



Terms of reference

GENERAL INFORMATION

Title: Mainstreaming Violence Against Women and Girls Data Collection & Analysis into Jamaica Injury Surveillance System

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: Forty days over 4 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).

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 5 – Strengthening Data Availability & Capacities which seeks to enhance the capacity of institutions to produce quality, disaggregated globally comparable data for analysis and to inform laws, policies & programmes.

The Jamaica Injury Surveillance System (JISS) is operated by the Ministry of Health and provides data on the profile of intentional and unintentional injuries seen and treated. A working group designed an expanded injury surveillance system based on the International Classification of External Causes of Injury. The expanded system allowed for the collection of data on all injuries seen in the Accident & Emergency (A&E) departments by adding four injury projects to the computerized Accident & Emergency (A&E) registration process. These were (1) unintentional injury, (2) violence-related injury, (3) suicide attempt (also known as intentional self-harm) and (4) motor vehicle-related injuries. The expanded JISS was implemented at the Kingston Public Hospital with the long-term objective to implement in all major hospitals and health centres on the island. In collaboration with police data and community-based surveys, JISS can be used to complete the risk profiles for different types of injuries and can be used to track and monitor family violence, including violence against women and girls in the form of intimate partner violence (IPV). The data generated can then form the basis for the design and monitoring of prevention programmes, as well as serve to support and evaluate policy, legislative control measures and measures that impact on interventions¹.

In consideration of the Spotlight target parishes and building on the work done to date, this consultancy seeks to implement the expanded JISS system into two parishes selected for SI implementation-St Thomas (Princess Margaret Hospital) and Clarendon (Lionel Town Hospital).

¹ <https://pubmed.ncbi.nlm.nih.gov/20931906/>

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The main objectives of the consultancy are to : (a) conduct a readiness assessment of two hospitals -Lionel Town & Princess Margaret and (b) support the Ministry of Health with the implementation of the updated JISS.

In undertaking the assessment, the consultant is expected to:

1. Conduct a readiness assessment of the two selected hospitals including site visits to evaluate infrastructure, IT capacity, medical records, registration processes for data collection and medical staff capabilities to implement JISS.
2. Support the implementation of the updated JISS:
 - i. Update operating systems manual and user training manual to reflect systems requirements for an effective JISS and data extraction guidelines related to IPV. Manuals are to include the feedback emerging from consultations with Ministry of Health officials and hospital staff.
 - ii. Configuration of hardware equipment and installation of JISS software at the two selected hospitals-Lionel Town & Princess Margaret.
 - iii. Detailed orientation and training of staff at the two hospitals to effectively and accurately
 - a) identify the location of the injury event using parish maps and b) collect and record data in the system.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of consultancy working days	Proposed Completion deadline	Percentage payment
Deliverable 1: <u>Inception Report</u> - This report must include: (1) approach to the Consultancy and workplan detailing methodology (inclusive of plan for stakeholder engagement) with relevant timelines.	3 days	2 weeks after the signing of the contract	-

(2) Plan for stakeholder engagement, methodology ² , draft instruments			
<p>Deliverable 2: Conduct Needs assessments of the two select hospitals</p> <p>Needs Assessment to include Hospital Gap Analysis and Stakeholder Engagement Report.</p>	8 days	Four (4) weeks after inception	20
<p>Deliverable 3:</p> <p>i. Update operating systems user manual to reflect technical information systems requirements for an effective updated JISS.</p> <p>ii. Update JISS3 training manual including report generation and data extraction guidelines; related in particular to Intimate Partner Violence (IPV).</p>	5 days	Six (6) weeks after Needs assessment report	30
<p>Deliverable 4:</p> <p>i. Configuration of hardware equipment and installation of JISS software at Lionel Town & Princess Margaret hospitals.</p> <p>ii. Detailed orientation and training of staff at the two select hospitals to effectively and accurately i) identify the location of the injury event using parish maps and ii) collect and record data in the system</p>	20 days	Fourteen (15) weeks after the submission of systems requirements & user manual documents	40
Submit final JISS implementation report	4 days	Two (2) weeks after deliverable 4	10
Total	40 days	Four (4) months	100

² 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

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 Ministry of Health. Support to the consultant will also be provided by the Spotlight Technical Advisor and UNDP's ICT Manager. 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 40 non- consecutive days over a four (4) 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 takes 5-7 consecutive working days to be processed.

Work Presentation for all the above-mentioned deliverables is incomplete without submission of the following:

- a. One electronic copy of reports.
- b. One electronic copy of PowerPoint or other electronic documents/files.
- c. Where possible images and diagrams should be provided in .jpg format, and documents in the Microsoft Office format or .pdf.

Note: Payments are contingent on the Ministry of Health team's approval of the satisfactory completion of deliverables in keeping with the guidelines for 'Work Presentation'.

Ownership of deliverables

The outputs/deliverables of this Consultancy will be considered the property of the Government of Jamaica, specifically the Ministry of Health.

Duty Station

- a) Jamaica

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultancy will be conducted in the specific context of Jamaican health system and as such the Consultant should have a strong and demonstrable background in the development or implementation of health data collection and analysis. The specific requirements are as follows:

Academic Qualifications:

- Education: Bachelor's degree or equivalent in health informatics, information technology, statistics or related field.

Required Skills and Experience:

- Strong quantitative and qualitative analytical ability; strong written and oral communication skills.
- A minimum of 5 years' experience working in the health sector on data systems and surveillance
- A minimum of 5 years' experience in Health Data collection and analysis; questionnaire/checklist design and application; secondary data compilation; database construction and management; statistical analysis.
- Specific knowledge and experience with the development, functionalities, analyses and applications of the Jamaica Injuries Surveillance System 3 would be a distinct asset.
- Prior experience with implementation of JISS at hospitals in Jamaica
- Experience working with UN Agencies, similar multilateral agencies and/or government entities

Competencies and special skills requirement:

Expertise in:

- Database Design, Development and Management
- Spatial Data Development
- Information Systems Monitoring and Evaluation
- Data Mining and Analysis
- Web Designing and Authoring
- Network Administration
- Geographic Information Systems and Global Positioning Systems Services

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><i>Technical</i></u>	<i>70</i>	<i>70</i>
<ul style="list-style-type: none"> <i>Criteria A: qualification requirements as per TOR:</i> Relevance of Education/ Degree <ul style="list-style-type: none"> Bachelor's Degree in Information Technology, health informatics, statistics or 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.</i>
Adequacy of Competencies for the Assignment <ul style="list-style-type: none"> Five years demonstrated experience in health data collection and analysis 	<i>20</i>	<i>15 points will be allocated for 5 years experience with health data collection and analysis. An additional 1 point will be allocated for each additional year up to a maximum of 20 points.</i>
<ul style="list-style-type: none"> Demonstrated prior experience with JISS3 implementation 	<i>20</i>	<i>Full points will be allocated for experience with JISS3 health data collection and analysis.</i>
<ul style="list-style-type: none"> Sample work submitted by consultant. Please note the sample work should be injury surveillance system or health data system developed or implemented by the consultant. 	<i>20</i>	<i>20 points will be allocated for the submission of sample work in the form of implementing similar data system</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, also identifying any risks undertaking the consultancy. 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	<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