

Terms of Reference



GENERAL INFORMATION

Title: **Mainstreaming Violence Against Women and Girls into Social Intervention Strategies for Citizens Safety and Security**

Type of Consultancy: Individual Consultancy

Project Name: Spotlight Initiative Jamaica

Reports to: UNDP Officer in Charge, Programmes Unit

Duty Station: Jamaica

Expected Places of Travel (if applicable): Not Applicable

Duration of Assignment: 22 days over a 3 months period

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 and sample work
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 partnership to eliminate all forms of violence against women and girls worldwide called the Spotlight Initiative (SI). The Spotlight Initiative aims at mobilizing the commitment of political leaders to end violence against women and girls and thereby contribute to achieving Sustainable Development Goals (SDGs). 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 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 implementation 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 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 2 – Strengthening National and Subnational Institutions which seeks to enhance the capacity of institutions to deliver integrated, coordinated, high-quality, evidence based, sustained programmes to address family violence.

In 2017 the Government of Jamaica operationalized the Zones of Special Operation (ZOSO) intervention which seeks to restore public order and promote development in volatile communities utilizing a Clear, Hold and Build Strategy. ZOSO utilizes an integrated approach to community safety and crime prevention by focusing on policing and criminal justice, urban renewal integrating Crime Prevention Through Environmental Design (CPTED) principles and social development. Building on the work done to date, this assignment seeks to integrate considerations related to gender-based violence into the current ZOSO’s Social Intervention Strategy and other related crime prevention programmes.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

This consultancy seeks to examine the extent to which crime prevention strategies being implemented in Jamaica have integrated strategies to prevent violence against women and girls in their project design, implementation, monitoring and sustainability strategies. Primary focus will be placed on the social strategy being implemented in Zones of Special Operations (ZOSO) and other similar local and national level crime prevention strategies. The consultant is expected to use secondary data (and if possible primary data) to fulfil the requirements of the assignment. He/she shall:

1. Conduct a desk review of relevant current and past crime prevention strategies including the ZOSO’s Social Intervention Strategy. The review shall examine the extent to which the recommendations of National Strategic Action Plan against Gender Based Violence and/or strategies for dealing with gender-based violence have been incorporated in project designs.
2. Undertake a gender analysis of current social intervention strategies directed at addressing violence at the community level with specific focus on women and girls . Using an intersectional lens, focus shall be directed at the gender norms which perpetuate inequalities and consequently increase the risk of violence perpetrated by men against women and girls. The analysis shall also assess any programme

adjustments which have been made as a result of the Covid-19 pandemic. The gender analysis shall also identify opportunities and threats for mainstreaming VAWG during project design and implementation

3. Draft a gender-based violence prevention component for the ZOSO social intervention strategy. This shall include a costed action plan to facilitate the mainstreaming of violence against women and girls into crime reduction strategies.

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	1 week upon signing contract	10
Deliverable 2: Report outlining findings from the Desk review	5 days	3 weeks upon signing contract	20
Deliverable 3: Gender Analysis of current social intervention strategies	7 days	5 weeks upon signing contract	30
Deliverable 4: Draft Gender-based Violence Prevention Strategy	5 days	7 weeks upon signing contract	25
Deliverable 5: Final Gender-based Violence Prevention Strategy	2 days	8 weeks upon signing contract	15
Total	22 days		100

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) The consultant will report directly to the Officer in Charge, Programmes Unit. However, day-to-day management of the consultancy will be led by the Spotlight Programme Officer. Support to the consultant will also be provided by the UNDP Spotlight Technical Advisor, UNDP Jamaica Programme Team and Spotlight Recipient United Nations Organization (RUNOs).

¹ Shall include limitations resulting from the Covid-19 pandemic. The safety of staff, consultants, stakeholders and communities is paramount and the primary concern of the UNDP when planning and implementing evaluations during the COVID-19 crisis

Duration of the Work

- a) Consultant is expected to be engaged for 22 working days over a three (3) month period
- b) The anticipated start date for the consultancy is 7th December 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 will be made upon submission and approval of deliverables. Payment usually take 5-7 consecutive working days to be processed

Duty Station: Jamaica

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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

Academic Qualifications and years of experience:

- Minimum Bachelor's Degree in Gender Studies, Human Development or any other social sciences related field
- Evidence of having developed at least two (2) gender strategies and at least one (1) costed gender action plan targeting gender-based violence prevention.
- Demonstrated evidence of undertaking research for similar projects as evidence by sample works submitted.
- At least 7 years' experience undertaking similar assignments or five (5) years' experience with a master's degree
- At least 5 years' experience engaging with diverse stakeholders and multiple levels (grassroots/community, national, regional).

III. Competencies and special skills requirement:

- Strong interpersonal and communication skills both oral and written in English;
- Experience using participatory learning and action methods
- Sound understanding of Jamaica's socio-cultural context.

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 50 points during the technical evaluation would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	70	70
Qualification requirements as per TOR: Relevance of Education/ Degree <ul style="list-style-type: none">Minimum Bachelor's Degree in Gender Studies, Human Development or any other social sciences related field	Pass/Fail	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.
Adequacy of Competencies for the Assignment <ul style="list-style-type: none">Demonstrated experience in conducting gender analyses	20	15 points will be allocated for experience developing 2 or more gender analyses. One point will be given for each additional gender analysis developed up to a maximum of 20 points.
<ul style="list-style-type: none">Seven (7) years' experience undertaking similar assignments or five (5) years' experience with a master's degree	20	15 points will be allocated for the minimum years of experience (re: Bachelors/Masters) An additional 1 point will be allocated for each additional year up to a maximum of 20 points.
<ul style="list-style-type: none">Sample work submitted by consultant. Please note the sample work should be a gender strategy, gender policy, or gender action plan developed by the consultant.	20	20 points will be allocated for the submission of sample work in the form of a Gender strategy or comprehensive gender action plan

<p>Assessment of Technical Proposal</p> <ul style="list-style-type: none"> • Technical Proposal should detail the consultant's approach to work based on the TOR. Points will be awarded based on: • <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	<p><i>Candidates will be allotted a maximum of 10 points based on the fluidity of their technical proposal.</i></p>
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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 assignment:

- **Cover Letter** explaining why you are the most suitable candidate for the advertised assignment.
- **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**-shall include (a) detailed proposed strategy/methodology, work plan timeline; risks/limitations; and (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 workdays). Overall, the financial proposal shall include costs to deliver the work planned.

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 can only inform 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

05-Nov-2020