

**Terms of Reference (TOR)**

**Consultancy to Develop A National Capacity Development Plan (NCDP) in Response to Violence Against Women and Girls (VAWG) and Family Violence**

**A. Project Title**: Spotlight Initiative

**B. Project Description**

Spotlight Initiative Activity 2.1.1: Conduct capacity assessment at individual and institutional levels of relevant key state actors and CSOs to respond to family violence and develop a costed national capacity development plan based on findings from capacity assessment.

The Spotlight Initiative is a global, multi-year initiative launched by the European Union and the United Nations to eliminate all forms of violence against women and girls (VAWG). This initiative galvanizes political commitment at the highest levels and contributes to achieving the Sustainable Development Goals (SDGs), specifically Goal 5: Gender Equality, fully integrating the principle of “Leave No One Behind.” The initiative focuses on domestic and family violence and seeks to contribute to ending family violence by strengthening policy and legislations that will guarantee increased protection of women and girls, building the capacity of state and non-state actors to respond to family violence, expanding the range of services available and addressing social norms and behaviors that promote violence against women and girls.

Specifically, under Outcome 2: National and sub-national systems and institutions are to plan, fund and deliver evidence-based programmes that prevent and respond to violence against women and girls including family violence. The expected output is that key officials at national and/or sub-national levels in all relevant institutions are better able to develop and deliver evidence-based programmes that prevent and respond to VAWG, including family violence, especially for those groups of women and girls facing multiple and intersecting forms of discrimination.

This outcome and expected output are an important focus of Spotlight as several capacity challenges have been identified in the response to VAWG. Capacity challenges have been identified at all levels, including, the national machinery for the advancement of women, which is under-resourced and understaffed. According to the CEDAW 2007 report, “*The Committee is concerned about the scarcity of personnel at the district level to promote gender equality. It remains concerned about the absence of mechanisms to monitor implementation of the Convention and evaluate the impact of laws, policies and programmes on the achievement of women’s equality*” (CEDAW 2007).

While there has been some advances such as an increase in human resources, increased capacity of staff through ongoing training, and improvements in the capacity of the ministry responsible to monitor and evaluate the impacts of laws, policies and programme on the achievement of women’s equality, the main areas that still require attention are; multi-sectoral coordination, planning and gender mainstreaming at the national and district levels and additional human and financial resources, particularly at the district level.

With that underpinning, this terms of reference under the technical guidance and management of United Nations Development Programme (UNDP) will seek to addresses these identified challenges through Activity 2.1.1: which aims to support a consultancy to conduct a capacity assessment at the individual and institutional levels of relevant key state actors and CSOs to respond to family violence and develop a costed national capacity development plan based on findings from the capacity assessment.

Underpinning this activity, the consultant will utilize the findings of the mapping of state and non-state actors involved in programme and service delivery related to VAWG aligned with Outcomes 3 and 4 i.e. prevention, service delivery and social norm change. This ensures that all actors who are engaged in district level coordination, planning and capacity building activities are included in the capacity assessment and subsequent plan. The results and recommendations of the mapping exercise along with the findings of the capacity assessment of key state actors and CSOs to respond to family violence will both prioritize actions for the development of the NCDP.

The (NCDP) is to address the needs of the different organizations such as the Police Department, Judiciary, Social Workers, Health Care providers, CSOs and other relevant organizations strengthening the social sector workforce in order to support effective programme and service delivery under Outcomes 3 and 4. Efforts will be made to ensure that capacity strengthening goes beyond the regular capacity building activities but that it is truly gender transformative and changes deeply rooted beliefs, attitudes and norms among individuals and institutions. Additionally, efforts will be made to ensure that the design and implementation of the capacity building plan is inclusive, within the context of the principle of leaving no one behind and sustainable beyond the life of Spotlight Initiative.

UNDPs Capacity Assessment and Development tool will be used in the assessment of key state actors and CSOs to respond to family violence and the formulation of the costed NCDP. The tool’s approach requires a comprehensive understanding of capacity in both a strategic management context and at various levels: the individual level, the level of the organization or entity and the level of the broader system or enabling environment within which entities and individuals’ function. The guidelines in the tool examine varying dimensions of capacity at each level, all of which need to be integrated with each other.

1. **Scope of Work**

Consultancy to Develop A National Capacity Development Plan (NCDP) will be conducted under the supervision of the UNDP Programme Officer of the Governance Unit.

1. Conduct stakeholder analysis to determine who should be involved and the nature of their involvement (roles, responsibilities, accountabilities, direct or indirect involvement). The scope of actors from the mapping of state and non-state actors will form a stakeholder base for this analysis along with feedback and recommendations from previous consultations.
2. Offer methodology (conceptual framework based on the UNDPs Capacity Assessment and Development Tool) that would capture capacities and readiness of individuals/institutions/societal (availability, accessibility, responsiveness, adaptability, appropriateness, quality and gaps identified), including financial and physical deficiency assets. The Capacity Assessment Tool will assist in determining readiness of the different sectors including but not limited to the priority sector such as the Judiciary, Police Department, Social Workers, Health Care providers, CSOs and other relevant organizations. Based on the findings and gaps identified by the Capacity Assessment develop recommendations for national capacity development.
3. Develop a costed NCDP guided by the results and recommendations of the mapping exercise, stakeholder analysis and identified areas for prioritization.
4. Facilitate validation sessions with stakeholders on the draft NCDP inclusive of gaps, recommendations, readiness assessment and costing.
5. **Excepted Outputs**

The following will be the expected outputs:

* 1. Submission and Presentation of Inception Report outlining Conceptual framework, methodology and work plan breakdown structure
  2. Interim Report on Capacity Assessment and Capacity Development field consultation visits
  3. Draft Capacity Development Plan inclusive of gaps and recommendations from capacity assessment
  4. Conduct Validation sessions with key stakeholders
  5. Final Costed Capacity Development Plan

\*\*Branding guidelines will be provided by the Spotlight Communication Officer.

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| **Deliverable** | **Deliverables/ Outputs** | **Percentage of Payment** | **Estimated Duration to Complete** | **Due Date of Delivery** |
|  | **Inception Report with methodology and work plan breakdown structure** | 10% | One (1) week | June 7, 2021 |
|  | **Capacity Development Consultation Interim Report** | 20% | Two (2) week | June 21, 2021 |
|  | **Draft Capacity Development Plan** | 25% | Three (2) week | July 12, 2021 |
|  | **Validation Sessions** | 15% | One (1) week | July 19, 2021 |
|  | **Final costed Capacity Development Plan** | 30% | One and a half  (1.5) week. | July 30, 2021 |

1. **Institutional Arrangement:**

The contractor will work under direct supervision of UNDP’s Programme Officer in the Governance, Citizen Security and Poverty Alleviation Unit. Deliverables must be reviewed and approved by the UNDP Deputy Resident Representative before payment is made to the contractor.

1. **Duration of the Work**

The Consultant will be engaged for 8.5 weeks, commencing May 31, 2021 (approximately 45 working days) with final deliverable to be submitted no later than July 30, 2021. Payments shall be in accordance with UNDP’s procurement procedures.

1. **Duty Station:**

The duty station of this work will be based on the location of the contracted consultant. The consultant will be required to conduct meetings with UNDP (minimum of one (1) meeting per month) and is expected to factor in travel cost to complete stakeholder interviews and validation. Each accepted deliverable will be emailed via link to UNDP’s Programme Officer.

1. **Qualification of the Successful Contractor**

* Master’s Degree in Gender Studies or Social Sciences
* At least 5 years’ experience in research in the field of social science or working on gender related issues, including gender-based violence prevention, monitoring of gender-based violence and human right programs and response programming
* Strong communication, writing and analytical skills both qualitative and quantitative
* Proven record of similar assessments and conducting capacity development plans or activities
* Good knowledge of and understanding of working in the Belizean framework with issues related to gender equality and women’s empowerment
* Excellent interpersonal skills: culturally and socially sensitive; sensitivity to and ability to work with marginalized populations

1. **Scope of Bid Price Proposal and Schedule of Payments:**

The remuneration is expressed and will be payable in a Lump Sum Amount.

* The lump sum amount will be paid after the acceptable delivery of each deliverable by the contracting party as outlined in the delivery schedule;
* The contract price is fixed regardless of changes in the cost components.

1. **Recommended Presentation of Offer:**

The following documents must be submitted for review:

1. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Personal CV or P11**
3. **Brief description of why the individual considers him/herself as the most suitable** for the assignment, and a methodology, on how he/she will approach and complete the assignment
4. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.
5. **Criteria for Selection of the Best Offer**

***Combined Scoring method*** – where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%.

**Submission of Application Package:**

Proposals are required to be submitted by email or in 1 sealed envelope clearly labeled RFP: **“Consultancy to Develop A National Capacity Development Plan (NCDP) in Response to Violence Against Women and Girls (VAWG) and Family Violence”.**

United Nations Development Programme

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