

**TERMS OF REFERENCE  
ORGANISATION**



**Spotlight  
Initiative**  
To eliminate violence  
against women and girls



**FOR CIVIL SOCIETY**

<b>Spotlight activity:</b>	<b>Activity 2.1.6:</b> Support the implementation of community projects to address VAWG and family violence in select parishes and communities.			
<b>Requesting office:</b>	<input checked="" type="checkbox"/> UNDP	<input type="checkbox"/> UNFPA	<input type="checkbox"/> UNICEF	<input type="checkbox"/> UNWOMEN
<b>Background:</b>	<p><b>Introduction</b></p> <p>In September 2017, the EU and the UN launched an ambitious partnership to eliminate all forms of violence against women and girls worldwide. The <b>Spotlight Initiative</b> (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 SI 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.</p> <p>The overall vision of the SI in Jamaica is that women and girls realize their full potential in a violence-free, gender-responsive and inclusive way. The SI is aligned with the National Strategic Action Plan on the Elimination of Violence Against Women and Girls (NSAP-GBV) and 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. It will contribute to the elimination of Sexual and Gender Based Violence (SGBV) through the creation of a broad partnership with a wide variety of stakeholders (civil society, government, private sector, media, among others) that builds 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 &amp; 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.</p> <p><b>Spotlight Jamaica</b></p> <p>The SI Jamaica Country Program will use a multi-sectoral, multi-layered, interlinked community-centred approach to the implementation of the interventions on the following six Outcome Areas based on the socio-ecological model for addressing SGBV:</p> <ul style="list-style-type: none"> <li>• Pillar One: Legislative and Policy Frameworks</li> <li>• Pillar Two: Strengthening Institutions</li> <li>• Pillar Three: Prevention and Social Norms</li> <li>• Pillar Four: Delivery of Quality, Essential Services</li> <li>• Pillar Five: Data Availability and Capacities</li> <li>• Pillar Six: Supporting the Women’s Movement and CSO</li> </ul> <p>The SI in Jamaica is national in scope and targeted intervention will focus on the following four parishes: The Kingston Metropolitan Area (Kingston and St. Andrew), St. Thomas, Clarendon, and Westmoreland. It will address three key priority areas within the overall focus on Family Violence against women and girls: 1) Child Sexual Abuse, 2) Intimate Partner Violence and 3) Discrimination against vulnerable groups. The approach will be guided by the ecological theory that underpins the connections between family and society. The ecological model is seen as the best framework within which to address the</p>			

	<p>causes, consequences, and response to family violence in Jamaica. The approach will also be guided by the core principle of the 2030 Agenda for Sustainable Development – <i>Leaving No One Behind</i> and underpinned by an intersectional approach that will ensure interventions address key social factors such as socio-economic status, age, sexual orientation, health, educational and disabilities status.</p> <p>This Call for Proposals 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. CSOs, including those representing youth and groups facing multiple and intersecting forms of discrimination, are crucial actors that drive progress on efforts to end family violence at the community level. They also provide critical support in implementing the plans created by national and sub-national government institutions. This initiative therefore seeks to utilise the expertise of qualified CSOs to buttress the work of national and sub-national institutions, through the delivery of integrated, coordinated, high-quality, evidence-based, sustained programmes to address family violence.</p>
<b>Objective(s)</b>	<p>The <b>overall objective</b> is for the three (3) selected CSOs to each design and implement at least one (1) community project that:</p> <ul style="list-style-type: none"> <li>(a) is aligned to national and subnational policies, including the NSAP-GBV, Community Priority Plans and Local Sustainable Development Plans (LSPD); and</li> <li>(b) addresses the needs of women, girls and other groups who are most vulnerable to sexual &amp; gender-based violence (SGBV) and harmful practices (HP) due to intersecting forms of discrimination.</li> </ul>
<b>Scope of work: (Description of activities or outputs)</b>	<p>The CSOs will be required to:</p> <ul style="list-style-type: none"> <li>(a) Submit a Final Concept Note for the projects to be implemented in the identified communities. The Concept Note should include rationale, objectives, beneficiaries and stakeholders, workplan, risk and mitigation, budget, M&amp;E, sustainability, and communications</li> <li>(b) Launch and execute the community projects</li> <li>(c) Produce monthly reports and final project reports detailing, among other things, progress made, challenges and mitigation measures</li> </ul>
<b>Duration &amp; Milestones</b>	<p>The CSOs will be expected to complete to complete their projects within a ten (10) month period ending in December 2021. Key milestones are:</p> <ul style="list-style-type: none"> <li>(a) Approval of Final Concept Note - March 2021</li> <li>(b) Project Launch - March 2021</li> <li>(c) Monthly Progress Reports – May to November 2021</li> <li>(d) Close out &amp; Final Report- December 2021</li> </ul>
<b>Location of activities:</b>	<p>The CSOs will be expected to implement their projects in any of the targeted parishes for SI implementation-The Kingston Metropolitan Area (Kingston and St. Andrew), St. Thomas, Clarendon, and Westmoreland.</p>
<b>Coordination &amp; reporting mechanism:</b>	<p>The CSOs will report directly to the UNDP Officer in Charge, Programmes Unit under the overall guidance of the Resident Representative. They will work closely with the UNDP Spotlight Programme Officer and the Programmes Team as well as other members of the Spotlight Initiative.</p>

<p><b>Reporting Obligations</b></p>	<p>The CSOs will be expected to produce:</p> <ul style="list-style-type: none"> <li>(a) Monthly Progress / Status Reports in line with UNDP guidelines and requirements.</li> <li>(b) Final report at the end of the project period.</li> </ul> <p>For all workshops, training and activities involving direct beneficiaries, the CSO must produce:</p> <ul style="list-style-type: none"> <li>(a) Event Report</li> <li>(b) Participant Register</li> <li>(c) Participant Feedback Form (in draft will be piloted and shared)</li> <li>(d) Pictures - group &amp; interactive (including participants &amp; presenters)</li> <li>(e) Media Release Form required for programme participants e.g. children, direct beneficiaries (survivors or vulnerable groups)</li> <li>(f) Audience engagement data (in the case of media campaigns initiated for Spotlight)</li> </ul>									
<p><b>Requirements</b></p>	<p>Technical/functional competencies required:</p> <ul style="list-style-type: none"> <li>(a) CSO must demonstrate that it is a Registered Non-Governmental Organization.</li> <li>(b) At least 5 years' experience implementing community initiatives in Jamaica on gender equality and women's rights, including the elimination of violence against women and girls.</li> </ul>									
<p><b>Technical and Financial Proposal</b></p>	<p>CSOs are invited to submit a technical and financial proposal for projects.</p> <p><b>Technical Proposal</b> - should include draft concept note and outline of experience conducting similar work</p> <p><b>Financial Proposal</b> – should outline 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, public educations material, and any other costs, including the number of anticipated workdays). Overall, the financial proposal should include costs to implement the project.</p> <p>CSOs' proposals will be evaluated based on the following methodology:  <u>Cumulative analysis</u>  <i>Using this weighted scoring method, the award of the contract will be made to the CSOs whose offers have been evaluated and determined as:</i></p> <ul style="list-style-type: none"> <li><i>a) responsive/compliant/acceptable, and</i></li> <li><i>b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.</i></li> </ul> <p><i>* Technical Criteria weight; 70%</i>  <i>* Financial Criteria weight; 30%</i></p> <p><i>Only candidates obtaining a minimum of 50 points during the technical evaluation would be considered for the Financial Evaluation</i></p> <table border="1" data-bbox="472 1659 1278 1906"> <thead> <tr> <th><b>Criteria</b></th> <th><b>Weight</b></th> <th><b>Maximum Points</b></th> </tr> </thead> <tbody> <tr> <td><i>Technical</i></td> <td><i>70</i></td> <td></td> </tr> <tr> <td><i>CSO is a registered NGO in Jamaica</i></td> <td><i>Pass/Fail</i></td> <td><i>Pass/Fail (CSO should submit registration documents)</i></td> </tr> </tbody> </table>	<b>Criteria</b>	<b>Weight</b>	<b>Maximum Points</b>	<i>Technical</i>	<i>70</i>		<i>CSO is a registered NGO in Jamaica</i>	<i>Pass/Fail</i>	<i>Pass/Fail (CSO should submit registration documents)</i>
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	<p><i>CSO has at least 5 years' experience implementing community initiatives in Jamaica on gender equality and women's rights, including the elimination of violence against women and girls.</i></p>	20	<p><i>15 points will be allocated for 5 years' experience. An additional 1 point will be allocated for each additional year up to a maximum of 20 points.</i></p>
	<p><i>Submission of a draft concept note for the project to be implemented. Points will be awarded to the concept note based on its:</i></p> <ul style="list-style-type: none"> <li>• <i>Clarity</i></li> <li>• <i>Specificity</i></li> <li>• <i>Language</i></li> <li>• <i>Feasibility</i></li> <li>• <i>Approach to work</i></li> <li>• <i>Relevance</i></li> <li>• <i>Sustainability</i></li> </ul>	50	<p><i>Candidates will be allotted a maximum of 50 points</i></p>
<b>Inputs/services to be provided by UN agency:</b>	None		
<b>Other relevant information or special conditions, if any:</b>	CSOs are invited to submit a technical and financial proposal for projects. Three (3) CSOs will be selected using a combined scoring evaluation with 70 points for technical proposals and 30 points for the financial proposal.		
<b>Allocated Budget</b>	USD \$20,000.00 per CSO		

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

03-Feb-2021