



Terms of reference

GENERAL INFORMATION

Title: Mainstreaming Violence Against Women and Girls (VAWG) Intervention Strategies into the Jamaica Local Sustainable Development Plans (LSDP)

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: Seventy Two days over a 5 month 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 joint 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). 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 Spotlight Initiative’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 Institutions, which seeks to ensure that national and sub-national systems and institutions plan, fund, and deliver evidence-based programmes that prevent and respond to violence against women and girls within the family.

The Government of Jamaica recognises local government as an important agent in achieving the SDGs. The Local Sustainable Development Plan (LSDP) allows municipalities to lay out their local development priorities in alignment with Vision 2030 and the SDGs. In Jamaica, the law governing municipal corporations mandates the preparation, adoption, and implementation of LSDPs. Planning of the LSDPs requires an integrated view of development, in which connections between social, economic, and environmental systems are considered. Social and economic development must work in harmony with environmental systems, within which they may exist, and, upon which they depend.

To ensure the LSDPs are effective in supporting the achievement of the SDGs, this assignment is aimed at mainstreaming the objectives of national policies geared towards the elimination of VAWG, including the NSAP-GBV, into the LSDPs. Coordination of the prevention and response to VAWG, including family violence, at the parish level is critical given the widespread occurrence of VAWG across all parishes in the island. Therefore, local authorities will be critical in taking a leading role in determining how VAWG, including family violence will be addressed in their parishes and communities. This local integration of the prevention and response will strengthen the protection offered to women and girls across the island. The integrated, multi-stakeholder, multidimensional and multi-sectoral nature of the LSDP will serve as a cohesive model to integrate actions to eliminate family violence and associated interventions, which can be replicated to other parishes.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

This consultancy seeks to mainstream or integrate the objectives of national policies geared towards the elimination of VAWG, including the NSAP-GBV, into the LSDPs of two (2) municipal corporations Clarendon & St Thomas. The consultant is expected complete the following:

1. Using an intersectional lens, undertake a gap/gender analysis of the LSDPs of two (2) municipal corporations- Clarendon & St. Thomas to highlight deficiencies and identify opportunities for integrating the objectives of national policies geared towards the elimination of VAWG, including the NSAP-GBV, into the LSDPs.

2. Draft a VAWG framework and action plan for each LSDP, where the activities are costed and reflect the objectives of national policies geared towards the elimination of VAWG, including the NSAP-GBV.
3. Select an activity from the VAWG action plan of each LSDP and develop a project implementation plan for the roll out of the activity in a selected community in each parish.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Proposed Completion deadline	Percentage payment
Deliverable 1: Inception Report outlining workplan, methodology ¹ etc	3 days	1 week upon signing contract	
Deliverable 2: Gender/Gap Analysis of the LSDPs for at least two municipal corporation	10 days	3 weeks upon signing contract	30
Deliverable 3: VAWG Framework & Costed Action Plan for each LSDP	12 days	5 weeks upon signing contract	40
Deliverable 4: Project Implementation Plan for one (1) activity from the VAWG action plan of the two LSDPs.	5 days	7 weeks upon signing contract	30
Total	30 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 and the technical officers at the municipal corporations. Support to the consultant will also be provided

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

by the Spotlight Technical Advisor. The consultant will be responsible for meeting bookings, logistical arrangements, and production of reports.

Duration of the Work

- a) Consultant is expected to be engaged for 30 working days over a three (3) month period
- b) The anticipated start date for the consultancy is February 2021
- c) UNDP and relevant partners will review and provide comments on deliverables within 5-10 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. Note: Payments are contingent on the municipal corporation team's approval of the satisfactory completion of deliverables.

Duty Station: Jamaica

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Individuals interested in this assignment shall demonstrate previous experience mainstreaming gender in social programmes and have strong knowledge and experience in gender-based violence prevention work

Academic Qualifications and years of experience:

- Minimum Bachelor's Degree in Gender Studies, Human Development or any other social sciences related field
- Experience of having conducted at minimum two (2) gender analyses (sample work to be provided)
- Experience of having developed at least one (1) costed gender action plan targeting VAWG prevention.
- At least 5 years' experience engaging with diverse stakeholders especially those at the grassroots/community and national level.

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. Experience working with UN Agencies, similar multilateral agencies and government entities.

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>	<i>70</i>	<i>70</i>
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 	<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>
Adequacy of Competencies for the Assignment <ul style="list-style-type: none"> Demonstrated experience in conducting gender analyses (sample must be submitted) 	<i>30</i>	<i>20 points will be allocated for experience developing 2 or more gender analyses. Two points will be given for each additional gender analysis conducted up to a maximum of 30 points.</i>
<ul style="list-style-type: none"> Experience of having developed at least one (1) costed gender action plan targeting VAWG prevention (sample must be submitted) 	<i>10</i>	<i>10 points will be allocated for the development of VAWG action plan.</i>
<ul style="list-style-type: none"> At least 5 years' experience engaging with diverse stakeholders especially those at the grassroots/community and national level. 	<i>15</i>	<i>10 points will be allocated for 5 years' experience. An additional 1 point will be</i>

		<i>allocated for each additional year up to a maximum of 15 points.</i>
<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> 	<i>15</i>	<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 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 work days). 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 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.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Approval	
Signature	_____
Name	Denise Antonio, Resident Representative
Date	13-Jan-2021
