

**Term of References for Documentation Officer- GBViE**

**(National Consultant) for Cox’s bazar Sub Office**

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| **TERMS OF REFERENCE (to be completed by Hiring Office)** |
| Hiring Office: | UNFPA- Cox bazar Sub Office  |
| Purpose of consultancy: | Bangladesh is ranked sixth in the World Risk Index (2015), due to the country’s extreme exposure and high vulnerability to natural hazards. Within humanitarian settings, and particularly in Bangladesh, women and girls are disproportionately affected. According to the Violence Against Women (VAW) Survey conducted in 2015 by Bangladesh Bureau of Statistics, Bangladesh has a very high prevalence of violence against women. Findings from this survey report 72.6% of married women experienced some form of violence by their husbands, 49.6% experienced physical violence and 27% experienced sexual violence. This data shows the magnitude of risks that women and girls are facing against Gender-Based Violence (GBV) in a normal setting. Humanitarian settings make their vulnerability to GBV even greater.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. Since August 25th of 2017, more than 745,000 Rohingya refugees from Myanmar’s Rakhine State have crossed the border into Cox’s Bazar in search of safety. An estimated 1.3 million people are in need and targeted - under the recently launched 2020 Joint Response Plan (JRP) - of which 855,000 are refugees and 444,000 are from the host community.Moreover, 51% of the targeted Rohingya refugee population are women and girls. Socio-cultural practices, such as purdah, have restricted the mobility of women and adolescent girls and their access to assistance, information, services, and opportunities for community representation and self-reliance in the camps.UNFPA maintains a dedicated presence in the Cox’s Bazar district with an office and personnel to oversee GBV response and prevention programming for Rohingya and host communities, working with implementing partners to deliver quality services. Following investments made in GBV prevention and response and the Covid-19 pandemic, UNFPA will implement a psycho social focused art based programme for women, girls, men and boys aimed at contributing to their overall wellbeing and healing process. To ensure the artwork base project as well as UNFPA’s GBViE regular prevention and response activities including skill development activities related to Covid-19 are documented, UNFPA will hire a **Documentation Officer** to guide and support women and girls throughout the process to voice their stories and develop a variety of content materials.  |
| Scope of work:*(Description of services, activities, or outputs)* | Under the overall supervision of the GBViE Programme Specialist (Team Lead) in Cox’s Bazar, in direct supervision of National GBViE Programme specialist, the **Documentation Officer** will closely work with GBV team in Cox’s Bazar and liaise with IPs to focus on below activities: ***Major Duties and Responsibilities:*** * Synthesize and document art-based programme specific activities in 23 Women Friendly Spaces and 10 Women Led Community Centres
* Document impact stories of women and girls related to UNFPA’s GBV prevention and response activities and Covid-19 response.
* Engage women and girls, men and boys of different age groups of Rohingya, host (including ethnic community) using culturally and creative approaches to collect their stories (scripts and story writing, drawings and painting, art and craft creating, video documentation etc.)
* Based on the outcome of the art based project (Artolution) workshop, facilitate focus group discussions in Rohingya camps and in the host community setting to develop the storyline for the publication of a book.
* Consult with men and boys’ groups in WLCC and in the host community to document their engagement and contribution in GBV prevention and risk mitigation.
* Provide required edits and finalise the second edition of the Artolution book developed in 2019.

***Any Other Duties***Perform any other duties as required by the Cox Bazar Sub Office, UNFPA. |
| Duration and working schedule: | Three months  |
| Place where services are to be delivered: | Cox’s bazar district  |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | DeliverablesSpecific work plan (week 1),Progress reports (monthly), A min of 4 draft Scripts /stories / artworks/videos etc. (every two weeks,Draft of the second edition of the Artolution book developed in 2019 (2 weeks to end of the consultancy), All documents to be submitted to UNFPA in electronic copy. |
| Monitoring and progress control, including reporting requirements: | Progress will be monitored on a bi - monthly basis, sharing electronic updates against terms of reference and deliverables as per initial agreement. |
| Supervisory arrangements:  | The Documentation Officer- GBViE is part of the UNFPA Cox’s Bazar GBViE team. She reports to the national GBV Programme Specialist in Cox’s Bazar. |
| Expected travel: | UNFPA supported WFS and WLCC’s sites in Teknaf and Ukhiya |
| Required expertise, qualifications and competencies, including language requirements: | * Advanced degree with specialization in the following areas: Creative Writing, Journalism, Arts, Psychology, Women’s Studies, Social Sciences, Humanitarian Affairs or related Social Science field.
* Minimum 3 years’ work experience in humanitarian or development, with a focus on documentation, scripts writing, content development, editing.
* Proven experience in documentation of stories, good practices and other communication materials.
* Excellent understanding of human rights approach.
* Experience facilitating training and workshops and mentoring others.
* Experiences in communication is an added value.
* Positive and professional attitude, including ability to lead and work well in a team setting.
* Capability to deliver results on time, even under stressful situations.
* Proven communications and interpersonal skills, IT literacy, as well as organizational skills and time-management.

**Languages:** * Fluency in oral and written English, Bangla, and knowledge of local language
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| Inputs / services to be provided by UNFPA or implementing partner: | 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. 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. |
| 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 process | How to Apply: 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** Note: Only those candidates in who meet all qualifications and experience will be contacted for further consideration. Kindly note that incompleteThe application deadline is 20 October 2020 |