

**UNICEF Belize – Terms of Reference**  
**Consultancy to integrate gender equality and preventing and responding to  
gender-based violence into Sector Plans**

<b>TITLE</b>	<b>Gender Review of National Sector Plans</b>
<b>LOCATION OF ASSIGNMENT</b>	UNICEF
<b>LANGUAGE(S) REQUIRED</b>	English
<b>TRAVEL</b>	Required The Cost of Travel should be included in the financial proposal
<b>DURATION OF CONTRACT</b>	6 months
<b>DUTY STATION</b>	Blended (requires in-person for trainings)
<b>TYPE OF ENGAGEMENT</b>	Consultant

**OVERVIEW**

**1. Background and context**

The Spotlight Initiative leverages the latest evidence and thinking on options to reduce violence against women and girls (VAWG) and works to apply these options within the context of country-specific insight and analysis. The initiative is comprised of 6 pillars that, together, form a cohesive and comprehensive approach to ending VAWG. Country Programmes (including the Belize Spotlight Initiative Country Programme) are developed through a collaborative, inclusive process that aims to respond to the needs and aspirations of multiple stakeholders, prioritizing those who are most at risk and/or facing intersecting forms of discrimination in Belize. The aim of the Belize Spotlight Initiative Country Programme is to support the alignment and harmonization of all sector plans and strategies with national development plans such as Growth and Sustainable Development Strategy (GSDS), the Government Medium Term Development Strategy, SRH policies, National Gender Policy, National Gender Based Violence Action Plan and the National Children's Agenda to address VAWG. The GSDS encapsulates the strategic objectives of Spotlight since it includes a space for governance and sustainability; adequate response to violence and monitoring and evaluation of effectiveness strategies through the established Working Groups and National Statistical System<sup>1</sup>. Specifically, Spotlight is directly linked to GSDS outcomes 2.8.1. “Embed a strong equity focus within line ministries’ programs” and 2.8.2. “Upgrade and sustain national programs aimed at the elimination of gender-based violence”. The revision and costing of the NGBV Action Plan along with improved alignment of sector plans and strategies with the GSDS will provide opportunities to advocate for increased financing of equity improvements and reduction of violence against women and girls actions, in line with outcome 2.8.2 of the GSDS.

---

<sup>1</sup> GSDS: Critical Success Factor (CSF) 4 – Enhance Governance and Citizen Security

Institutions (at national and sub-national levels) play a crucial role in transforming laws and policies into action and in ensuring that these apply to all groups of women and girls, including those facing intersecting forms of discrimination. Cross-sectoral, multi-layered and coordinated work is required, covering all actors from the executive branch of government and parliament to local authorities. Toward that end, the project is seeking a consultant to facilitate the review of at least sector plans and make recommendations for integration of gender equity as well as for gender transformative policies and interventions to address the root causes of gender equality.

## **2. Objective**

To ensure the sustainability of changes made to reduce VAWG during the implementation of the Spotlight Initiative in Belize, this consultancy seeks to examine the operational culture of each sector with the aim to support Ministers, CEOs, Directors, and middle management in transforming institutional power dynamics and personal beliefs and behaviours, in addition to the policies, procedures and action plans. The consultancy will ensure that national Sector plans both explicitly and implicitly addresses reinforced gender inequalities and discriminatory behaviours and includes specific strategies and actions to improve equity and reduce violence.

Additionally, the consultancy will include specific knowledge sharing interactions with Gender Focal Points as part of the mechanism for ongoing support, mentoring and actions towards changing operational culture given that institutional strengthening requires more than one-off training. To date, under the Spotlight Initiative, support has been provided to strengthen capacities of key personnel and focal points, re-operationalize the Gender Focal Points for each government ministry, strengthen the case management and reporting systems and formalized the National Women's Commission as an auxiliary body to respond to gender and gender-based violence as the policy and institutional level. It requires ongoing support, mentoring, and incremental steps in changing operational culture alongside formal policies, procedures, actions, and programs.

## **3. Purpose**

This consultancy follows the UNICEF Gender Peer Review (GPR)<sup>2</sup> exercises to further support the review of 3 National Sector Plans for Education, Social Services and Justice Sectors<sup>3</sup>, to examine and explicitly indicate the strategies and actions that required to transform the underlying causes of gender inequalities; it is important that the strategies/actions articulated use a gender transformative approach, with a focus on reduction/prevention of gender-based violence and sexual harassment in the workplace.

## **4. Expected results: (measurable results)**

### **a. A Gender Analysis and Literature/Evidence Review**

- Perform analysis, including risk/ needs assessment, of quantitative data and qualitative information from various sources, including but not limited to administrative data, surveys,

---

<sup>2</sup> The gender programmatic review (GPR) helps Country Offices (COs) identify strategic areas to introduce new and/or strengthen existing gender-responsive/transformational programming, in alignment with Strategic Plan and GAP. The expected outcome of a GPR is the adoption/strengthening of at least 1 GAP programming priority and identification of the financial and human resources, partnership and capacity building necessary to achieve selected results.

<sup>3</sup> Ministry of Education, Culture, Science and Technology; Ministry of Human Development, Families and Indigenous People's Affairs, Ministry of Home Affairs and New Growth Industries

studies and analysis carried out previously, to inform the revision of Sector Plans, including National Gender Policy and Action Plan and/or other gender related programmes<sup>4</sup> such as gender in humanitarian contexts

- Employ a systematic review of literature and evidence to identify critical barriers that women and girls experience within the social structures and institutional culture; identify proven/ effective interventions to address the barriers; find examples of effective implementation of cross-sectoral initiatives.
- Identify key gaps and entry points for integrating the gender transformative approach as one category along the continuum of gender integration approaches.
- Identify the changes in sector plans required to integrate gender equity and violence reduction \ prevention (identify sections that limit gender equity or enable violence, identify cultural issues / barriers that exist within the sector plan and clear recommendations on how to address them)
- Comprehensive report on the deliverables outlined above.

b. Technical capacity building/training

- Support gender transformative capacity development efforts in a variety of models, methods and materials delivered in multiple formats for key sectoral technical personnel, gender focal points, women parliamentarians, and Gender Advocates, at least 30 actors in three (3) 2-day training.

**5. Deliverables, Timeframe, and payment schedule**

The consultant will work collaboratively with country office and ministerial focal points to conduct the sector plan reviews, and execute the following deliverables within the indicated timeframe:

<b>Deliverables</b>	<b>Estimated Number of days</b>	<b>Payment Schedule</b>
1. Inception report completed detailing understanding of TOR, agreed methodology and work plan.	5	15%
2. Gender Analysis and Literature/Evidence Review (desk review); initial consultation with three sectors, consultations with KII (identified along with UNICEF Programme Staff)	10	
3. In-depth analysis completed, including identification of bottlenecks, programmatic solutions, outputs and indicators – agreed on with relevant Sector/Ministerial Focal Points	20	40%
4. Deliver three working sessions with three sectors to validate and finalize sector plans	10	
5. Draft revisions to Sector Plans	20	25% Final Report

<sup>4</sup> National Gender and Gender-based Violence Action Plan, Essential Services Package for Belize, Multi-sectoral response protocols for GBV and the GBV Surveillance System

6. Final reports with recommendations for action	5	
7. Deliver 3 2-day trainings for Sector Focal Points, Gender Focal Points, Parliamentarians, and Gender Advocates	10	20% Training Report
<b>Total:</b>	<b>80 days</b>	

Payment Schedule: Payment of professional fees will be based on submission of agreed deliverables which receive satisfactory quality review. In general, individual contracts shall not allow for fee advances. However, a maximum of 30 per cent of the total contract value may be authorized by the Approving Authority in cases where advance purchases, for example for supplies or travel, may be necessary.

**6. Supervision:**

The contract is under the overall supervision of the Spotlight Initiative Programme Officer. The Regional Gender Programme Specialist & Regional Coordinator, Spotlight Caribbean Regional Programme, with oversight from the Child Protection Officer who supervises this function. Noting that gender mainstreaming is integral to all programme, the Belize CO Gender Focal Point will support the team, as needed.

**7. Travel Requirements:**

This assignment will not require travel outside of Belize Duty Station.

The Consultant is expected to deliver trainings in an in-person modality (6 days training). The consultant is responsible for arranging his/her own travel, including bearing the costs of visas and travel insurance. Accommodation, meals and incidentals cost must not exceed the UN daily subsistence allowance rates. The costs for approved travels will be reimbursed by the UNICEF Belize CO upon submission of receipts and based on applicable UN DSA rates. All approved travels to be conducted in accordance with UNICEF travel rules and regulations.

**8. Key competencies, technical background, and experience required:**

- An advanced university degree (Master’s or Doctorate) in gender studies, social sciences, international development, public administration, management or a related field.
- Demonstrated experience and expertise in gender mainstreaming, developing gender strategies, learning and operational plans in international development/ humanitarian contexts (lead team member should have more than 10 of relevant experience together with 5-7 years of leading multidisciplinary and multinational teams).
- Experience working with global developments and international engagement strategies, including the application of an equity lens and human rights perspectives to programming, and ability to apply global research and evidence in gender policy, advocacy and programming.
- Proven record of successful experience in engaging partners including demonstrated experience in working with UN institutions, governments (at all levels), philanthropic foundations, international and local NGOs or civil societies in the specific area of gender equality.

- Demonstrated knowledge and experience in results-based management, planning and monitoring gender programmes, including ability to define key elements of successful gender equality programming.
- Demonstrated experience developing training materials and conducting training and related capacity building on gender equality programming
- Ability to communicate with various stakeholders in multi-cultural contexts and to express concisely and clearly ideas and concepts in written and oral form.
- Excellent knowledge of written and spoken English; Knowledge and ability to provide services in Spanish will be considered an asset.
- Ability to think outside the box, generate new ideas, approaches, or insights and develop innovative ways to undertake projects and initiatives, shape solutions to problems.
- Preference will be given to Caribbean nationals/ resident preferred OR Familiarity with UN roles and functions in the Caribbean Region an asset.
- Other qualifications/ experience as relevant to the areas of service identified in this ToR

**9. Administrative Matters:**

Consultant should provide own materials, ICT equipment and work remotely with flexibility to access space at the Belize UNICEF Office as may be necessary.