

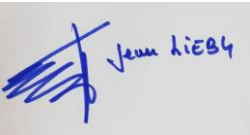
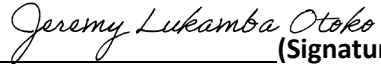

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title : <u>Gender based violence GBV and Family Tracing and Reunification Consultant</u>	Funding Code GE 240 004	Type of engagement <input type="checkbox"/> Individual Contractor Full-Time <input type="checkbox"/> Individual Contractor Part-Time <input checked="" type="checkbox"/> Consultant National Consultant with very good command of Haitian Creole	Duty Station: Port au Prince / Haiti
Purpose of Activity/Assignment: The situation of programming has drastically changed since February 2023. 15,000 people have been displaced since February of this year – adding to the 362,000 people who are already internally displaced across the country, some of them multiple times. The number of GBV cases has increased and IOM has mentioned over 250 unaccompanied minors late march in the IDP settlements within the capital only. 33,000 people have also moved out of Port au Prince to rural areas following IOM figures. Therefore, with the CP AoR (Sub-Cluster) there is an urgent need of training of implementing partners and the sector partners in GBV matters and Family tracing and reunification technics.			
Scope of Work: The consultant will: <ul style="list-style-type: none"> • Prepare and operate validation of TOR and training for frontline workers on GBV. • Train frontline workers for UNICEF partners on minimum standards for GBV. • Prepare and operate validation of ToR for the implementation of mobile clinics for Self-Care spaces (a new GBV survivor care practice). • Training protection partners on family tracing and reunification (FTR). • Coach in meeting and specific sessions GBV frontline workers and FTR protection partners. • finalization of the code of conduct and charter of good practice on gender-based violence The consultant might also support the CP team from the 2 filed offices with training if security permits.			
Child Safeguarding Is this project/assignment considered as " Elevated Risk Role " from a child safeguarding perspective? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply: Direct contact role <input checked="" type="checkbox"/> YES <input type="checkbox"/> 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: <input type="text" value="Less than 10 hours a month"/> Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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): <input type="text"/> More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates			

2024	Requesting Section/Issuing Office: <i>Child Protection</i>	Reasons why consultancy cannot be done by staff: <i>Required expertise not available in the CP team</i>
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify:		
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview) <input type="checkbox"/> 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: Jean Lieby, VAC Specialist P4	Start Date: 02 May 2024	End Date: 31 July 2024	Number of days (Working): 64 working days

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
1)-Drawing up and finalizing TOR and training for frontline workers on GBV. 2-organise weekly coordination meetings with GBV partners.	TOR, agenda, training plan and briefing reports.	15/05/2024	\$ 2,500
1) Train frontline workers for UNICEF partners on minimum standards for GBV. 2) Draft the Sitrep, data collection for the 5 Ws and MRN for the month of May,	Attendance list and training report Sitrep and MRN report	30/05/2024	\$ 2,500
1) Draft the ToR for the implementation of mobile clinics for Self-Care spaces. 2) Drawing up and finalising documents for the training of IBESR trainees. 3) provide technical support in reviewing and finalising project documents for VBG and alternative care partners.	TOR, plan and training documents	15/06/2024	\$ 2,500
1) Training for protection partners on family tracing and reunification. 2) Organize monthly coordination meetings with GBV partners. 3) Provide technical support for the review of Family tracing and reunification documents. 4) Draft the Sitrep, data collection for the 5 Ws and MRN for the month of June	Attendance list, training report and Sitrep.	30/06/2024	\$ 2,500
1) Work closely with colleagues and partners to discuss implementation issues, provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher level interventions and/or decisions. Retain reports and evaluations for easy reference and/or to capture and institutionalized lessons learned. 2) Identify, capture, synthesise and share lessons learned in order to develop knowledge and build capacity among stakeholders. 3- Provide technical support on alternative Care programs	Meetings reports, report on FTR documents	15/07/2024	\$ 2,500
1)Support the finalization of the code of conduct and charter of good practice on gender-based violence. 2)-Provide technical support in the development of messages on GBV focusing on risk response, mitigation, and prevention 3) Draft the Sitrep, data collection for the 5 Ws and MRN for the month of June	Draft of the code of conduct and GBV charter, Sitrep	30/07/2024	\$ 2,500

Estimated Consultancy fee			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)			\$ 2,000
DSA (if applicable)			\$ 1,000
Total estimated consultancy costs¹			\$ 18,000
Minimum Qualifications required*: <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines Psychology/Law or Social Work *Minimum requirements to consider candidates for competitive process		Knowledge/Expertise/Skills required*: At least five years' work in the field of child protection and GBV in Haiti with an NGO or international institution & Bachelor's degree. A minimum of 2 years of professional work experience in social development planning and management in child protection related areas is required. At least 2 years of relevant work experience in GBV in Haiti with an NGO or international institution is considered an asset. *Listed requirements will be used for technical evaluation in the competitive process	
Administrative details: <input type="checkbox"/> Visa assistance required <input type="checkbox"/> Transportation arranged by the office		<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based (Home based immediately and on site as soon as security allows) If office based: <input type="checkbox"/> seating arrangement identified <input type="checkbox"/> IT and Communication equipment required. <input type="checkbox"/> Internet access required	
Request prepared by: Name/Title Jean Lieby  _____ (Signature) Date: 11/04/2024	Request certified by Chief of Section: Name/Title _____ (Signature) Date:	Request Verified by HR: Name/Title  _____ (Signature) Date: 17 April 2024	
Approval of Chief of Operations (if Operations): Name _____ (Signature) Date:		Approval of Deputy Representative (if Programme): Name  _____ (Signature) Date:	

Representative (in case of single sourcing/or if not listed in Annual Workplan)

Name **Bruno Maes**



(Signature)

Date: **23-04-2024**

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 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. Consultants 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 consultant 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 consultant 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. The vaccine mandate, 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.
