

ANNEX A - TERMS OF REFERENCE

PROJECT TITLE:	Provision of Capacity Development Assessment and Delivery of a Learning Event on Gender Based Violence (GBV)
COUNTRY OF ASSIGNMENT:	Home-based and reachable during Bangkok's office hours (GMT+7)

1) GENERAL BACKGROUND

In 2020, UNHCR launched its global Policy for the Prevention, Risk Mitigation of and Response to Gender-Based Violence (GBV). At the same time, UNHCR's Regional Bureau for Asia and the Pacific conducted a baseline assessment of performance in 11 countries across the region. The baseline assessment identified knowledge and capacity related to GBV as a key gap across operations, including for partners and for non-protection staff. While UNHCR regularly conducts learning initiatives related to GBV, Covid has largely change the way that training and learning events are delivered. The Regional Bureau would like to take the opportunity of the roll out of the GBV Policy to review the best and most sustainable ways to deliver professional learning and development opportunities for staff, and the most significant learning needs.

2) OBJECTIVES

The objective of this project will be to conduct a learning needs assessment for UNHCR staff in relation to the requirements of the GBV Policy, and the most appropriate methods of delivery for learning events in the region given the evolving Covid context. The project will also deliver a learning event to meet prioritised needs.

3) SCOPE OF WORK

The service provider will deliver on the following:

1. Conduct a learning needs assessment for UNHCR's GBV Policy
2. Provide recommendations as to the best methods for learning and development in relation to GBV.
3. Facilitate one learning event (3 days) for a priority aspect of the GBV Policy

4) IMPLEMENTATION SCHEDULE, PLACE OF DELIVERY & INSTALLATION

- 01 October: Inception report and workplan for the learning needs assessment.
- 15 November: Report of the learning needs assessment.

- 26 November: Facilitation of learning event completed.
- 03 December: Final report and debriefing.

5) FINAL PRODUCTS

The deliverables will consist of an inception report and workplan for the learning needs assessment; a report of the learning needs assessment identifying recommendations for learning and development methods and strategies as well as priority learning needs for the delivery of the GBV Policy by the workforce; and the organisation and facilitation of a 3-day virtual learning event for a priority aspect of the GBV Policy.

The final products need to be approved by and submitted to Regional Bureau for Asia and the Pacific by **31 December 2021**.

6) TEAM COMPOSITION, DEGREE OF EXPERTISE AND QUALIFICATIONS

Experiences & Qualifications:

- The company or individual should have proven track record of conducting learning needs assessments and of facilitating virtual events.
- It is desirable that the company or individual should have experience in GBV work in humanitarian settings.
- It is desirable, but not essential, that the company have previous experience working with non-profit organizations, NGOs, or other UN agencies.
- The team and facilitator should be able to communicate proficiently in English

7) PAYMENT TERMS & MILESTONES

- First Payment (20%): Upon submission of inception report and workplan for the learning needs assessment.
- Second Payment (40%): Upon submission of report of the learning needs assessment.
- Third Payment (40%): Upon submission of final report and debriefing.