

## **Terms of Reference (TOR)**

### **Civil Society National Reference Group Workshop and Retreat Consultancy Services**

#### **A. Project Title: Spotlight Initiative**

#### **B. Project Description**

The Spotlight Initiative is a global, multi-year initiative launched by the European Union and the United Nations to eliminate all forms of violence against women and girls (VAWG). This initiative galvanizes political commitment at the highest levels and contributes to achieving the Sustainable Development Goals (SDGs), specifically Goal 5: Gender Equality, fully integrating the principle of “Leaving No One Behind.” The initiative focuses on domestic and family violence and seeks to contribute to ending family violence by strengthening policy and legislations that will guarantee increased protection of women and girls, building the capacity of state and non-state actors to respond to family violence, expanding the range of services available and addressing social norms and behaviors that promote violence against women and girls.

In Belize, the global and regional declarations, conventions, and resolutions aimed at addressing violence against women and girls have been integrated within the formulation of legislation, policies, and action plans which have been endorsed by the government at the highest level. One of the critical aspects of the Spotlight Initiative in Belize is the good alignment with existing efforts by government and non-government entities at national and local levels. Therefore, the Initiative will contribute to the achievement of goals and targets articulated in national frameworks such as Horizon 2030, Growth and Sustainable Development Strategy 2017-2021 (GSDS), National Gender Policy, the National Sexual and Reproductive Health Policy, the National Youth Policy, the National Gender-Based Violence Action Plan and the National Children’s Agenda.

The Civil Society National Reference Group (CSNRG), is a key part of the governance mechanism for the implementation of the Spotlight Initiative in Belize. This serves as an institutional mechanism to harness civil society participation and expertise. The CSNRG operates at dual functionality — to advise the Spotlight Country Programme and to advocate and partner for the realization of its objectives. The Spotlight Initiative Civil Society National Reference Group (CSNRG) in Belize members were considered by civil representatives from umbrella organizations in Belize, namely the National

Trade Union Congress, Belize Chamber of Commerce and Industry, Belize Council of Churches, Belize Network of NGOs and the National Student Union of Belize.

The CSNRG serves to find sustainable approaches and strategies to end Domestic Violence (DV) and Violence towards Women and Girls (VAWG). We are Civil Society Activists and leaders from across the country representative of marginalized women and girls aimed to provide key oversight to national processes and agreements in regard to the Spotlight initiative SI Belize. We represent Non-Governmental Organizations (NGO), feminist networks, gender and expression activist, Indigenous women, and youth institutions geared towards a likeminded approach of promoting Spotlight Initiative 6 Programmatic Pillars. The consultancy is expected to conduct workshop and retreat.

**Guiding principles:** Representation: As with the Spotlight Initiative's programming focus, women and girls and survivors of violence must be fully represented in the planning, execution, and review phases of all Spotlight Initiative-related events. Positivity: Spotlight Initiative events should not portray women and girls as victims of violence without agency. Deliberate efforts should be made to ensure women and girls are represented positively, as survivors and agents of change in their family, community, and country.

### **C. Scope of Work**

The CSNRG Workshop and Retreat Consultancy Services will be conducted under the supervision of the Programme Officer of the Governance Unit. UNDP Belize with support for timely preparation and coordination of high-quality information including:

- (i) Conducting a strategic retreat for the CSNRG
- (ii) Engagement in discussion with the CSNRG on deciding on training methodology, logistics and cost for the implementation of training, to incorporate principles of leadership into the methodology of facilitation, as well as to provide mentorship to the CSNRG.
- (iii) Submit final report via link in editable and pdf format by June 25, 2021.

### **D. Excepted Outputs**

The following will be the expected outputs:

- a. Review and finalize training agenda for approval by the CSNRG Executive Body
- b. Prepare the facilitate Plan for the session for prior approval by the President and Vice President
- c. Prepare facilitation session report for approval by the CSNRG Membership
- d. Collect pictures or video documentation (media release form for participants to consent)
- e. Prepare participant registration sheets
- f. Facilitate Monitoring & Evaluation Mechanism for the session

- g. Prepare and compile electronic copies of educational and training material developed during this consultancy
- h. Produce a final report with all information included in soft and hard copy.
- i. The final work and information should
  - i. Portray the work of CSNRG to meet the expectations of Spotlight Initiative
  - ii. Display all partner and donor logos
  - iii. Final delivery inclusive of a well design and well branded report sent in ten hard copies and electronically or on flash drives.
- j. The Consultant will be expected to undertake the following tasks:
  - i. In coordination with the President and Vice President, plan the Workshop Retreat Session for the CSNRG Membership
  - ii. Develop a Facilitation plan based on the agenda and submit for final approval to the Executive
  - iii. Submit a list of Training materials needed for facilitation
  - iv. A short summary report of the demographic information about the participants/interviewees
  - v. A summary of the discussions
  - vi. A short conclusion summarizing the main overall observations and future training recommendations (100-200 words).
- k. Consultant will work closely with the President and Vice President of the CSNRG

\*\*Branding guidelines will be provided by the Spotlight Communication Officer.

<b>Deliverable</b>	<b>Deliverables/ Outputs</b>	<b>Percentage of Payment</b>	<b>Estimated Duration to Complete</b>	<b>Due Date of Delivery</b>
<b>1.</b>	<b>Delivery of approved workplan</b>	10%	One (1) week	May 21, 2021
<b>2.</b>	<b>Delivery of draft retreat report</b>	30%	Two (2) week.	June 11, 2021
<b>3.</b>	<b>Delivery of draft training workshop, mentorship report and M&amp;E mechanism</b>	40%	Two (2) week.	June 18, 2021
<b>4.</b>	<b>Delivery of final report</b>	20%	One (1) week.	June 25, 2021

#### **E. Institutional Arrangement:**

The contractor will work under direct supervision of UNDP's Programme Officer in the Governance, Citizen Security and Poverty Alleviation Unit. Deliverables must be reviewed and approved by the UNDP Deputy Resident Representative before payment is made to the contractor.

#### **F. Duration of the Work**

The retreat Consultancy services will be engaged for over 6 weeks, commencing May 17, 2021 (approximately 25 working days) with final deliverable to be submitted no later than June 25, 2021. Payments shall be in accordance with UNDP's procurement procedures.

#### **G. Duty Station:**

The duty station of this work will be based on the location of the contracted firm. Each accepted deliverable will be emailed to UNDP's Programme Officer and UNICEF's Spotlight Programme Officer.

#### **H. Qualification of the Successful Contractor**

- At least 5 years' experience in working cohesively with grassroots organizations, persons affected by gender-based violence, anti-human trafficking, women's empowerment and human rights or have extensive training as a trainer of trainers; with a minimum of a Sixth Form Degree
- Relevant discipline or the equivalent educational and community experience with at least 3-5 years' applicable professional experience.
- Highly organized
- Knowledge and experience with other international organizations and/or Global Funds
- Highly creative and innovative thinker
- Empathetic and Tolerant in character
- Experience with editing and proofreading documents
- Excellent interpersonal skills and flexible attitude.
- An understanding of target audiences
- Able to work under pressure and adapt to challenges
- Demonstrated ability to meet deadlines
- Fluency in English
- Good Communication, interpersonal and liaison skills

#### **Copyright and Intellectual Property Rights**

In consideration of the fees paid, the provider expressly assigns to UNDP any copyright arising from the works the provider produces while executing this service. The provider may not use, reproduce, or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from the Chair of the CSNRG.

#### **I. Scope of Bid Price Proposal and Schedule of Payments:**

The remuneration is expressed and will be payable in a Lump Sum Amount.

- The lump sum amount will be paid after the acceptable delivery of each deliverable by the contracting party as outlined in the delivery schedule;

- The contract price is fixed regardless of changes in the cost components.

**J. Recommended Presentation of Offer:**

The following documents must be submitted for review:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

**K. Criteria for Selection of the Best Offer**

**Combined Scoring method** – where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%.

**Submission of Application Package:**

Proposals are required to be submitted by email or in 1 sealed envelope clearly labeled RFP: “**CSNRG Workshop and Retreat Consultancy Services**”.

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Deadline for Applications: 3 May 2021