

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title- (International Consultancy) Drafting of Policies Related to: 1. Family Violence 2. Harassment	Funding Code: EU-UN SI	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time * *maximum end date 30 June 2023	Duty Station: Georgetown, Guyana
Purpose of Activity/Assignment: To draft two (2) Policies for the Government of Guyana: 1. Family Violence 2. Harassment			
Scope of Work: <p>The Government of Guyana formulated a National Policy on Domestic Violence in 2008, which is underpinned by the Domestic Violence Act, 1996. The National Policy on Domestic Violence is premised on a multi sectoral approach to violence and has been formulated in several crucial thematic areas. Additionally, this Policy is intended to guide interventions and all activities and programmes aimed at the prevention of Domestic Violence and the provision of services to victims/survivors. To ensure the full implementation of this policy, a Domestic Violence Policy Unit was established in the Ministry of Human Services and Social Security. Oversight of the implementation of this policy is vested in a National Domestic Violence Oversight Committee which consists of senior officials in Government Ministries, and Agencies, and other Organisations which have a role to play in reducing domestic violence.</p> <p>Currently, through the Ministry of Human Services and Social Security and the leadership of Hon. Dr. Persaud, a new Act (to replace the Domestic Violence Act) is being drafted- Family Violence Bill, 2022. Accordingly, while there may be some relevant approaches still applicable in the current Domestic Violence Policy, 2008 (such as the need to stronger multi-sectoral approaches), based on the consultations and the new proposed legislation, there is a need for the articulation of a new, modern policy for Family Violence (that will be in line with the intended legislation). Additionally, the Ministry of Human Services and Social Security is currently working on new legislation with regard to Harassment which is intended to ensure greater prevention and protection and extend the scope of harassment as it is currently articulated in the Prevention of Discrimination Act, 1997. There is also a need for a policy with respect to prevention and response to harassment.</p> <p>Based on the background, the Ministry of Human Services and Social Security (supported by UNICEF Guyana) and seeks consultant to draft a new Policy on Family Violence which would complement the intended Family Violence Act and strengthen the legal and enabling environment on all aspects of Family Violence. Additionally, the consultant is expected to draft a policy relating to prevention and response to Harassment which would complement the work on legislative reform in this area. Both policies would also assist in sharpening the focus in and between sectors for greater accountability, ownership and results on the matter of violence prevention and response. The intended policies revision will also be critical in outlining the Government's vision and collaborative work on protective measures, care for victims/survivors, sanctions and/or rehabilitation for assailants, and stronger defined roles for public agencies and assist Civil Society in their roles as part of a stronger collaborative response.</p>			
Child Safeguarding Is this project/assignment considered as " Elevated Risk Role " from a child safeguarding perspective? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply: Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role ☐ YES ☒ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2023	Requesting Section/Issuing Office: Programmes/Child Protection	Reasons why consultancy cannot be done by staff: The work is related to a specific technical task (policy development) and would demand time and added expertise		
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:				
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment		
If Extension, Justification for extension: NA				
Work Assignments Overview		Deliverables/Outputs	Delivery deadline	Estimated Budget
Inception Report- including copy of Workplan, Methodology and Tools for the Assignment		Inception Report	June	20%
Preliminary Report on Policy Considerations/Options (based on analysis) for 1. Family Violence and 2. Harassment		Preliminary Report on Policy Options	July	20%
Preliminary Policy (Family Violence)- also based on consultations with stakeholders		Draft Policy (Family Violence)	August	40%
Preliminary Policy (Harassment)- also based on consultations with stakeholders		Draft Policy (Harassment)	September	
Final Policies: 1. Family Violence 2. Harassment		Final Polices: 1. Family Violence 2. Harassment	November	20%
Supervisor: Patricia Gittens		Start Date: 28 April	End Date: 1 December 2023	

Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
Minimum Qualifications required*: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines *Minimum requirements to consider candidates for competitive process	Knowledge/Expertise/Skills required *: *Listed requirements will be used for technical evaluation in the competitive process		
Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance)) A) Technical Evaluation (e.g. maximum 75 Points) B) Financial Proposal (e.g. maximum of 25 Points) - Masters in Social Sciences or related field - Excellent command of written and spoken English - Sound knowledge of and experience of Guyana's context in terms of policy planning/dialogue, development and reporting - At least 5 years of experience in policy planning/dialogue and development (on VAC and related areas) - Sound awareness of Human Rights (especially CEDAW and CRC) - Demonstrated ability to work independently			
Administrative details: Visa assistance required: <input type="checkbox"/> <input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: MoHSSS to also advise if an in-country visit is needed and will host consultant in their office	If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>		

¹ Costs indicated are estimated. Final rate shall follow the "best value for money" principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed 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

Conditions

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 contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

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. Successful individuals will be required to produce the following:

- Certificate of good health
- Proof of Health Insurance
- Statement of good standing
- Designation of beneficiary form
- Mandatory training certificates from UNICEF’s e-learning platform (prior to commencement of the Assignment)
