of experience with possession of a Post-Graduate degree in the related areas.	<i>20</i>	<i>15 points will be allocated for the possession of the minimum years of experience (re: Bachelors/Masters) in the required disciplines. One point will be allocated for each additional year up to a maximum of twenty points.</i>
At minimum 2 years of experience in undertaking legislative review.	<i>20</i>	<i>15 points will be allocated for the possession of the minimum two years of experience in legislative review and drafting. A point will be awarded for each additional year up to a maximum of 20 points. Consultants must clearly demonstrate their experience and involvement in the legislative review. Where possible, sample work should be provided.</i>

Proven professional experience in and knowledge of Family Violence against Women & Girls and family violence.	5	<i>5 points will be allocated based on experience shown.</i>
Experience in the development or review of policies at a national level.	15	<i>Full points will be allocated where the consultant has led the review and/or development process of a policy.</i>
<p>Assessment of Technical Proposal</p> <p>Technical Proposal should detail the consultant's approach to work based on the TOR. Points will be awarded based on:</p> <ul style="list-style-type: none"> ▪ <i>Clarity (2 points)</i> ▪ <i>Specificity (2 points)</i> ▪ <i>Language (2 points)</i> ▪ <i>Feasibility (2 points)</i> ▪ <i>Approach to work (2 points)</i> 	10	<i>Candidates will be allotted a maximum of 10 points based on the fluidity of their technical proposal.</i>

Application Procedure:

Qualified and interested candidates are requested to submit the following to demonstrate your interest and qualifications by explaining why you are the most suitable for the post:

- **Cover Letter** explaining why you are the most suitable candidate for the advertised position.
- **Completed P11 form** (Personal History Form) (available on UNDP website) **and/or CV** including past experiences in similar projects and contact details of referees.
- **Technical Proposal**-should include (a) detailed proposed strategy/methodology, work plan timeline; risks/limitations; (b) detailed profile of the expertise of the consultant, especially as it relates to scope of work;
- **Financial Proposal (using template provided)**-specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount for the specified tasks (e.g., costs related to data collection, capacity building events, public information session/launch, travel, and any other costs, including the number of anticipated work days). Overall, the financial proposal should include costs to deliver the work plan.

Incomplete applications will not be considered. Please make sure you have provided all requested documents. UNDP retains the right to contact references directly. Due to the large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest of confidence.

Approval

Signature



Name

Denise Antonio – Resident Representative

Date

04-Nov-2020