



## 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

<b>Project/Program Title:</b>	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.
<b>Post Title:</b>	Local/National Individual Consultant to strengthen technical and operational capacities of CSOs Consultant.
<b>Duty Station:</b>	Guyana
<b>Expected Places of Travel:</b>	Home-based (with travel to urban, rural, and interior Regions)
<b>Duration:</b>	5 months (with the possibility of an extension)
<b>Expected Start Date:</b>	October 17th, 2022

### 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.

The following tasks were also conducted as a part of initial work:

- Mapping of the registered and unregistered CSOs all targeted regions for Spotlight Initiative
- Assessment and building the capacity of CSOs in basic technical and organizational skills
- Meeting with the identified CSOs to gain insight into their operations and undertakings to begin to address the root causes of violence against women and girls (VAWG) with an emphasis of prevention.

The mapping, assessment, and basic introductory training with the CSOs revealed the following:

- The community groups are not equipped technically nor organisationally to respond to basic GBV interventions in their communities.
- There are little to no organisational systems in place for the groups to be engaged in GBV response.
- The assessment of the community groups acknowledged that they did not have sufficient knowledge about the concept of GBV and requested more awareness sessions about GBV and its many facets.
- The community groups requested further support in the following areas: **proposal writing, monitoring of projects and accountability.**

It is therefore imperative, and in the interest of the Spotlight Initiative Programme, that there should be continued building of the CSOs, and a period devoted to the nurturing of CSOs especially in the Spotlight Initiative targeted areas.

### **3. FUNCTIONS/DUTIES TO BE PERFORMED BY THE CONSULTANT**

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

- Design training plan and develop materials (manual on identified issues, videos) targeting various CSOs aimed at enhancing NGO/CSO Management, knowledge, sensitivity, and responsiveness to gender issues in general and gender-based violence in particular
- Training and Capacity Building of at least 20 CSOs in NGO/CSO Management, Gender Based Violence and Human Rights for women and girls affected by violence.

- Conduct proposal writing sessions and help to some good proposal for small scale funding on GBV.
- Engagement with CSOs to implement their capacity building activities.
- Provision of tools and techniques to ensure that CSOs are well equipped to lead and implement the activities.
- Monitor and evaluate their acquired skills and use of resources.

**The consultant must also:**

- Identify and recommend at least 6 CSOs within Guyana which work with the identified underserved communities (as per Spotlight target) and other communities on ERAW and have a potential to implement activities within communities (as per Spotlight target).
- Conduct Face to Face and virtual capacity building sessions in the identified regions and locations
- Conduct an analysis of the selected 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	Inception reports complete with outline of comprehensive training design and training plan, training schedule, design of training materials and content of training and the framework for the analysis	20%	October 24, 2022

2.		Submission of draft training materials	20%	November 5, 2022,
3.		Transportation, meals, and accommodation for consultant related to workshop to be requested prior to all workshops through Help & Shelter.	100%	November 10, 2022
4.		Completion of capacity building initiatives	40%	December 31 2022
5.		Final report on capacity building of CSOs inclusive of Mentoring report of CSOs; Report/ Analysis of the selected CSOs and recommendations  Submission (handbook) of tools of and techniques for CSOs to lead and implement activities.  Submission of final videos on how to use the tools and techniques.	30%	March 28 2023

## 6. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

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

## 7. DURATION OF THE CONSULTANCY:

The duration of the consultancy is from October 2022 to March 2023.

## 8. 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.

## **9. 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.

This extension will provide time for all outlined activities, internal and external reviews of documents to be completed and to ensure that the office has enough time to make payments and close the contract.

Conditions of consultancy

Additional requirements:

- Completed profile in UNICEF's e-Recruitment system and provide Personal History Form (P11)  
Upload copy of academic credentials
- Financial proposal that will include:
  - Your daily/monthly rate (in Guyana dollars) to undertake the terms of reference
  - Travel costs and daily subsistence allowance, if internationally recruited or travel is required as per TOR.
  - Any other estimated costs: visa, health insurance, as applicable.
  - Indicate your availability
  - Any emergent / unforeseen duty travel and related expenses will be covered by UNICEF.
- At the time the contract is awarded, the selected candidate must have in place current health insurance coverage.
- Payment of professional fees will be based on submission of agreed satisfactory 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.

U.S. Visa information:

With the exception of the US Citizens, G4 Visa and Green Card holders, should the selected candidate and his/her household members reside in the United States under a different visa, the consultant and his/her household members are required to change their visa status to G4, and the consultant's household members (spouse) will require an Employment Authorization Card (EAD) to be able to work, even if he/she was authorized to work under the visa held prior to switching to G4.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA) and core competencies in Communication, Working with People and Drive for Results.

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

Remarks:

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

Individuals engaged under a consultancy or individual contract 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 and Individual Contractors. Consultants and individual contractors 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 candidate 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 candidates 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. It 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 contract