

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **National Consultant for GBV in Emergencies Prevention and Response Programme** | |
| **Hiring Office:** | Country Office of UNFPA Bangladesh |
| **Background and Purpose of the assignment** | The purpose of this consultancy is to support the gender unit in the country office to help implement the Gender Based Violence in Emergencies (GBViE) programme, provide GBViE capacity building training for frontline workers including healthcare service providers, provide necessary guidance to the Implementing Partners (IPs) to coordinate the CERF GBViE project component and to maintain liaison with GoB.  UNFPA is the lead agency for GBV in the UN Country Team in Bangladesh, and the prevention and response of GBV in emergencies remains as one of the key priority areas. Therefore, UNFPA is implementing its GBV response interventions in four districts severely affected by emergencies. UNFPA is implementing its GBV prevention and response programme (development and humanitarian) in close collaboration with the UN partner agencies such as UN Women, UNDP, UNODC, ILO and UNICEF and strengthening its partnership with NGO/CSOs. UNFPA is an active member of Local Consultative Group on Women Advancement and Gender Equality (LCG-WAGE) and co-leading Gender Equality Theme Group (GETG) of UN Country Team with UN Women. UNFPA implements number of GBV interventions in collaboration with the Ministry of Women and Children Affairs (MoWCA), Ministry of Law and Judiciary partnering with other UN agencies, especially with UN Women which will be increasing in coming days to work on the recovery phase of COVID19 pandemic.  Therefore, the Gender unit of UNFPA Bangladesh CO intends to hire a national consultant for a **9 months from April 2021 to Dec 2021 with a possibility of extension in 2022**. The consultant will work closely with gender team, the humanitarian specialist in Dhaka, and will liaison with GBV Cluster Coordinator and humanitarian staff member of SRHR and A & Y unit to ensure an overall robust and well-functioning GBV prevention and response with global standards for women and adolescent girls. The incumbent will also support the Chief of Gender in doing interagency work, coordinate 16 Days of Activism as well as support strategic positioning of UNFPA with regard to GBV prevention and response. |
| Scope of work:  *(Description of services, activities, or outputs)* | ***Programme Development and Implementation***   * Provide direct support to the Implementing Partners (IPs) to ensure timely implementation of work plan (both programme and finance) funded through humanitarian appeals, CERF based on UNFPA/global GBV prevention and response programming guidelines in the project area; * Support in planning and designing interagency collaborations including 16 Days of Activism and International Women’s Day (IWD); * Support implementation of interagency work and coordination with government ministries such as MoWCA.   ***Capacity Development***   * Conduct capacity development (in person and /or remote) training for frontline workers including healthcare service provider focusing on GBV Guiding Principles, effective GBV response interventions namely GBV case management, Psychosocial First Aid (PFA), referral and Dignity Kits (DK) distribution; * Facilitate in person and/or remote training sessions for the GO-NGO non GBV actors on GBV guiding principles, PFA and referral in disaster affected targeted districts such as health care providers, community services officers, law enforcement personnel;   ***Coordination***   * Coordination of 16 Days of Activism and International Women’s Day celebration with IPs and UN agencies, and development partners and strengthen opportunities for collaboration on Gender/GBViE related programmes; * Support gender team in strengthening linkages between existing Gender, SRHR, A&Y and Humanitarian initiatives of UNFPA and other UN agencies and facilitate gender/GBV related interventions to ensure synergies between programmes that maximize programme impact;   ***Monitoring and Reporting***   * Regular monitoring of CERF WP (both programme and financial); * Support the team leader in drafting proposals for upcoming emergency appeal at global and/or interagency level; * Ensure quality assurance of report, comprehensive updates related to GBViE, interagency work for CO, regional office, HQ and donors as necessary.   **Any Other Duties**   * Perform any other duties as required by the Gender Unit, UNFPA Country Office supervision of the Programme Specialist and Chief of Gender. |
| Deliverables: | 1. Programme Implementation Report – based on technical support provided to IPS to implement CERF/GBViE programme; 2. Conducted capacity building training of frontline workers including Healthcare service providers; 3. Reviewed periodic report on Programme implementation along with the guidance note for IPS; 4. Coordination of the 16 Days of Activism and International Women’s Day Celebration with Implementing Partners and UN agencies. |
| Duration and working schedule: | This consultancy will be for **9 months from April 2021 to Dec 2021 with a possibility of extension in 2022 based on the performance.** |
| Place where services are to be delivered: | The services are to be delivered to the UNFPA Country Office. |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | * All deliverables will be delivered within the contract period. * The priority tasks and timeline will be discussed and planned with the supervisor weekly/bi-weekly basis. * All the work will be preserved in electronic format and handed over to the supervisor at the end of the contract upon her approval. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Progress will be monitored on a monthly basis, sharing electronic updates against terms of reference and deliverables.  The consultant will work closely with the Gender team, SRHR , A & Y, Humanitarian and GBV Cluster Coordinator and M & E officer in the Bangladesh Country Office to carry out the duties, as detailed above. |
| Supervisory arrangements: | The consultant will work under the overall guidance and direct supervision of the Programme Specialist and Chief of Gender to carry out the activities mentioned above.  S/he will be supported by the National Programme Officer – Gender, as guided by the team leader on day to day responsibilities. |
| Expected travel: | N/A. Consultant will adopt the same work modality as the UNFPA staff members. Because of COVID19 pandemic, in person field mission is not required during the contract period. |
| Required expertise, qualifications and competencies, including language requirements: | * Master’s degree in Development Studies, Gender Studies, Sociology, Anthropology, Public Health, and/or a related Social Sciences subject; * At least five years of specialized experience implementing GBV/Gender Progarmme in the development and humanitarian settings; * Familiarity with SOPs, guidelines, tools for GBViE response and prevention interventions; * Sound knowledge on the women and adolescent girls’ situation in Bangladesh; * Proven experience in survivors-centred approach; * Experience in capacity development/training; * Experience in coordination and liaison with government counterparts, UN/ Bi-lateral agencies and other stakeholders, including NGOs and communities; * Demonstrated track record in the preparation and review of documents, evaluation reports, etc.; * Familiarity with ethical standards and values of the UN system and work experience with any UN agency will be an asset; * Excellent analytical, written and verbal communications skills in both English and Bangla. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | The consultant will be responsible for arranging his/her own computer and other working aid equipment. S/he will be working remotely for much of the consultancy and therefore should have good access to the internet and modern communication methods. |
| Consultant level | SB4/NOA/NOB |
| COA | BGD09GBV- TALOC23GDWAFPA- UOH70- 60500- PU0074 |
| Other relevant information or special conditions, if any: | Payment Instructions: The consultant will be paid on the monthly basis subject to submission on a month report. |
| **Application instruction:**  Applicants with the required qualifications and experience stated above (required expertise, qualifications and competencies, including language requirements) should submit a copy of curriculum vitae (CV) with a cover letter.  Please send your application electronically to the dedicated email address of: [unfpa-bangladesh@unfpa.org](mailto:unfpa-bangladesh@unfpa.org) and [mili@unfpa.org](mailto:mili@unfpa.org)  Note: Only those candidates who meet all qualifications and experience will be contacted for further consideration.  Female candidates are encouraged to apply.  The application deadline is **24th April 2021.** | |
| Name and Signature of Requesting Officer in Hiring Office:    For  Shamima Pervin, Programme Specialist – Gender, UNFPA, Bangladesh  Date: 18 March 2021 | |
| Cleared by:      Eiko Narita, Deputy Representative, UNFPA, Bangladesh  Date: 25 March 2021 | |
| Cleared by:  D:\YZB Signature.jpg  Yitbarek Zewdie Beshah, International Operation Manager, UNFPA, Bangladesh  Date: 29 March 2021 | |
| Name and Signature of Approving Officer in Hiring Office:    Asa Torkelsson, UNFPA Representative, Bangladesh  Date: 29 March 2021 | |