



Term of References for NATIONAL FIELD COORDINATOR – GBV Sub Sector (Individual Consultant)

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA- Cox Bazar Sub Office
Purpose of consultancy:	<p>Background</p> <p>Following the violence which started on 25 August 2017, in the Rakhine state of Myanmar, thousands of Rohingya ethnic people, were displaced internally and some across the border into neighbouring countries. According to the Inter Sector Coordination Group (ISCG), approximately 742,000 arrived in Cox’s Bazar as the influx continued for months. As of 31st December 2020, the population in the Rohingya Refugee camps was 866,457¹ Individuals, approximately 52 percent of whom are women and girls.</p> <p>In the camps in Cox’s Bazar, the Rohingya refugees face multiple challenges, including, overcrowding, poor shelter, food insecurity, collapsed household economies, and environmental risks such as annual monsoon rains, and cyclones. The overcrowding is a concern during the COVID-19 pandemic, for both the Rohingya Refugees, and humanitarian community, after the first positive COVID-19 case was confirmed in the Rohingya Refugee camps in May 2020. Gender-Based Violence remains a serious protection concern for Rohingya refugee women and girls, according to incidence reports, physical, and sexual violence, emotional abuse, denial of resources, and forced marriage are among the primary forms of violence frequently reported. (GBVIMS, 2020).</p> <p>The Rohingya GBV in Emergencies (GBViE) program focuses on response, prevention, risk mitigation, and community engagement initiatives to end all forms of violence against women and girls, boys, and men. As part of its global mandate to address gender inequalities and fundamental rights challenges, the United Nations sexual and reproductive health agency, UNFPA, leads GBV specialist and non-specialist partners to achieve three transformative results; <i>end maternal death, end unmet need for family planning, and end gender-based violence and all harmful practices.</i> (UNFPA, 2020).</p> <p>Given the complex nature of GBV, a multi sectoral, multi-disciplinary, and multi-level approach is envisaged to address programming needs, prevent a</p>

¹ https://data2.unhcr.org/en/situations/myanmar_refugees

	<p>siloed approach, and increase accountability to affected persons. Led by UNFPA, the GBV Sub Sector, works alongside Child Protection Sub Sector (led by UNICEF) within the Protection Sector (led by UNHCR), and under the Inter-Sector Coordination Group (ISCG). Comprising of 50 partners, drawn from Ministry of Women and Children Affairs (MOWCA), Ministry of Health (MOH), United Nations Agencies (UN), INGOs, NNGOs, providing services in 106 Service points in 34 camps & 11 Host Communities.</p> <p>The sub sector coordinates² GBV prevention and response to ensure access to quality multi-sector GBV response services for survivors, building capacity of GBV service providers and other stakeholders to deliver quality care in line with best practices and Inter Agency Minimum Standards for GBV in Emergency settings³ and enabling active participation of affected communities in GBV awareness raising, response, prevention and risk mitigation with humanitarian and government actors.</p> <p>Under the overall supervision of the GBV sub sector coordinator:</p> <p>The National GBV Field Coordinator will coordinate, represent and support the GBV Sub-sector implementing partners to promote GBV prevention response activities in the Rohingya refugee camps and in the adjacent host community locations. She/he is responsible to strengthen the capacity of the GBV partners in coordination, advocacy and information sharing with various sectors at the field level representing Sub-sector.</p> <p>The National GBV Field Coordinator will represent and GBV SS and support to inter-agency and cross-sectoral coordination, creating awareness on GBV Response, prevention and risk mitigation interventions at camp level. She/ he will work to strengthen the capacity of GBV service providers and improve coordination to ensure quality of GBV service provision in the camp.</p> <p>The National GBV Field Coordinator will manage the GBV Sub Sector work with the implementing partners in Cox’s (refugee and host community) to guarantee the smooth implementation of the Sub sector GBV Response, prevention and risk mitigation in collaboration other sectors.</p>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The National GBV Field Coordinator’s duties include:</p> <p>Inter-agency/stakeholder Coordination role for GBV Sub-sector</p> <ul style="list-style-type: none"> • Organize regular GBV Coordination meetings and participate in sector coordination meetings to provide inputs and coordinate action on GBV prevention and response in GBV SS along with partners and Camp-in-Charge (CiCs) in the camps • Coordinate on a daily basis with Camp Managers, working group focal points and key sectors actors including Camp-in-Charge (CiCs), camp

² https://www.un.org/sexualviolenceinconflict/wp-content/uploads/2019/06/report/handbook-for-coordinating-gender-based-violence-interventions-in-emergencies/Handbook_for_Coordinating_GBV_in_Emergencies_fin.01.pdf

³ <https://www.unfpa.org/minimum-standards>

	<p>managers, Camp GBV focal points to promote GBV prevention and response.</p> <ul style="list-style-type: none"> • Participate in CiC meetings/consultations with police, community leaders, Majhis, imams, Camp Managers, SMSD and overall humanitarian actors to promote shared knowledge and understanding of the GBV prevention and response • Conduct regular meeting with GBV focal points and partners in the camp to identify gaps, challenges and ways to address challenges and gaps on GBV services, risk mitigation, and promote gender equality <p>Technical assistance and capacity development</p> <ul style="list-style-type: none"> • Act as the focal point to provide information, updates and advices on GBV prevention and response activities regularly to the CiCs, CiC teams and camp focal points on daily bases and reviewing and contributing to the GBV SS plans and activities • Collaborate with partners to organize camp level GBV training / orientations / workshops for key sectors staffs, Camp Managers, GBV focal points and other key actors to promote awareness in the field to support effective GBV prevention and response • Organize training/orientation/mentoring along with partners for volunteers and support them to conduct regular meetings/consultations/outreach with the key community representative and leaders • Conduct regular meeting/consultation with Women friendly spaces, Multi-Purpose Women centers, and identify challenges in the coordination and flag in camp level coordination • Oversee the service quality of the services provision in collaboration with partners and GBV sub sector teams to overcome gaps and challenges • Participate and contribute in multi-sectorial capacity building initiatives and trainings at the camp level • Participate and facilitate in joint monitoring and evaluation exercise and field visits <p>Information management, monitoring and reporting</p> <ul style="list-style-type: none"> • Conduct regular monitoring at the camp level to identify key GBV risks and issues, gaps, constraints, complaints, demands, needs and challenges, as well as good practices and initiatives by partners • Provide and support field level information sharing and dissemination to advocate and create common understanding on GBV issues collaboration with partners • Conduct regular monitoring of general sectorial services provisions and facilities especially women safe spaces/women centers and
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	<p>document complaint and gaps in services provision and report to GBV SS.</p> <ul style="list-style-type: none"> • Support strengthening existing complaints/feedback and referral mechanisms to ensure GBV risk mitigation and responses addressing survivor’s needs. • Participate and facilities assessment including safety audit, service facility mapping, FGDs, assessments and survey, ongoing monitoring and evaluation in the camp along partners and GBV experts. • Provide regular update, meeting notes, reports and contribute monthly SitRep. <p>Representation and Advocacy</p> <ul style="list-style-type: none"> • Advocate for GBV risk mitigation and prevention and human rights issues for Rohingya refugees, in line with IASC GBV guidelines and minim standards and best practice • Actively participate in coordinating and supporting the organization of advocacy activities and campaigns and commemoration events such as International Women Days, 16th of activism and other at the camp level • In collaboration with partners and key sectorial focal points advocate for key action and support on identified needs and gaps to be addressed timely • Share information on identified needs and recommendations of the GBV sub sector with partners and CICs and follow up for the implementation of recommendation <p>Other</p> <p>Undertake other relevant tasks as requested</p>
Duration and working schedule:	11 months
Place where services are to be delivered:	The position will be based in Cox’s Bazar with regular travel to refugee camps in the Cox’s Bazar district.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Deliverables</p> <ul style="list-style-type: none"> ▪ Specific work plan ▪ Weekly Camp situation updates ▪ Monthly coordination meeting minutes. ▪ Consolidated monthly progress reports. ▪ Comprehensive data base/contact list of the respective camp level GBV partners. ▪ Final end of assignment report. ▪ All documents to be submitted to UNFPA in electronic copy.

Monitoring and progress control, including reporting requirements:	Progress will be monitored on a monthly basis, sharing electronic updates against terms of reference and deliverables.
Supervisory arrangements:	The National GBV Field Coordinator will work under the direct supervision of the GBV Sub Sector Coordinator, Cox's Bazar and the overall guidance of the UNFPA Head of Sub-Office, Cox's Bazar.
Expected travel:	Rohingya Refugee Camps in the Cox's Bazar district.
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <ul style="list-style-type: none"> • Master's degree in social work or other social sciences, public health, community health, international relations, international law, human rights or related <p>Professional Experience:</p> <ul style="list-style-type: none"> • 5 years of relevant experience in working in humanitarian settings, 3 of which should be working in the field with direct contact with beneficiaries • Prior training in gender issues and their application in international humanitarian or development settings • Awareness and demonstrable knowledge of gender issues and their relevance in humanitarian emergency settings • Demonstrable knowledge of Gender Based Violence issues in humanitarian settings • Knowledge of humanitarian emergency operations and roles/responsibilities of humanitarian actors • Knowledge, skill, and experience in participatory methods for community development and mobilization • Group facilitation skills and experience, training skills, coalition-building skill • Diplomacy and assertiveness; the ability to respectfully and carefully confront and discuss sensitive issues with a wide range of actors, groups, and individuals • Experience in building knowledge and commitment among technical and management staff in terms of addressing GBV. • Deep understanding of GBV guiding principles and the survivor-centered approach. • Experience in developing and facilitating workshops. • Fluency in English essential and ability to speak and facilitate in Bangla is an added advantage. • Good computer skills, including MS Word, Excel, etc. • Flexible work attitude: the ability to work productively in a team environment as well as independently, and the ability to handle requests or issues as they arise.

	<ul style="list-style-type: none"> • Demonstrated understanding of issues related to confidentiality, data safety/security and other ethical concerns related to the sharing of 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. <p>Values:</p> <ul style="list-style-type: none"> ● Exemplifying integrity, and zero tolerance of harassment and abuse of authority ● Demonstrating commitment to UNFPA and the UN system ● Embracing cultural diversity ● Embracing change <p>Core Competencies:</p> <ul style="list-style-type: none"> ● Achieving results ● Being accountable ● Developing and applying professional expertise/business acumen ● Thinking analytically and strategically ● Workings in teams/managing ourselves and our relationships ● Communicating for impact <p>Functional Skill Set:</p> <ul style="list-style-type: none"> ● Communication Skills ● Documentation Skills ● Delivering results-based programme <p>Languages:</p> <ul style="list-style-type: none"> ● Fluency in oral and written English, Bangla, and knowledge of local language
Inputs / services to be provided by UNFPA or implementing partner:	<p>Office space: The consultant will mostly work from home but will be required to conduct field visits and come to the UNFPA office on an ad-hoc basis.</p> <p>The consultant will be provided with office vehicle support or the actual cost of transportation whilst working on mission and whilst traveling for official purposes in Cox's Bazar.</p>
Payment Instruction:	The Consultant will be paid on a monthly basis upon satisfactory approval of the supervisor.
Level of the Consultant:	Commensurable to the qualification and experience of the selected Consultant as per the IC guideline.
Other relevant information or special conditions, if any:	Working arrangement will be 40 hours/week

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 dedicated email addresses of:

unfpabangladesh@unfpa.org and **malek@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 **30 March 2021**.