

## Terms of Reference

<b>Assignment Title</b>	Individual Consultant on Media trainer on sexual and gender-based violence reporting and technical support on the development of a media practitioners guide on SGBV reporting - IC/MWI/045-2021
<b>Project</b>	Spotlight Initiative
<b>Type of Contract</b>	Individual Contract
<b>Contract Period</b>	20 working days
<b>Supervisor</b>	Spotlight Initiative National Coordinator
<b>Location</b>	Lilongwe
<b>Country</b>	Malawi

## Background

The Spotlight Initiative is a multi-year global programme initiated by the European Union (EU) and the United Nations (UN) in September 2017 to eliminate violence against women and girls (VawG). Malawi is among 27 countries selected to implement the Spotlight Initiative, including 8 countries in Africa. In Malawi, the SI is implemented by the UN in close collaboration with the Government of Malawi; Civil Society Organisations; local leaders, the media as well as communities. Currently, the programme is in 6 districts: Dowa, Ntchisi, Nsanje, Machinga, Nkhata-Bay and Mzimba. The Initiative works on ending violence against women and girls through 6 outcomes: i) Laws and Policies; ii) Strengthening Institutions, iii) Prevention; iv) Services, v) Data, and vi) Strengthening the Women's Movement.

In addition to enabling a holistic approach to end violence against women and girls, the SI Malawi promotes Agenda 2030's guiding principle of "leaving no one behind" and builds on the momentum of Sustainable Development Goals (SDGs) efforts, especially Goal 5 on gender equality. The initiative includes a multi-sectoral strategy that addresses structural issues and includes linkages to Sexual and Reproductive Health and Rights, and HIV and AIDS.

## Rationale of the assignment:

Despite advances in gender equality over the last decade, Malawi ranks 145/188 on the Gender Inequality Index (GII), reflecting high levels of inequality in reproductive health, women's empowerment, and economic activity. Additionally, Violence against Women and Girls (VaWG) and harmful practices (HP) remain serious. According to MDHS 2015-16, 38 percent of ever-partnered women aged 15-49 years experienced intimate partner physical and/or sexual violence at least once on their lifetime. Twenty four percent of ever-partnered women aged 15-49 years experienced intimate partner physical and/or sexual violence in the last months.

In the recent past, the Malawi media has been pivotal in reporting and raising awareness on VaWG in the country. This is particularly true following the spike in cases of rape, teenage pregnancies, and child marriage in 2020, when, for instance the Association of Women in Media led women's marches in protest in Malawi's 3 largest cities. The SI Media Network similarly issued a press release appealing

to media houses to report on cases of SGBV ethically. To this end, the SI has over time supported and built capacity of the SI Media Network to effectively continue to play this role.

With the SI in its 3<sup>rd</sup> year of implementation, stakeholders have confirmed the need to continue to strengthen the media's role to E-VaWG, and the SI intends to scale up its efforts in this area. This is in line with the Spotlight Initiative Communication and Visibility Strategy, whose aim it is to raise awareness about the Initiative while fostering positive social change towards the E-VaWG.

The Initiative is therefore looking to contract the services of a trainer in survivor centred SGBV reporting that will target members of the media as well as Police PR officers. It is envisaged that the trainer, in collaboration with a media task force, will also provide technical support towards the initial drafting of a 'Practitioners guide on SGBV reporting.'

### **Objective of this Consultancy**

To build the capacity of Malawi Media on Gender and Elimination of Violence Against Women and Girls -E-VAWG and develop a handbook that will provide media practitioners guidance on identification and reporting of E-VAWG in their work.

### **Scope of Work**

To build the capacity of the media and Police PR Officers in Malawi on how to objectively, effectively, and ethically report on cases of Sexual and Gender Based Violence. To develop a media practitioners guide on SGBV reporting.

### **Methodological Approach**

The contracted individual shall be required to develop and deliver a 3-day specialized and comprehensive training on SGBV survivor reporting.

The contracted trainer shall be required to submit a detailed training outline with a clear delivery strategy and areas that shall be covered before the training. He/She shall also be required to submit a post training report to the contracting entity.

The contracted individual shall be required to submit a draft media practitioners guide on SGBV reporting to the Spotlight Initiative Secretariat within 2 weeks of the training. This contract is for 20 working days spread across 2 months. The guide should consider similar national and international efforts to improve media reporting on VaWG and ensure that the guide is in line with international standards on safe and ethical reporting on VaWG. The guide should furthermore build on existing efforts in this area to avoid duplication and ensure complementarity. To this end, a brief desk review/ inception report will be necessary prior to the development of the handbook.

## Deliverables

Under the overall supervision of the Spotlight Initiative National Coordinator and in close collaboration with the media, Institutions of higher learning, EU and UN, the Consultant is expected to:

- i. Submit an inception report identifying other tools to strengthen media coverage on VaWG.
- ii. Deliver a comprehensive 3-day media training outline on SGBV reporting.
- iii. Submit a training report, including recommended next steps.
- iv. Submit a draft media practitioners guide on safe and ethical SGBV reporting.

## Payment Schedule

Deliverables	Tentative payment date	Percentage payment	of Payment Approved by
Payment upon submission and acceptances of an inception report identifying other tools to strengthen media coverage on VaWG.	10/11/2021	25%	Spotlight Initiative National Coordinator
Payment upon submission and acceptances of a comprehensive 3-day media training outline on SGBV reporting.	30/11/2021	25%	Spotlight Initiative National Coordinator
Payment upon submission and acceptances of a training report, including recommended next steps.	6/12/2021	25%	Spotlight Initiative National Coordinator
Payment upon submission and acceptances of a draft media practitioners guide on safe and ethical SGBV reporting.	10/12/2021	25%	Spotlight Initiative National Coordinator

## Education and Experience Required

- At least a master's degree in Journalism, Media Management, or any relevant field.
- At least 5 years of practical experience in carrying out such assignments.
- Successful work of at least 5 years' experience with the media

- Understanding of the task and sound knowledge of Sexual and Gender Based Violence-SGBV, Violence against Women and Girls-VaWG, Gender Related Laws and other issues.
- Soundness of methodology proposed (Incorporation of gender in the methodology)

#### **Competencies:**

- Analytical skills, Communications skills, knowledge, and experience of reporting on SGBV, VaWG, gender equality, Gender Related Laws, and other related concepts.
- Expertise and competency in delivering trainings and workshops.
- A team player with proven application of relevant competencies at field level.
- Assessment skills.
- Good oral, written reporting skills and human relations skills.

#### **Evaluation**

##### Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below: When using this weighted scoring method, the award of the contract may 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 weighting; 70%

\* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation will be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

<b>Criteria</b>	<b>Points</b>	<b>Percentage</b>
<b>Qualification</b>		<b>10%</b>
At least a master's degree in Journalism, Media Management, or any relevant field.	10	
<b>Experience</b>		<b>55%</b>
<ul style="list-style-type: none"> <li>• At least 5 years of practical experience in carrying out such assignments.</li> </ul>	15	
<ul style="list-style-type: none"> <li>• Successful work of at least 5 years' experience with the media</li> </ul>	15	
<ul style="list-style-type: none"> <li>• Understanding of the task and sound knowledge of Sexual and Gender Based Violence-SGBV, Violence against Women and Girls-VaWG, Gender Related Laws and other issues.</li> </ul>	10	
<ul style="list-style-type: none"> <li>• Soundness of methodology proposed (Incorporation of gender in the methodology)</li> </ul>	15	
<b>Competencies</b>		<b>5%</b>

<ul style="list-style-type: none"> <li>Analytical skills, Communications skills, knowledge, and experience of reporting on SGBV, VaWG, gender equality, Gender Related Laws, and other related concepts.</li> <li>Expertise and competency in delivering trainings and workshops.</li> <li>A team player with proven application of relevant competencies at field level .</li> <li>Assessment skills.</li> <li>Good oral, written reporting skills and human relations skills.</li> </ul>	1  1  1  1  1	
<b>Technical Criteria</b>		70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		30%
<b>Total</b>		<b>100%</b>

### Documents to be included when submitting Consultancy Proposals

The following documents should be submitted:

- Provide a brief methodology on how you will approach and conduct the work
- Latest updated Curriculum vitae (CV) or Resume including past experience in similar projects and at least 3 references.
- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP. **Template of Letter of Confirmation of Interest and Availability can be accessible from this [UNDP Malawi Procurement page](#)**
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

### Lump-sum contracts

The financial proposal shall specify a total lump-sum amount. The payment is based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel within Lilongwe and other anticipated costs). No DSA or accommodation will be provided for this consultancy.

### Submission Instructions

Proposals may be submitted on or before the deadline as indicated below. Proposals must be submitted using this generic email [etenderbox.mw@undp.org](mailto:etenderbox.mw@undp.org) with the **Mandatory email subject: Individual Consultant on Media trainer on sexual and gender-based violence reporting and technical support on the development of a media practitioners guide on SGBV reporting (bids will not be considered, if failed to adhere to this instruction)** address only.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

Completed proposals should be submitted using no later than **3<sup>rd</sup> October 2021 (Malawi Time)**.

For any clarification regarding this assignment please write to Procurement Officer on [procurement.mw@undp.org](mailto:procurement.mw@undp.org). Only written communication will be responded.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.