

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
National Consultant: Develop high-quality training manual for professionals working with victims and survivors of gender-based violence (GBV) and victim information package	SC780180	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/>	Accra with possible travel to the regions
Purpose of Activity/Assignment: The main purpose of the consultancy is to provide expert technical assistance to Judicial training Institute, Social Welfare and DOVVSU with the support of UNICEF Country Office in Ghana to develop a victim protection training manual or guidelines for training professionals working within the justice sector and develop an information package for survivors.			
Scope of Work: 1. Background It is estimated that, globally, 736 million women – almost one in three - have been subjected to physical and/or sexual intimate partner violence, non-partner sexual violence, or both at least once in their life (30 per cent of women aged 15 and older). This figure does not include sexual harassment ¹ Violence against women and girls is both a cause and consequence of gender inequality. It can take many forms, including domestic violence; sexual violence, including sexual harassment or rape; human trafficking. female genital mutilation; child marriage; or online and ICT-facilitated violence, e.g., cyber-bullying or doxing. ² Violence affects women and girls throughout their life cycle, irrespective of income levels or their social status. VAWG also has a ripple effect for families, communities, wider society and the economy. For example, lost employment and productivity (work and school), impede long-term economic growth. If unaddressed, VAWG has serious cost implications and consequences for poverty reduction and development, including hampering efforts to achieve the SDGs and the 2030 sustainable development agenda. UNICEF continues to support the government of Ghana in its effort to promote equal rights of women, girls and boys and to support their full participation in the political, social and economic development of their communities. This is done within the broader frame of gender equality in accordance with the Convention on the Rights of the Child (CRC) and the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) as an important key document underpinning the organization's			

¹ World Health Organization, on behalf of the United Nations Inter-Agency Working Group on Violence Against Women Estimation and Data (2021). [Violence against women prevalence estimates, 2018. Global, regional and national prevalence estimates for intimate](#)

²<https://www.unwomen.org/en/what-we-do/ending-violence-against-women/faqs/types-of-violence>

mandate and mission. Ending abuse and violence, including sexual and gender-based violence is a key priority for SDG goal 16.2 (End abuse, exploitation, trafficking and all forms of violence against and torture of children), and aligns to several priorities and frameworks, including: UNICEF Strategic Plan, 2022-2025, in particular Goal Area 3, which aims at protecting every child from violence, exploitation, abuse, neglect and harmful practices. UNICEF Ghana Country Office Biannual Work Plan (2023 – 2024), has specific indicator dedicated to ensuring that girls and boys who have experienced violence, exploitation, abuse, and neglect are reached by health, social work, or justice/law enforcement services.

UNICEF/GOG biannual workplan further focusses on strengthening national capacities within social welfare and justice system, especially capacities of child protection professionals dealing with children and adolescents and other vulnerable groups particularly women. The issue of violence against children, particularly child sexual abuse, has received increasing attention in recent years. It culminated in UNICEF's support towards the institutionalization of child friendly policing to which end a standard Operating procedure for handling victims and witnesses was developed; establishment of interviewing rooms for women and children within the Domestic violence and Victim support Unit (DOVVSU) and the establishment of child friendly and Gender Based violence courts to provide services to women and children who are survivors of sexual and Gender based violence

It is widely acknowledged that child sexual abuse occurs more often than reported. Yet when reported , there are instances where the cases is no longer pursued . To this end, UNICEF supported the Judicial Service to undertake an assessment of Sexual Abuse Cases Before the Gender Based Violence Courts and other Circuit Courts in Ghana” to audit the level of attrition and the underpinning factors that contribute to the phenomenon, provide the much-needed understanding of the gap between policy and practice and strengthening child protection mechanisms to improve access to justice to women and children.

Many survivors have inadequate access to information and to a range of support services that can protect them, assist in keeping them safe, and support them to address the short and long-term consequences of experiencing various forms of violence. The disproportionate access to services for women and girls has increased their experiences of gender-based violence.

To combat this epidemic of violence against women and girls and improve their access to justice, it is necessary to provide survivors and persons at risk of Gender Based Violence with quality and timely access to comprehensive multi-sectoral services such as psychological/psychosocial support services, health care services, as well as police and justice response services. Increasing the quality and accessibility of these services is essential in mitigating the consequences of violence including the effect violence has on the wellbeing, health, and safety of survivors, breaking the cycles of violence women and girls face, assisting in their recovery, bringing perpetrators to justice and empowering women and girls by enhancing capacity for handling of victims and providing survivors the requisite information needed to help them participate in the justice process.

Consequently, the child protection program supported the government with an integrated social services mechanism aimed at making social welfare and community development more efficient in the management of child protection cases. It is imperative to harmonies processes and referral mechanisms to allow for a continuum of services to the most vulnerable persons.

Justice for women and children can only be a reality if all persons within the criminal justice and social welfare system provide services to survivors of SGBV in a manner that upholds their right to justice and in a manner that considers the impact that the violence can have on each of them. Thus health, police, justice, and social services can significantly mitigate the consequences that violence has on the well-being, health and safety of women and girls' lives, assist in their recovery and stop violence from reoccurring.

Based on this, and recognizing that survivors require effective and efficient services, there is the need to develop a manual that provides a framework for enhancing the capacity for handling survivors by all professionals particularly the justice professionals including Judges and court staff, Social Welfare Officers and DOVVSU. The manual will include a process map specially intended for providing information pack to survivors of abuse to facilitate their understanding of the process they are involved in and motivate them to participate in the process that ensues.

2. Purpose of the Assignment

UNICEF Ghana together with Judicial Service, DOVVSU and Social welfare are looking to engage the services of a highly skilled and experienced consultant to develop a manual or guidelines for professionals working within the justice and social services for children and women who are survivors. The manual will include an aspect exclusively intended to guide survivors from the point of contact with the Police, through to the judicial process.

The manual will also serve as a training tool to enhance the knowledge and skills needed to helping survivors navigate through the process. The specific objective includes but not limited to;

- Serve as a framework for enhancing service to survivors
- Build the capacity of Judges, Health, DOVVSU, Social Welfare and psychosocial service providers on knowledge, attitudes and skills needed to work with survivors of sexual abuse.
- Provide an information package for victims /survivors of sexual and gender-based violence
- Adapt case management approach to survivors and
- Improve coordinated care across multiple sectors and service providers to survivors.
- Improve the overall quality of service provision to survivors

3. Proposed methodology and approach

Overall methodology should apply mixed approach to inform content necessary in terms of knowledge and skills related to victims of sexual and gender-based violence. as well as sensitivities involved in provision of services. Literature review to include desk review – analyses of the available resources and most recent efforts in this area performed by other relevant actors, including quantitative data and qualitative information from various sources, administrative data, surveys, studies, and analysis carried out previously to inform the level of knowledge of experts working in child protection system and in particular, aim at preventing secondary victimization of survivors.

Special focus should be given to the short- and long-term effects of sexual violence and abuse of children as well as gender-based violence, including the impact of adverse childhood experiences, mental health and responses to trauma; key skills and approaches for disclosure of sexual and gender-based violence and responding to a disclosure; key skills and approaches for working with children victims and survivors of sexual violence and abuse as well as gender-based violence, including trauma-informed responses, effective ways of working with group/peer support, strengths-based working and cognitive behavioral approaches; relevant legislation and how to apply it in practice;

Central to the manual are key areas for navigating through the of justice system that victims should be aware of and enable their participation in the judicial process. To this end, and as part of the process to develop information pack for victims, consultations with children will be helpful to understand key elements of care and treatment and the knowledge, skills and attitudes required from Police, medical (Health), Court staff and psychosocial service providers to children and other survivors of sexual and gender-based violence.

As part of the process to validate the manuals, conduct an initial training for key stakeholders. The training should expose participants to the best practices and types of counselling and support services available to victims. The process should be used to solicit more feedback on the manuals as well as to incorporate any feedback and suggestions on the content of the manual and information package.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Consultant will interact/consult with children for at least an hour

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2023/2024	Requesting Section/Issuing Office: Child Protection	Reasons why consultancy cannot be done by staff: This is a technical area that requires extensive consultation with different stakeholders across the welfare and justice sectors.
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension:		
Supervisor: Hilda Mensah, Child Protection Specialist	Start Date:	End Date:

23rd October 2023

22nd April 2024

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget (GHS)
1. Conduct desk review of the available resources and most recent efforts in this area performed by other relevant actors. Organize consultations with key informants and submit an inception report detailing brief summary of key findings.	Inception report with summary of key findings and recommendations	Two weeks	
2. Based on task one, develop a comprehensive training package (workshop materials and training modules on victim support), including additional references, technical explanations, further reading suggestions, sources and written guidance. Manual should be tailored to suit Judicial Service, DOVVSU and Social welfare	Draft training package submitted for review and input	6 weeks	
3. Based on task one, develop a comprehensive information package for victims' and survivors of sexual and gender-based violence. Information package should be in threefold. One for victims who come to Police (DOVVSU) as a first point of contact with clear information as to what processes they will go through and the second for victims before the courts with a content relevant to the judicial process and the third for victims in contact with social development workers. (the same information can be used by the Guidance and Counselling section in schools)	Draft Victim Information package submitted for stakeholder review and input	4 weeks	
4. Hold stakeholder consultation to solicit input into the training manuals and incorporate feedback	Stakeholder consultations undertaken and revised manuals and information package submitted	2 weeks	
5. Conduct initial training for key and relevant stakeholders using the manuals. Use the	Initial training conducted	1 week	

training to test the victim information package as well.			
6. Finalise training manuals and information package for onward submission	Final manuals and information package submitted	2 weeks	

Estimated Consultancy fee GHS			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required*:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines</p> <ul style="list-style-type: none"> • Must hold a master’s degree in law or related field. • At least five years professional experience in undertaking case audit or similar assignment <p><i>*Minimum requirements to consider candidates for competitive process</i></p>	<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> • Demonstrated experience in working with government partners and other stakeholders in public sector development programs especially in the area of capacity development. • Demonstrate knowledge of the formal legal system • Demonstrate excellent interpersonal and professional skills in interacting with government and development partners; • High level written and oral communications skills in English • Must be result-oriented, a team player, exhibiting high levels of enthusiasm • Skills in facilitation of stakeholder engagements/workshops; <p>Evidence of having undertaken similar assignments</p> <p><i>*Listed requirements will be used for technical evaluation in the competitive process</i></p>		
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (e.g. maximum 75 Points) B) Financial Proposal (e.g. maximum of 25 Points)</p> <p>- Knowledge of the formal legal system and the social welfare system</p> <p>- Demonstrated experience in undertaking similar task</p> <p>- Academic qualification</p>			
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>		

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Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.
