

# **TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

Title	Funding Code	Type of engagement	Duty Station
PSEA and GBV Consultant	SM209910	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Jamaica

## **Background:**

The prevention of sexual exploitation and abuse (PSEA) is at the core of UNICEF's mandate. UNICEF has a zero-tolerance policy for sexual exploitation and abuse perpetrated by employees, personnel and sub-contractors of UNICEF and implementing partners.

Following the endorsement of the United Nations Protocol On Allegations Of Sexual Exploitation And Abuse Involving Implementing Partners (hereinafter referred to as the UN Protocol) in February 2018, UNICEF has incorporated prevention of sexual exploitation and abuse standards in the General Terms and Conditions of partnership agreements with civil society organizations (CSOs).

In 2020, UNICEF Jamaica started rolling out a requirement to conduct PSEA Assessments for all CSO implementing partners. The objective of the PSEA Assessment is to facilitate a sustained improvement in Sexual Exploitation and Abuse (SEA) prevention measures and a reduction of SEA risks in programme implementation. More specifically, the PSEA Assessment is intended to give UNICEF and its partners a baseline for tracking progress of partners' organizational capacities on PSEA. This is especially important within the context of the prolonged COVID crisis. Experience from previous public health emergencies has shown that sexual and gender-based violence is likely to increase as movement restrictions are put in place and access to critical services and livelihoods may be compromised. This is why UNICEF Jamaica is scaling up risk mitigation measures by strengthening the capacity on PSEA.

To date, seven (7) CSO partners completed PSEA Assessments together with UNICEF staff. As an immediate next step to this process, UNICEF now seeks to further strengthen the PSEA capacity of CSO implementing partners as well as its own internal capacity and that of its key government counterparts. Related to this area of work, UNICEF also seeks to technically assist the Office of the Children's Advocate in strengthening the capacity of staff and volunteers of the National Child and Teen Helpline (called 'SafeSpot')<sup>1</sup> to ensure that they are equipped to provide GBV-specific psychosocial support and referral services, especially within the context of COVID.

## **Purpose of Activity/Assignment:**

In view of the above, the main purpose of the consultancy will be to increase understanding and capacity on SEA prevention and protection amongst CSO implementing partners, key government institutions and UNICEF staff and volunteers. In addition, GBV training will be provided to SafeSpot staff and volunteers to be sensitive to cues that callers may give to suggest that they are exposed to and/or are experiencing GBV, and how to best meet their needs, including through referral pathways.

<sup>1</sup> A joint initiative of UNICEF Jamaica, the Office of the Children's Advocate (OCA) and the Private Sector Organization of Jamaica (PSOJ), and operated by OCA, SafeSpot is a free 24/7 service offering counselling and referral services for every child and teen in need of support.

### **Scope of work:**

In view of the above, the scope of work will include the following two core components: 1) PSEA training workshops for CSOs, government institutions and UNICEF staff and volunteers; and 2) GBV-specific training for Safe Spot staff and volunteers.

## **PSEA TRAINING**

### **1.1 Review PSEA Assessments**

- Conduct a review of PSEA Assessments completed by CSO implementing partners. The purpose of this review will be twofold:
  - o To make specific recommendations to help reduce the risk rating of high and medium risk implementing partners to low risk; and
  - o To identify common organizational strengths and gaps in PSEA to help inform the development of country specific PSEA training and resources.

### **1.2 Prepare and conduct country specific PSEA training workshops**

- Prepare and administer three (3) brief online questionnaires to provide additional insights into the PSEA training needs of:
  - o CSO implementing partners
  - o Key government institutions
  - o UNICEF staff and consultants
- Drawing on the findings of the PSEA Assessment review and the questionnaires, and building on the existing PSEA Training Toolkit, the consultant will be expected to develop a PSEA training plan tailored to the local context. The training should aim to strengthen the capacities of UNICEF and its partners in fulfilling their responsibilities to prevent and respond to SEA. It should involve theoretical and practical, interactive learning components – to be delivered online.
- For each training workshop, the consultant will be expected to:
  - o Determine the specific outputs
  - o Plan and develop the methodology and agenda (e.g. presentations, virtual working group sessions, case studies, etc.)
  - o Propose criteria for selecting participants (e.g. managers, technical experts, PSEA focal points, etc.)
  - o Determine required preparatory work by participants

### **1.3 Conduct and follow-up on PSEA training workshops**

- Conduct and facilitate the training workshops as per the agreed training plan.
- Complete a report of each training workshop, which should include key recommendations emerging from the training as well as a summary of participants' feedback.
- Develop a compendium of Frequently Asked Questions from the trainings and share with responses and links to relevant resources.

## **GBV-TRAINING FOR SAFESPOT STAFF AND VOLUNTEERS**

### **2.1 Carry out GBV training needs assessment**

Conduct a needs assessment aimed at assessing participants' knowledge on GBV issues, to better tailor training to their identified needs.

### **2.2 Develop training module on GBV**

- Drawing on the findings of the training needs assessment and building on existing, evidence based GBV training resources, the consultant will be expected to develop a GBV training plan tailored to the local context. The training should aim to ensure that all SafeSpot staff and volunteers are aware of GBV risks and consequences and have the knowledge and skills to safely and ethically support a survivor in the event of a disclosure, including through referrals to specialized services. The training should involve theoretical and practical, interactive learning components – to be delivered online.
- For each training workshop, the consultant will be expected to:
  - o Determine the specific outputs
  - o Plan and develop the methodology and agenda (e.g. presentations, virtual working group sessions, case studies, etc.)
  - o Determine required preparatory work by participants

### **2.3 Conduct and follow-up on GBV training**

- Conduct and facilitate the online training workshops as per the agreed training plan.
- Complete a report of each training workshop, which should include key recommendations emerging from the training as well as a summary of participants' feedback.
- Develop a compendium of Frequently Asked Questions from the trainings and share with responses and links to relevant resources.

## **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:

**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](#)

<b>Budget Year:</b> 2021	<b>Requesting Section/Issuing Office:</b> Programme/Jamaica Country Office	<b>Reasons why consultancy cannot be done by staff:</b> Expert technical support required	
<b>Included in Annual/Rolling Workplan:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: PSEA assessment and training of partners has been identify as an office priority by the CMT.			
<b>Consultant sourcing:</b>  <input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both  <b>Consultant selection method:</b>  <input checked="" type="checkbox"/> Competitive Selection (Roster) <input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		<b>Request for:</b>  <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment	
<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b>  Child Protection Specialist	<b>Start Date:</b>  01 November 2021	<b>End Date:</b>  10 December 2021	<b>Number of Days (working) –</b> 25 working days

<b>Work Assignment Overview</b>			
Tasks/Milestone:		Deliverables/Outputs:	Timeline
			Estimate Budget
1.1 Review PSEA Assessments	Report on review with summary of key recommendations submitted and approved	2 working days	
1.2 Prepare country-specific PSEA training workshops	PSEA training plan, informed by review process and analysis of questionnaires, submitted and approved	3 working days	
1.3 Conduct and follow-up on PSEA training workshops	Report on training sessions with relevant resources submitted and approved	10 working days	
2.1 Carry out GBV training needs assessment	Report on training needs assessment submitted and approved	3 working days	
2.2 Develop training module on GBV	GBV training plan and module submitted and approved	3 working days	
2.3 Roll-out and follow-up on GBV training	Report on training session with relevant resources submitted and approved	4 working days	

<b>Estimated Consultancy fee</b>			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)	N/A		
DSA (if applicable)	N/A		
<b>Total estimated consultancy costs<sup>1</sup></b>			
<b>Minimum Qualifications required:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  <b>Enter Disciplines:</b> Gender studies, international human rights law, psychology, sociology, public health or other field related to PSEA and GBV.	<b>Knowledge/Expertise/Skills required:</b> <ul style="list-style-type: none"> <li>- A minimum of 5 years of relevant professional work experience in children's and women's rights and violence prevention and response, in particular sexual violence and other forms of GBV.</li> <li>- Expert knowledge on UN policies and guidance related to PSEA and GBV, including ethical considerations.</li> <li>- Demonstrated experience in developing and facilitating training and capacity-building initiatives on PSEA and GBV, using the PSEA Training Toolkit and other existing resources.</li> <li>- Experience of working in close collaboration with government institutions, non-government organizations and UN agencies is required.</li> <li>- Languages: Fluency in English is required.</li> <li>- Ability to express clearly and concisely, ideas and concepts in written and oral form.</li> </ul>		
<b>Administrative details:</b> Visa assistance required: N/A Transportation arranged by the office: N/A	X Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>  The consultant is expected to work remotely from her/his home base, using her/his own equipment.		
<b>Request Authorised by Section Head</b>	<b>Request Verified by HR:</b>		
<p><sup>1</sup> 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.</p> <p>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</p> <p>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</p>			

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.

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