



Spotlight Initiative
 To eliminate violence against women and girls



Initiated by the European Union and the United Nations

TERMS OF REFERENCE

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

(Ministries of: Human Services and Social Security, Health, Home Affairs)

1. General Information:

Country Office:	UNICEF Guyana - Suriname
Project Title :	Guyana: EU-UN Spotlight Project -Activity 2.1.1 Sector Planning and Costing: Domestic Violence/Sexual Offences in Guyana.
Duty station:	Georgetown, Guyana
Consultancy title:	National Consultancy Sector Planning and Costing for Domestic and Sexual Violence in Guyana.
Duration of Contract: 2020	(60 days)

2. Background:

The United Nations and the European Union (EU) collectively launched the Spotlight Initiative to eliminate all forms VAWG worldwide by 2030. This 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 and is in line with the 2030 Agenda for Sustainable Development. 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 prevention of family violence which includes sexual and gender-based violence, intimate partner violence and school-based violence. Therefore, under the pillar 2 is related to “institutional strengthening”, it is recognised that longer-term plans of action (and “visioning”) is needed for documented /written sectors s which are actionable and measurable . 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 for the work related to the gender-responsive planning and 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. 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, Cap. 8:03 and the Domestic Violence Act, Cap. 11:09
- review the larger Sector plans of at least 3 related ministries (Health, Home Affairs and Human Services and Social Security) 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

4. Process and methodology:

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 and MoHSSS, 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:

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

Phase 3: Finalisation of Deliverables

- 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

5. 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 the consultant approve the use of the whole or any part of it, for personal or professional purposes, other than those defined in these terms of reference, without approval, in writing, from all stakeholders jointly.

6. Academic Requirements and competencies:

The analysis will be conducted by suitably qualified personnel, selected on the basis of their ability to demonstrate that one of the member or members of the team possess 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 child protection issues, criminal justice and women, family child protection issues.
- Experience of facilitating consultation and workshops with both government and civil society partners.
- Sound knowledge of the Domestic Violence Act, Cap. 11:09 and the Sexual Offences Act, Cap. 8:03 and developments in the field.
- The consultant team must be able to work independently.

7. Deliverables, timeframe and payment arrangements:

These are as follows:

Soft copies of reports must be submitted to UNICEF Guyana:



Spotlight Initiative
To eliminate violence
against women and girls



Initiated by the European Union and the United Nations

Phases	End Product/deliverable	Working days	Payment (%)
Inception Phase	Inception Report including workplan, and data collection tools.	7	25
Data collection/Field Work/Draft Report	<ul style="list-style-type: none">Draft Report -including of review and finalised plans (Note that report will be shared with stakeholders for comments)	25	25
Final Report- as per scope of work	Final Report including: <ul style="list-style-type: none">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
Monitoring recommended practice.	Supervision and Monitoring of at least one recommended practice.	14	25
Total		60	100

8. Conditions:

- The consultant is expected to conduct all work independently of the Ministry and UNICEF, 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.