



Spotlight Initiative
To eliminate violence against women and girls



TERMS OF REFERENCE (ToR)

For the recruitment of Individual Consultant to Strengthen Technical and Operational Capacities of CSOs through Collaborative Mechanisms and Partnerships.

1. GENERAL INFORMATION

| | |
|-----------------------------------|---|
| Project/Program Title: | Guyana: EU-UN Spotlight Project - Activity 6.1.2: Strengthen technical and operational capacities of CSOs through collaborative mechanisms and partnerships to design appropriate public accountability frameworks. |
| Post Title: | Local/National Individual Consultant to strengthen technical and operational capacities of CSOs |
| Duty Station: | Guyana |
| Expected Places of Travel: | Home-based (with travel to urban, rural and interior Regions) |
| Duration: | 4 months (with the possibility of an extension) |
| Expected Start Date: | March 2021 |

2. BACKGROUND / PROJECT DESCRIPTION

The Spotlight Initiative is a global partnership between the United Nations (UN) and the European Union (EU) to eliminate all forms of violence against women and girls in support of the 2030 Agenda on Sustainable Development. It was launched in September 2017 by the UN Secretary-General and the EU High Representative and Vice President (HRVP). This Initiative provides a model for partnerships with donors, civil society, and the UN to deliver on the SDGs in a comprehensive manner leveraging comparative expertise. SDG 5 and the achievement of gender equality are placed at the centre of efforts (alongside Goal 16) with the aim to provide an enabling environment for the implementation of all goals. Within the UN, the Initiative will operationalize the UN development system reforms and model a new way of delivering on the SDGs in an integrated way, leveraging collaborative advantages.

In Guyana, the Spotlight Initiative aims to address the root causes of Violence Against Women and Girls (VAWG) with an emphasis on the 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”) are 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.

3. FUNCTIONS/DUTIES TO BE PERFORMED BY THE CONSULTANTS

Under the direct supervision of the UNICEF and with support from UN Women and MoHSSS, the consultant is expected to undertake the following tasks:

- Mapping of CSOs (this includes presenting a list of the selected CSOs and develop a work plan for strengthening and empowering them to carry out activities under pillar 6 and work within Spotlight and beyond with approval of the Ministry of Human Services and Social Security (MHSSS) in Guyana
- Conduct Training Needs Assessment
- Training and Capacity Building of CSOs
- Engage to implement project activities.
- Work closely with the selected CSOs to provide tools and techniques to ensure that they are well equipped to lead and implement the activities.
- Monitor and evaluate their acquired skills and use of resources.

The consultant must also:

- Identify registered and non-registered CSOs within Guyana which work with the identified underserved communities (as per Spotlight target) and other communities on EVAW.
- Convene meetings with the identified CSOs to gain insight into their operations and undertakings
- Conduct an analysis of the CSOs in relation to their suitability and capacity to engage in activities under pillar 6 such as developing new forms of social activism, and accountability frameworks) and other work on Ending Violence; identifying strengths and weaknesses, challenges and opportunities.

Furthermore, the consultant will be expected to:

- Provide biweekly updates as it relates to the achievement of consultancy objectives.
- Demonstrate management and leadership skills.
- Demonstrate the ability to communicate comprehensively at all levels.
- Be available to travel to the regions of Guyana, including remote areas.

- Have a working knowledge of the local CSOs and non-governmental landscape in Guyana.
- Have a knowledge of gender-based violence and family violence issues.
- Have good inter-personal, networking, partnership and team-building skills.
- Be fluent in written and spoken English.

4. EXPECTED, DELIVERABLES, PAYMENT MILESTONES AND DURATION

The contract duration is four months. The expected deliverables are:

| s/no | Consultant | Deliverables/ Outputs | Payment Milestones (%) | Timelines |
|------|-----------------------|---|------------------------|------------------------|
| 1. | Individual Consultant | A clear outline of methodology and a detailed workplan. | 20% | Two weeks |
| 2. | | Mapping of CSOs and needs assessment (with justification) and proposed strategy for activities as per pillar 6. | | |
| 3. | | Training- three summary updates on CSOs engagement and training progress. | 25% | End of the first month |
| 4. | | Completion of 50% of capacity building initiatives. | 25% | End of third month |
| 5. | | Completion of 100% of capacity building initiatives; Submission of final report, with pictures (and other engagements). | 30% | End of fourth month |

6. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultant will report to the Spotlight focal points of UNICEF and close collaboration with Women and the MHSSS.

7. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONSULTANT

Mandatory:

- Master's degree or equivalent in social sciences, and governance and or the humanities.
- Minimum 5 years of relevant work experience with expertise in working with CSOs and/or community-based organizations.
- Clear understanding of local CSOs and non-governmental landscape in Guyana.
- Knowledge of gender-based violence and family violence issues.
- Excellent writing skills; Good inter-personal, networking, partnership building, team building, presentation and communication skills.
- Demonstrate understanding and appreciation for different types of learning styles
- Fluency in written and spoken English.

Competencies:

Ability to think strategically, develop initiatives as well as provide innovative solutions and advice through learning.

8. CRITERIA FOR SELECTING THE BEST OFFER

The MoHSSS and UN agencies will use the “best value for money” principle as part of the criteria for determining the best proposal.

9. GUIDELINE FOR SUBMISSION OF PROPOSAL

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

The consultant is expected to submit the following documents/information to demonstrate their suitability:

- **Technical Proposal:** Brief proposal explaining why you are the most suitable for this consultancy including confirmation on availability to complete the project in the prescribed period;
- **Financial Proposal:** (in GYD, specifying the total lump sum amount as well as the requested amount of the fee per day).

10. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose or authorize the disclosure of any proprietary or information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain the property of EU-UN.