

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Hiring Office:	<b>UNFPA ASRO/ Hub</b>
Purpose of consultancy:	<p>The purpose of the consultancy is to support the contextualization and rollout of the <a href="#">Awareness Raising Toolkit</a> in Iraq and Yemen. The toolkit was developed for the context of Northwest Syria, and it represents a good practice that the WoS hub presented to other GBV Sub Clusters in the region. Iraq and Yemen coordination teams and memberships showed interest in adapting and using the toolkit.</p> <p><b>Background:</b></p> <p>In 2018 the Turkey Cross-Border GBV Sub-Cluster invested in supporting its members to enhance the quality of GBV prevention interventions in its area of operation. In particular, the GBV SC developed an Awareness Raising Toolkit, which includes activities around seven key GBV messages (A: The root cause of GBV is gender inequality; B: Knowledge of and access to GBV services can save lives; C: Mutual support can prevent GBV and ensure good responses to GBV; D: Child marriage is GBV; E: Domestic violence is GBV; F: It is not shameful to discuss sexuality and sexual violence; G: Virginity testing is sexual violence). For each key GBV message, there are three sessions for each demographic group (women, men, adolescent girls and adolescent boys). The toolkit, therefore, offers detailed instructions on how to facilitate a total of 84 training sessions.</p> <p>The toolkit promotes a consistent method for facilitating all the Awareness Raising sessions of a GBV program. The facilitation method promotes active learning for participants, mutual learning between the facilitator and participants, and a high level of interaction between participants during sessions.</p> <p><b>Objective of the consultancy</b></p> <p>The GBV SCs of Iraq and Yemen recognized the added value of the Toolkit for their contexts. They requested to adapt and contextualise it to enhance the quality of the GBV awareness-raising programming.</p> <p><b>Phase 1, Toolkit review and contextualization:</b> The consultant will support the Iraq team in adapting the toolkit content and structure to their specific needs by engaging and consulting with interested/pre-selected GBV organizations.</p> <p><b>Phase 2, Roll-out:</b> During this phase, the support of the consultant will benefit both Iraq and Yemen teams by producing training material and delivering the roll-out ToT to those organizations that will use the Toolkit in the field. Phase 2 will NOT target the two countries simultaneously. Instead, the consultant will initially take the lead in rolling out the toolkit in Iraq and, successively, Yemen.</p> <p><b>In Yemen,</b> there are two active coordination groups located in the North and the South of the Country. The two groups have been carrying out independent toolkit reviews and adaptations. Likely, the Yemen team will develop two different versions of the toolkit. In this case, the consultant will develop two training materials, one for each toolkit's version. The number of toolkits available will also determine the number of ToTs.</p> <p><b>In Iraq,</b> the GBV SC is interested in having a single version of the Toolkit and one ToT only.</p>

<p>Scope of work: <i>(Description of services, activities, or outputs)</i></p>	<p><b><u>SUPPORT TO IRAQ.</u></b> <b><u>Description of Responsibilities:</u></b></p> <p><b>Phase 1- Toolkit review and contextualization:</b></p> <ul style="list-style-type: none"> <li>Propose a work plan for approval. Work plan activities include consultations with relevant stakeholders, review, adaptation and endorsement of the toolkit, development of training material, roll-out organization and training.</li> <li>Familiarize with the existing toolkit and other available awareness-raising material in Iraq.</li> <li>Conduct consultations with selected GBV SC members and build on the outcomes to better identify adaptation of existing content. These will also help collect context-specific lessons learnt, common challenges and best practices for GBV prevention.</li> <li>Conduct consultations with the GBV SC coordinators</li> <li>Adapt awareness raising toolkit based on consultations feedbacks and ensure all topics are safe and relevant for the Iraq context.</li> <li>Guide community testing</li> </ul> <p><b>Phase 2- Roll-out:</b></p> <ul style="list-style-type: none"> <li>Develop Roll-out training material</li> <li>Conduct a ToT or field staff of GBV SC members who will roll out the Toolkit</li> <li>Support GBV SC in developing an inter-agency rollout plan based on GBV SC members' internal plans</li> </ul> <hr/> <p><b><u>SUPPORT TO YEMEN.</u></b> <b><u>Description of Responsibilities:</u></b></p> <p><b>Phase 2- Roll-out:</b></p> <ul style="list-style-type: none"> <li>Review existing toolkit adaptation and other available awareness-raising material in Yemen</li> <li>Develop relevant training material for two ToTs (North and South coordination groups)</li> <li>Conduct 2 ToTs, one for the North and one the South GBV groups- for field staff.</li> <li>Support GBV SC to develop an inter-agency rollout plan for the South and for the North, based on GBV SC members' internal plans</li> </ul>											
<p>Duration and working schedule:</p>	<table border="1"> <thead> <tr> <th colspan="3" data-bbox="323 1579 1484 1646">IRAQ</th> </tr> <tr> <th data-bbox="323 1646 683 1774">Estimated date of completion</th> <th data-bbox="683 1646 1264 1774">Results</th> <th data-bbox="1264 1646 1484 1774">Estimated time required</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 1774 683 2132">30 Aug</td> <td data-bbox="683 1774 1264 2132"> <ul style="list-style-type: none"> <li>Propose a work plan for approval. (Work plan activities include consultations with relevant stakeholders, review, adaptation and endorsement of the toolkit, development of training material, roll-out organization and training.)</li> <li>Familiarize with the existing toolkit and other available awareness raising material in Iraq.</li> </ul> </td> <td data-bbox="1264 1774 1484 2132">2 DAYS</td> </tr> </tbody> </table>			IRAQ			Estimated date of completion	Results	Estimated time required	30 Aug	<ul style="list-style-type: none"> <li>Propose a work plan for approval. (Work plan activities include consultations with relevant stakeholders, review, adaptation and endorsement of the toolkit, development of training material, roll-out organization and training.)</li> <li>Familiarize with the existing toolkit and other available awareness raising material in Iraq.</li> </ul>	2 DAYS
IRAQ												
Estimated date of completion	Results	Estimated time required										
30 Aug	<ul style="list-style-type: none"> <li>Propose a work plan for approval. (Work plan activities include consultations with relevant stakeholders, review, adaptation and endorsement of the toolkit, development of training material, roll-out organization and training.)</li> <li>Familiarize with the existing toolkit and other available awareness raising material in Iraq.</li> </ul>	2 DAYS										

	<p><b>15 Sep</b></p> <ul style="list-style-type: none"> <li>• Conduct 1st round of consultation with selected GBV SC members and build on the outcomes of the consultations to better identify adaptation of existing content. These will also help to collect context specific lessons learnt, common challenges and best practices for GBV prevention.</li> <li>• Conduct consultations with the GBV SC coordinators</li> <li>• Present the adaptation and gather last feedback.</li> </ul>	<p><b>3 DAYS</b></p>		
	<p><b>30 Sep</b></p> <ul style="list-style-type: none"> <li>• Adapt awareness raising toolkit based on consultations feedbacks and ensure all topics are safe and relevant for the Iraq context.</li> <li>• Toolkit endorsement</li> <li>• Provide guidance on community testing</li> </ul>		<p><b>10 DAYS</b></p>	
	<p><b>15 Nov</b></p> <ul style="list-style-type: none"> <li>• Adapt ToT material</li> <li>• Conduct ToT</li> </ul>			<p><b>10 DAYS</b></p>
<p><b>This schedule leaves some days of flexibility before the ToTs</b></p>				
<p><b>YEMEN from 17 October</b></p>				
<p><b>Estimated date of completion</b></p>	<p><b>Results</b></p>	<p><b>Estimated time required</b></p>		
<p><b>19 October</b></p>	<ul style="list-style-type: none"> <li>• Review existing toolkit adaptations and other available awareness raising material in Yemen</li> <li>• Consult with GBV SC coordinators to identify key lessons learned and practices to incorporate in the training material.</li> </ul>	<p><b>2 DAYS</b></p>		
<p><b>19 December</b></p>	<ul style="list-style-type: none"> <li>• Adapt relevant training material for 2 ToTs (North and South coordination groups)</li> <li>• Conduct 2 ToTs, one for the North and one for the South GBV groups</li> </ul>	<p><b>13 DAYS</b></p>		
<p><b>This schedule leaves some days of flexibility before and between the ToTs</b></p>				
<p>Place where services are to be delivered:</p>	<p>Home based : In case the training will be delivered through an in-person modality, the consultant will travel to Iraq and to Yemen over the training periods.</p>			
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p><b>Deliverables IRAQ:</b></p> <ul style="list-style-type: none"> <li>• 30 Aug: FGD tool to consult with organization on how to adapt the toolkit</li> <li>• 30 Sep: Awareness toolkit revised and endorsed version</li> <li>• 15 Nov: Training report</li> </ul> <p><b>Deliverables YEMEN:</b></p> <ul style="list-style-type: none"> <li>• 16 Nov: Training material for ToTs</li> <li>• 19 Dec: Training report</li> </ul>			
<p>Monitoring and</p>	<p>The acceptance of services at the end of each completed deliverable will be certified through</p>			

progress control:	a Certification of Payment to be counter signed by both parties (IC and UNFPA) and a daily log sheet to be submitted by the consultant including the details of working days and tasks.
Supervisory arrangements:	The consultant reports to the Regional GBV Specialist and will work in close collaboration with the GBV SC coordination teams in Iraq and Yemen, including engagement with the GBV SC members.
Expected travel:	The consultancy is home-based. In case the training will be delivered through an in-person modality, the consultant will travel to Iraq and to Yemen over the training periods.
Required expertise, qualifications and competencies, including language requirements:	<p><b>Minimum Qualification and experience:</b></p> <ul style="list-style-type: none"> <li>• Master’s degree in international development, gender studies, peace and security, human rights and humanitarian law and/or communication</li> <li>• Seven years of experience in the field of GBV in emergency, GBV prevention and response</li> <li>• Extensive experience in managing or implementing GBV prevention and awareness raising programming</li> <li>• Consolidated experience in guidelines or standards’ development or adaptation</li> <li>• Proven experience in the development of training material and packages</li> <li>• Previous experience in organizing and facilitating ToTs Previous experience in conducting FGDs and group consultations</li> <li>• Oral and written communication skills (essential)</li> <li>• Fluency in written and spoken English</li> <li>• Microsoft Office, Windows-based applications, integrated web-based management systems, spreadsheets and databases</li> <li>• Familiarity with the use of Zoom, Team, Meet and other similar platforms</li> <li>• Fluency in written and spoken Arabic (highly desirable)</li> </ul>
<p><b>UNFPA Work Environment:</b> UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities. How to apply: Interested individuals with the required qualifications and experience should submit their application to <a href="mailto:mazahreh@unfpa.org">mazahreh@unfpa.org</a> , with the subject line “GBV Awareness Raising Consultancy”. The application should include:</p> <ul style="list-style-type: none"> <li>• A consultancy technical proposal</li> <li>• A cover letter indicating the candidate’s motivation for this consultancy and relevant expertise and experience.</li> <li>• A copy of academic qualifications (University Degree).</li> <li>• Duly completed P11 UN Personal History Form (only P11 Form will be considered)</li> <li>• A proven record of similar work experience.</li> <li>• Names and contact information of three references.</li> </ul> <p>The closing date for the submission of applications is 11 September 2022. Only those candidates who meet all qualifications and experience will be contacted for further consideration. Incomplete applications will be automatically disqualified.</p>	