



Spotlight Initiative
To eliminate violence against women and girls



TERMS OF REFERENCE

National Consultancy: Sector Planning and Costing: Domestic Violence/Sexual Offences in Guyana.

Country Office:	UNICEF Guyana - Suriname
Duty station:	Georgetown
Consultancy title: Violence in Guyana	Sector Planning and Costing for Domestic and Sexual
Supervisor:	Child Protection Specialist
Duration of Contract: 2020	(60 days) Start Date: 5th January 2020 End Date: 31 March

1. Background:

In Guyana, the Spotlight Initiative aims to address the root causes of Violence Against Women and Girls (VAWG) with an emphasis on prevention of family violence which includes sexual and gender-based violence, intimate partner violence and school-based violence. Therefore, under the pillar related to “institutional strengthening”, it is recognised that longer-term plans of action (and “visioning”) is needed for documented sector plans which are actionable and monitored. These actions will help address, among other things, the power imbalance and gender equality as a foundation for the work on Ending Violence Against Women and Girls (EVAWG), siloed approaches, and matters of accountability within and between sectors. It will provide institutions with key tools to allow for increased “decentralized” responses in the sectors and in the local governance system to strengthen access to prevention and response services (including access to justice and social support.). The products of this consultancy will become a critical reference point(s) for the work related to the gender-responsive budgeting into government programmes and mechanisms for the systematic analysis of the impact of policies on EVAWG. It is also expected that the products of this consultancy will assist in ensuring task forces and reporting mechanisms are strengthened to support the coordination, monitoring, accountability and oversight of work on family violence.

2. Purpose and Scope of Work:

The purpose of this assignment:

- to review and finalise the National Plans of Action related to the implementation of the Sexual Offences Act and the Domestic Violence Act.
- Review the (larger) Sector plans of at least 3 related ministries to provide concrete recommendations and a framework for integrating the prevention and response to domestic and sexual violence in Guyana.
- Provide Costs to Plans of Action (if not already included) and Sector Plans

3. Process and methodology:



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The consultant will be expected

to develop the tools for the review and costing- including lead the desk review during the inception phase of the report, tools for the focus group discussions and key informant interviews. **Under the overall guidance of UNICEF, this consultancy will be conducted in the three following phases.**

Phase 1: Inception

- Meeting with UNICEF and line Ministries to inform the preparation of a detailed workplan and schedule for the consultancy; discuss and proposed needs.
- Conduct desk review
- Draft tools for this assessment

Deliverable 1:

- *Inception report with detailed workplan, consultation guides and template for final report*

Phase 2: Consultation, analysis and draft report

- Conduct consultations with stakeholders from line Ministries and other sectors
- Prepare draft review report
- Submit Report to the supervisor of the consultancy- as per deliverables/agreed inception report. This provides the opportunity to discuss progress and challenges as they arise in performing the necessary functions.
- Present findings

Deliverable 1:

- *Draft report with recommendations*
- *Draft briefing notes*

Phase 3: Finalisation of Deliverables

The consultant will:

- Submit revised reports within 2 weeks of receiving the comments, on the drafts.
- Prepare final report and action plan in English and submit electronic word versions.

Deliverable 3:

- Submit final report and action plans

4. Data Management

The consultant is responsible for ensuring the absolute safety of all data (No data collected/reviewed for this consultancy or data to which the consultant is privileged during time of the consultancy, as direct or indirect result of being the consultant, can be shared and/or used by the consultant, neither can s/he approve the use of the whole or any part of it, for personal or



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professional purposes, other than those defined in these terms of reference, without approval, in writing, from all stakeholders jointly).

5. Study team composition and competencies requirement:

The analysis will be conducted by a suitably qualified institution, selected on the basis of their ability to demonstrate the following competencies:

- Master’s Degree in Social or related Sciences and a minimum of 5 years of direct or related work experience– including knowledge of and working with government/civil society partners in the area of domestic violence.
- Excellent and proven analytical skills
- Excellent and proven English writing skills
- Excellent organizational and communication skills, ability to prioritize and work with minimum supervision.
- Good understanding of the of child protection issues, criminal justice and child protection issues.
- Experience of facilitating consultation and workshops with both government and civil society partners.
- Sound knowledge of the Domestic Violence Act 2006 and the Sexual Offences Act and developments in the field.
- The consultant team must be able to work independently.

6. Deliverables, timeframe and payment arrangements:

These are as follows:

Soft copies of reports must be submitted to UNICEF Guyana:

Phases	End Product/deliverable	Working days	Payment (%)
Inception Phase	Inception Report including workplan, and data collection tools. Desk Review- including policy options and models on restorative justice for domestic violence cases in Guyana.	7	25
Data collection/Field Work/Draft Report	Please note that findings will be included in field work and the contract will include costs to cover field work. Invoice to be submitted based on target audience and communities. <ul style="list-style-type: none"> • Draft I Report -including of review and finalised plans 	25	25



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Initiated by the European Union and the United Nations:



Final Report- as per scope of work	Final Report Briefs for Policy Makers (including members of parliament) PowerPoint presentation (The consultant will be expected to present the findings of the study through a meeting organised by UNICEF.)	14	25
Total	Supervision/Monitoring of at least one recommended practice	14	25%
		60	100

Conditions:

- The consultant is expected to conduct all work independently of the Ministry, in accordance with and in line with the accountabilities section of this ToR
- Payment will be made on the mutually satisfactory completion of deliverables.
- All interested persons will be invited to submit a technical (first) and shortlist candidates a financial proposal.
- UNICEF will offset the financial costs of all field visits (and an advance payment will be made as per UNICEF rules to support field work) and the consultant is expected to organise his/her own travel and coordinate all key informant interviews/focus group discussions.