

Institutional/Corporate Contract

Terms of Reference (TOR)

Summary:

Title:	Institutional/Corporate contractor to conduct a social norms survey on Violence Against Children in Trinidad and Tobago
Purpose	The purpose of this assignment is to conduct a survey among the general public in Trinidad and Tobago to determine <ol style="list-style-type: none">1) The social and cultural norms and other factors that perpetuate gender-based violence in Trinidad and Tobago2) The social, religious and cultural norms and other factors that prevent persons from reporting gender-based violence in Trinidad and Tobago
Location	Trinidad and Tobago
Duration	3 months
Start Date	31 January 2021
Reporting to	Communication for Development Specialist

Background:

The government of Trinidad and Tobago has signed, and ratified treaties aimed at the prevention and elimination of family violence. These include the UN Convention on the Rights of the Child (CRC), which calls on state parties, as well as adults, to implement measures to protect boys and girls from all forms of harm and violence. Another treaty is the UN Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), which calls on state parties to ensure protection of women and girls from gender-based violence.

Within the family setting gender-based violence refers to a wide range of forms of violence. These include sexual abuse, psychological abuse, elder abuse, intimate and non-intimate partner violence, violence among siblings, incest, emotional violence and physical violence. All these forms of violence are experienced in Trinidad and Tobago.

In September 2017, the EU and the UN launched an ambitious partnership to eliminate all forms of violence against women and girls worldwide. The **Spotlight Initiative** (SI) aims at mobilizing commitment of political leaders and contributing to achieving the Sustainable Development Goals (SDGs). The Initiative aims at ending all forms of violence against women and girls (VAWG), targeting those that are most prevalent and contribute to gender inequality across the world. The Spotlight Initiative will deploy targeted, large-scale investments in Asia, Africa, Latin America, the Pacific and the Caribbean, aimed at achieving significant improvements in the lives of women and girls. Jamaica is one of the countries in the Caribbean to benefit from this transformative initiative.

The overall goal of the Spotlight Initiative in Trinidad and Tobago is to reduce family violence. This will be done through ensuring implementation of integrated, quality and accessible services and prevention approaches. Spotlight will support this development through sharing evidence and best practices and analyses of what works to embed social norms transformations and actual behaviour change. **This**

prevention strategy which is based on principles of gender equality and non-violence and addresses sites of primary socialization will be an innovation for Trinidad and Tobago.

While all these forms of violence are prevalent, this assignment will focus specifically on three forms of gender-based violence experienced in households in Trinidad and Tobago. These are sexual, emotional and physical abuse of girls and boys two of the most prevalent forms of violence in the Caribbean. The purpose of this assignment is to understand what social, cultural and religious norms perpetuate or lead to these forms of violence that affect children, especially girls. The findings will help shape a social norms campaign to address the same.

Specific Tasks:

Under the guidance of the UNICEF C4D Specialist, the Spotlight Communications Officer and the Spotlight M&E Officer the selected contractor is expected to:

- Review any relevant literature on social norms and violence against children
- Review UN and other technical guidance on the topic matter such as https://www.who.int/violence_injury_prevention/violence/inspire-package/en/; including previous studies supported by UNICEF ECA to ensure comparability and alignment with quality standards of other countries
- Review studies that pertain to Trinidad and Tobago such as the Trinidad Women's Health Survey report [Caribbean Women Count: VAWG Data Hub \(unwomen.org\)](http://unwomen.org)
- Develop a solid methodology for conducting the study in a COVID-19 environment. This should include definition of major variables, risks and how these will be addressed; a robust sampling design with clear justification on its effectiveness, indicate research tools that will be used and validity of these instruments, indicate the categories by which data will be disaggregated
- Conduct a study among the general public, influencers and adolescents in Trinidad and Tobago to understand what social, religious and cultural norms that may be influencing behaviors and attitudes that perpetuate these forms of gender-based violence
- Provide UNICEF with a draft report of the findings for feedback prior to finalization.
- Provide UNICEF with a full report of the findings (electronic and hard copy) along with a PowerPoint presentation on the findings and recommendations for focus of a behaviour and social norms communication interventions targeting parents/caregivers, in-school children, out-of-school youth

Methodology:

Institutional/ Corporate contractors should submit a technical proposal, which clearly outlines the proposed methodology, timelines, analysis of risk and how data will be analyzed. UNICEF will provide introductory letters to the Office of the Prime Minister Gender and Child Affairs Division, Ministry of Local Government, Min of Planning and Min of Social Development and Family Services and to the Tobago House of Assembly advising them of the study.

Expected Deliverables:

The deliverables are as follows:

- An inception report: Following review of the relevant documents the Contractor will provide a detailed revised and realistic proposal on how the research will be carried out. This would include:

(i) the outline of the report, (ii) a schedule of steps to be taken (activities to be carried out) with timeframes and responsible persons; (iii) the proposed methodology and tools that will be used in collecting data e.g. questionnaire, checklist, interview questions

- A draft report for feedback from UNICEF and the relevant spotlight team including the Spotlight Initiative civil society national reference group
- A final report with list of references, annexes. The final report should have findings disaggregated by gender, age, income level, education level, ethnicity and any other relevant variables.
- A PowerPoint presentation

As part of the quality assurance process UNICEF, and the Spotlight M&E and Communications Officers will review the deliverables and share comments for inclusion/response at all stages.

Ethical Considerations:

UNICEF supports the conduct of ethical data collection. Ethical considerations for the proposed study, including risks and mitigation, will be assessed and documented by the institutional contractor at all stages (proposal, tools, and collection of data).¹ Ethical review and clearance of the survey instruments (proposal, tools, ToRs) will be obtained by the consultant/institution with the support of partners in accordance with the process/requirements of the Ethics Review entity identified. Ethical guidelines for conducting the study in a COVID-19 environment must also be considered. See some guidelines <https://www.unwomen.org/en/digital-library/publications/2020/07/decision-tree-data-collection-on-violence-against-women-and-covid-19>

Reporting:

The expected contractor will have bi-monthly meetings (virtual or face to face) with the supervisor to provide updates on any progress or challenges being encountered.

Payment Schedule:

For payment to be made reports are also required. The payment schedule is as follows:

- 20% mobilization fee
- 10% upon submission of inception document
- 20% of fee upon provision of a first draft of the report
- 50% upon provision of the final approved report and PowerPoint

Expected background and Experience:

- The members of team that will be involved in the research should have at least a Masters in the Social Sciences or a related field. The team leader should preferably have a PhD in the Social Sciences or a related field, but a master's degree is the minimum requirement
- The contractor should have at least 5 years' experience demonstrated experience in conducting research;
- Experience conducting similar research would be a requirement
- Excellent writing skills in English in an asset

¹ The "[UNICEF procedure for ethical standards in research, evaluation, data collection and analysis](#)" will be used as a guideline in the preparation of the research protocols.

- Knowledge of the Trinidad and Tobago context is an asset
- The institutional contractor must provide UNICEF with a Certificate of Incorporation/ documentation proving that they are a registered company or institution.

Evaluation Criteria:

The technical evaluation will be considered in accordance with the following information:

Technical Proposal: 70 points

1) Overall Response (10 points):

a) Overall concord between UNICEF requirements and the proposal.

2) Company and key personnel (20 points):

- a) Team leader: Relevant experience, qualifications, and position with firm;
- b) Team members - Relevant experience, skills & competencies;
- c) Professional expertise, knowledge and experience with similar projects, contracts, clients and consulting assignments;

3) Proposed Methodology, Approach and System (40 points):

- a) Quality of the proposed approach and methodology;
- b) Quality of proposed implementation plan, i.e how the bidder will undertake each task, and time-schedules;
- c) Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems.

Note: The Financial Proposals will be opened only to the companies considered technically approved (range between 49 to 70 points).

Financial Proposal: 30 points

The Financial Proposal will be opened and tabulated within the Technical Proposal and the final range will be provided.

Recourse:

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines. Performance indicators against which the satisfactory conclusion of this contract will be assessed include: timeliness/quality of submission and responsiveness to UNICEF and counterpart feedback

Property Rights:

UNICEF shall hold all property rights, such as copyright, patents and registered trademarks, on matter directly related to, or derived from, the work carried out through this contract with UNICEF.

Conditions of services:

Prior to commencing the contract, the following conditions must be met: the Corporate Entity will be required to submit samples of previous relevant work, a Certificate of Incorporation for the Company as well as a profile of the individual(s) who would be undertaking the assignment.

How to Apply:

Prospective institutional or corporate contractors should apply to the email address ecaprocurments@unicef.org no later than **Friday 15 January 2021 at 12:00 midnight Eastern Standard Time (EST)**. Kindly ensure the *subject line* is denoted with the heading “***Social norms survey on Violence Against Children in Trinidad and Tobago***”.