**TERMS OF REFERENCE**

**Position Title: GBV Case Management Focal Point (International Consultant)**

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| **Hiring Office:** | UNFPA Cox’s Bazar Sub Office, Bangladesh |
| **Purpose of the consultancy:** | Since August 2017, targeted violence against Rohingya communities in Rakhine State, Myanmar has forced over 728,000 people to flee into the Cox’s Bazar district of Bangladesh. More than half of these new arrivals are women and girls. Refugees - especially women and girls - are disproportionately affected by GBV in many forms including rape, conflict-related sexual violence, intimate partner violence, sex trafficking and commercial sexual exploitation, child and forced marriages, sexual exploitation, survival sex, and forced engagement in the drug and sex trades.  UNFPA is the lead UN Agency providing services to meet the needs and mitigate risks related to Sexual and Reproductive Health (SRH) and Gender Based Violence (GBV) globally and in Bangladesh. UNFPA maintains a dedicated presence in the Cox’s Bazar district, with an office and personnel that oversees GBV response and prevention programming for Rohingya and host communities, and a strong collaborative working relationship with implementing partners that deliver GBV services. A key part of effective GBV response is the provision of appropriate case management services to survivors. UNFPA is committed to ensuring that such services are high quality and fully aligned with IASC GBV CM guidelines.  The *GBV Case Management Capacity Building Initiative*(GBV CM CBI) is being rolled out by the GBVIMS Global Team to strengthen capacity on GBV case management. The overall objective of this initiative is to support country-level service providers to provide quality care, support and protection to GBV survivors, with a focus on safe, ethical and comprehensive GBV case management. The specific purpose of the GBV CM CBI is to develop a national *Pool of Trainers* on GBV case management and a cadre of country-level GBV actors with enhanced understanding and commitment to GBV case management based on the *Interagency Guidelines for Providing Care and Case Management Services to Survivors of Gender-based Violence in Humanitarian Settings, (IA GBV CM Guidelines)****[[1]](#footnote-1)*** and accompanying tools and training materials.  In Cox’s Bazar, UNFPA is supporting this initiative with the recruitment of a **GBV Case Management Focal Point (GBV CM Focal Point).**The duties of the GBV CM Focal Point will be to ensure a successful roll-out of three GBV CM CBI phases:   1. *Preparation & Planning*: This phase consists of assessing the capacity of existing actors in terms of GBV case management practices, conducting a desk review on available resources related to GBV case management in-country and selecting the participants for the training of trainers (ToT). 2. *In-person training of trainers (ToT):* The GBVIMS Global Team conducts an eight-day, in-country ToT based on the IA GBV CM Guidelines and identifies candidates for the *Pool of Trainers* based on individual assessments during the ToT. 3. *Follow up phase:* In-country actors (1) develop interagency and organisational action plans to ensure that GBV case management protocols and practices are in line with the IA GBV CM Guidelines; and (2) the *Pool of Trainers* prepare and deliver step-down trainings. The GBVIMS Global Team provides remote coaching and mentoring to further capacity building efforts. |
| **Scope of work:** | In coordination with the Cox’s Bazar GBV Sub-sector (GBV SS), the GBV CM Focal Point is responsible for driving the successful implementation of the GBV CM CBI. The GBV CM Focal Point will facilitate the implementation of the GBV CM CBI by supporting organizations that are providing GBV case management services to ensure that they meet IA GBV CM guidelines and standards in terms of protocols and practices. The GBV CM Focal Point will work in close collaboration with the GBV SS as well as other sectors (i.e. Child Protection and Protection) to ensure synergy in approaches and standards.  The GBV CM Focal Point will also work closely with the GBVIMS Global Team for the organization of the in-country ToT and follow-up activities, as well as monitor the *Pool of Trainers* and implementation of capacity building activities. This role requires the ability to work across agencies as it will support all GBV case management service providers.  *Specific Duties and Responsibilities include:*   1. **Coordination**  * Organize regular GBV Case Management coordination meetings, and provide updates during the GBV sub sector coordination meetings. * Coordinate regularly with Case Management Task Team, working group focal points to strengthen and promote GBV prevention and response. * Organize monthly Case Management Task Team meetings, with Case management actors * Develop an interagency action plan with the GBV coordination group. * Hold regular meetings with the Pool of Trainers to follow up on the implementation of the action plan, availability, feedback on step-down trainings, etc. * Draft or update interagency protocols and procedures (i.e. SoP) to improve practices and standards for GBV case management in consultation with existing GBV coordination groups. * If needed, recommend changes to the *Pool of Trainers* (i.e. is staff are no longer available) or flag to the GBV coordination group and the GBVIMS Global Team any challenges linked to the *Pool of Trainers* (i.e. staff turnover, lack of availability, etc.) * Coordinate between Child Protection and GBV SS on rollout of Primero/v2 for the respective Primero using members.  1. **Capacity Building**  * Regularly meet with GBV case management service providers to assess their capacity building needs. * Build capacity of service providers in handling child survivors and providing child survivor services. * Support in-person or remote delivery of step-down trainings by the *Pool of Trainers*. This includes following up on the disbursement of the funds (if any) to support step-down trainings. When needed, support the adaptation of the content of the training to fit the needs of the participants. * Coordinate the organization of remote or in-person trainings (in-depth or refresher), coordinate coaching and mentoring in collaboration with the GBVIMS Global Team. * Conduct quality checks with case management organizations on tools in place to ensure quality service delivery. This includes forms, protocols and procedures. * Provide technical guidance and assistance for GBV case management organizations that are adopting Primero / Primero v2.  1. **Monitoring & Evaluation**  * Maintain an updated list of the *Pool of Trainers* (including up-to-date contact information). * Collect training reports, including results of pre- and post-tests for the step-down trainings. * Track results related to the step-down trainings using the M&E forms provided by the GBVIMS Global Team. * Strengthen supervision aspects by the ToT’s to case managers, and case workers in a view to improve capacity. * Support the completion of the final evaluation of the GBV CM CBI. * Conduct regular analysis of client feedback survey data, share with the GBV SS, and create capacity building plans accordingly.  1. **Communication**  * Hold quarterly meetings with the GBVIMS Global Team to review the results of the GBV CM CBI and plan for the next steps. * Communicate with the GBVIMS Global Team any gaps identified in the present guidelines during rollout. |
| **Duration and working schedule:** | 6 [six] months |
| **Place where services are to be delivered:** | Cox’s Bazar, Bangladesh |
| **Delivery dates and how work will be delivered (i.e. electronic, hard copy, etc.):** | Deliverables   * Specific work plan * Monthly reports * Final end of assignment report   All documents to be submitted to UNFPA in electronic copy. |
| **Monitoring progress control, including reporting requirements, periodically format and deadline** | Progress will be monitored on a monthly basis, sharing electronic updates against terms of reference and deliverables. |
| **Supervisory arrangements:** | The GBV CM Focal Point will work under the direct supervision of the GBV SS Coordinator, Cox’s Bazar and the overall guidance of the UNFPA Head of Sub-Office, Cox’s Bazar. |
| **Expected travel:** | Travel between Cox’s Bazar city and the camps and host communities will be required |
| **Required expertise, qualifications and competencies, including language requirements:** | **Competencies and Qualifications**   * Advanced degree with specialization in areas such as social work, psychology, public health, gender, law/human rights, international relations, or a related field. * Mastery of gender-based violence issues, with experience in humanitarian programming; * At least 2 years of experience implementing GBV case management programs; * Experience in training or facilitation in order to form teams that can train on GBV case management and provide "coaching”; * Experience in supervision of GBV case workers; * Demonstrated organizational skills: the ability to work independently and productively with multiple stakeholders in a fast-paced environment; * Demonstrated understanding of issues related to confidentiality, data safety and other ethical concerns related to the sharing on sensitive data between humanitarian agencies; * Excellent interpersonal and communication skills: the ability to successfully and effectively liaise with people in a wide range of functions in a multi-cultural environment; * Fluency in English required. Knowledge of Bangla and/or the local language is a distinct asset. |
| Inputs/services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment): | Office space: The consultant will be responsible for arranging her/his own computer and other working aid equipment. Depending on UNFPA Cox’s Bazar office arrangements during the period of consultancy, consultant might be required to work either from home location in Cox’s Bazar or office or follow rotational arrangements if in place due to COVID19 pandemic. Work-related transportation in Cox’s Bazar will be provided by UNFPA. |
| **Payment instruction:** | The Consultant will be paid on a monthly basis upon delivery of satisfactory deliverables approved by the supervisor. |
| **Level of the consultant:** | Commensurable to the qualification and experience of the selected Consultant as per the IC guideline. |
| **Other relevant information:** | Working arrangement will be 40 hours/week |
| **COA:** | BGD09GBV -PROJE24GAU2FPA- AUB10  via CANADEM Standby Partner roster arrangements |
| **Application instruction:**  Applicants with the required qualifications and experience stated above (required expertise, qualifications and competencies, including language requirements) should forward their application using **Google Forms platform only**, following below link (copy and paste into Google Chrome browser)  Link to Google Form: [**https://forms.gle/rdGMFxodTvvENviX8**](https://forms.gle/rdGMFxodTvvENviX8)  After providing, the information required on this form, you will be required to upload a Cover Letter and a detailed CV, for the position you are applying for. Please have them ready, before starting to fill the form.  Note: Only those candidates who meet all qualifications and experience will be contacted for further consideration.  Female candidates are encouraged to apply.  **Disclaimer: This consultancy is under CANADEM, UNFPA Standby Partner roster arrangements**  The application deadline is **17 October 2021.** | |

1. Available at: http://gbvresponders.org/response/gbv-case-management/ (accessed May 1, 2017). [↑](#footnote-ref-1)