



**Spotlight  
Initiative**  
*To eliminate violence  
against women and girls*



## TERMS OF REFERENCE

### FOR ENGAGEMENT WITH CIVIL SOCIETY ORGANIZATIONS

<b>The development of a One-Stop Center model for GBV services delivery in Guyana</b>	
<b>Hiring Office:</b>	United Nations Population Fund (UNFPA) Sub-Regional Office for the Caribbean, Guyana
<b>Purpose of the consultancy:</b>	<p>The Spotlight Initiative (SI) is a partnership between the European Union and the United Nations that is created to eliminate all forms of violence experienced by women and girls all over the world. This Initiative considers as critical, political will and the achievement of the Sustainable Development Goals (SDGs) 3 Sound Health and Wellbeing, 16 Inclusive and Peaceful Societies, and 5 Gender Equality. The spotlight Initiative is implemented through a multi-sectoral response. Such a response requires a group of stakeholders to agree to work in a coordinated manner, applying a survivor-centered philosophy and apply human rights standards of survivor safety and offender accountability.</p> <p>Guyana is one of the beneficiaries of the SI in the Caribbean. The SI programme in Guyana addresses the root causes of Violence Against Women and Girls (VAWG) by focusing on the prevention of family violence. This form of violence is reflected in physical, social, sexual, economic, and emotional abuse and acts of aggression within familial relationships or connections.<sup>1</sup> A high prevalence of violence against women, which is often culturally accepted and, in many cases,</p>

<sup>1</sup> Spotlight Secretariat. (2019) Caribbean Regional Investment Plan.

	<p>remains underreported exists in Guyana.<sup>2</sup> Anecdotal evidence suggests that domestic violence, for instance, remains pervasive, even with an increased level of brutality. The five priority areas of intervention for the SI programme in Guyana are: (i) Sexual and Gender-Based Violence; (ii) School based Gender-Based Violence; (iii) Intimate Partner Violence; (iv) Incest/ early sexual initiation/ teen and pre-teen pregnancies; (iv) forced sex by a family member or relative.</p> <p>The SI programme in Guyana addresses the culture of VAWG through a survivor-centered approach. This approach incorporates a human rights-based approach that survivors' rights and needs are placed first. Thus, the survivor has a right to be treated with dignity and respect, rather than being blamed for the violence experienced. The survivor has a right to choose the course of action to address the violence experienced, instead of being left to feel powerless. The survivor has a right to privacy and non-discrimination based on gender, age, race/ethnicity, ability, and sexual orientation.<sup>3</sup></p> <p>It is noteworthy that the Government of Guyana has made strides towards the implementation of a responsive mechanism that seeks to hold several categories of practitioners/ professionals accountable and improve the quality of care and services being provided to victims and survivors of sexual violence.<sup>4</sup> There exists extensive commitment on the part of the Government of Guyana to respond to and prevent violence against women and girls. However, many women and girls still have little or no access to the support and services that can protect them, assist in keeping them safe, and address the short and long-term consequences of experiencing violence. Guyana's obligation to exercise due diligence requires the State to establish effective measures to prevent, investigate and prosecute cases of violence against women.</p>
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<sup>2</sup> Fifty-second session 9-27 July 2012 Concluding observations of the Committee on the Elimination of Discrimination against Women Guyana. The Committee considered the combined seventh and eighth periodic report of Guyana (CEDAW/C/GUY/7-8) at its 1041<sup>st</sup> and 1042<sup>nd</sup> meetings, on 10 July 2012 (see CEDAW/C/SR.1041 and 1042). The Committee's list of issues and questions is contained in CEDAW/C/GUY/Q/7-8 and the responses of the Government of Guyana in CEDAW/C/GUY/Q/7-8/Add.1. Available from: <http://evaw-global-database.unwomen.org/-/media/files/un%20women/vaw/country%20report/america/guyana/guyana%20cedaw%20co.pdf?vs=622>

<sup>3</sup> Essential Services Package for Women and Girls Subject to Violence. Core Elements and Quality Guidelines.

<sup>4</sup> Guyana: Report on the implementation of the Montevideo Consensus on population and development 2013-2018

	<p>This includes effective means to respond to each case of violence, as well as address the structural causes and consequences of the violence, by ensuring comprehensive legal and policy frameworks, gender sensitive justice systems and police, available health and social services, awareness raising activities and ensuring the quality of all measures.<sup>5</sup></p> <p>The relationship between ethnicity and violence in Guyana is not clearly defined. It is worth noting though that women of mixed ethnicity and indigenous women likely suffer higher incidences of physical, sexual, and economic violence when compared to other groups, while Indo-Guyanese women are more likely to suffer greater emotional violence.<sup>6</sup> Additionally, access to supportive services to respond to instances of GBV vary from one geographic area to another, with the rural and hinterland areas of Guyana being the areas that are generally underserved. The centralization of social and other essential services to the capital city makes GBV support services inaccessible for those in the hinterland and remote areas. Moreover, the influx of migrants (particularly from Cuba, Haiti, and Venezuela) in the hinterland who now seek GBV social services support and safety has increased the strain on the already limited services in these underserved regions of the country.</p> <p>Given the disparities in services available across geographic areas in Guyana, as well as the disparities in the level of access available to GBV response services, there is a need to examine the possible introduction of an additional mode of GBV services delivery that is grounded in the One-Stop Centers (OSC) model principle. The suitability of this OSC model to the local realities in Guyana will need to be explored following the finalization of the GBV Essential Services Package for Guyana. The process to finalize the GBV Essential Services Package for Guyana is likely to provide sufficient information to inform the exploration of the suitability of this OSC model to the local realities in Guyana. It will, for instance, offer guidance on the feasibility of having all related sectors [health, social services, and the</p>
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<sup>5</sup> UN Women, WHO, UNFPA, UNDP, & UNODC. (2015). Essential services package for women and girls subject to violence. Publisher: New York, USA.

<sup>6</sup> Spotlight Initiative Country Programme Document, Guyana. (2019),23

	<p>Police] function under ‘one roof’ as has been done in some models of the OSC in other countries.</p> <p>OSCs are coordinated and or integrated GBV support services designed to place a number of necessary GBV interventions and services under one roof. OSCs help survivors of GBV to access a range of integrated medical, legal, and psychosocial support and therefore is an option for increasing the provision of as well as uptake of quality services for survivors of GBV. OSC models that have been reviewed have demonstrated a capacity to provide GBV direct services related to medical care, psychosocial first aid, case management, legal services, social services, support groups services, client referrals, as well as shelter services. The structure and location of OSCs have typically been shaped by the needs of the community or society within which they are found. Existing structures of OSCs include those that are managed by CSOs and others that are located within hospitals, to name a few. OSCs are generally staffed by a team of part-time and full-time professionals and specialists including pediatricians, nurses, doctors, social workers, police, survivor support officers, counsellors, legal practitioners, and social welfare workers.</p> <p>Under Pillar four of the SI programme in Guyana, UNFPA seeks an engagement with a civil society organization that – in support of the Ministry of Human Services and Social Security – will work to examine the suitability of the OSC model to the local realities in Guyana (with particular emphasis on administrative regions 4 and 6, Spotlight target regions). The suitability of the OSC model to the Guyana context will be explored following the finalization of the GBV Essential Services Package for Guyana, recognizing that the process to finalize the GBV Essential Services Package for Guyana is likely to provide sufficient information to inform the exploration of the suitability of this OSC model to the local realities in Guyana.</p>
<p><b>Scope of work:</b></p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>Overall objective: The exploration of the suitability of the OSC model to the local realities in Guyana (with particular emphasis on administrative regions 4 and 6, Spotlight target regions).</p>

	<p>The suitability of the OSC model to the Guyana context will be explored following the finalization of the GBV Essential Services Package for Guyana, recognizing that the process to finalize the GBV Essential Services Package for Guyana is likely to provide sufficient information to inform the exploration of the suitability of this OSC model to the local realities in Guyana.</p> <p>The Civil Society Organization engaged will be expected to undertake the following tasks (in support of the Ministry of Human Services and Social Security):</p> <ol style="list-style-type: none"> <li>1. Produce a <b><i>Desk Review</i></b> of the OSC model; so as to enhance local knowledge of how the OSC model has been applied across the world as well as to identify global best practices.</li> <li>2. Explore suitability of the <b><i>OSC model for Guyana</i></b>, utilizing the desk review on global best practices as well as the information garnered from the finalization of the GBV Essential Services Package for Guyana, inclusive of the SI pillar 4 readiness assessment.</li> </ol> <p>This exercise will entail an examination of the suitability of the OSC model to the local realities in Guyana (with particular emphasis on administrative regions 4 and 6, Spotlight target regions). This exercise will provide context, based on the gaps and overlaps identified from the SI readiness assessment that reviewed existing services for all women and girls who are survivors of violence in a broad range of settings. The suitability of the OSC model to the Guyana context will be explored following the finalization of the GBV Essential Services Package for Guyana, recognizing that the process to finalize the GBV Essential Services Package for Guyana is likely to provide sufficient information to inform the exploration of the suitability of this OSC model to the local realities in Guyana.</p> <ol style="list-style-type: none"> <li>3. Convene, in collaboration with the Ministry of Human Services and Social Security, <b><i>technical meetings</i></b> to present the findings from the exploration of the suitability of the OSC model for Guyana to relevant officers from the various Government Ministries, agencies, and related sectors,</li> </ol>
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	<p>including the Police Force, who would be involved in implementing the OSC model for Guyana, should it be found as being suitable for implementation in Guyana. Importantly, as part of this Consultancy, the civil society organizations will be expected to hold consultations with the technical officers within the Regional Administrations of Regions # 4 (Demerara - Mahaica) and # 6 (East Berbice – Corentyne). All technical meetings will be required to adequately brief all relevant stakeholders on the findings of exploration as well as to secure support for any decision arrived at with respect to the development of an applicable OSC model for Guyana.</p> <p>4. Develop a <i>costed implementation plan</i> for the rollout of an OSC model for Guyana, should the OSC model be found to be suitable for Guyana.</p> <p>Should this consultancy end with agreement on a suitable OSC model for Guyana, the Ministry of Human Services and Social Security will be tasked with the roll out the agreed OSC model for Guyana, with funding support under the Guyana SI programme. The intervention of the Ministry of Human Services and Social Security will guarantee the sustainability of this initiative in Guyana.</p>												
<b>Duration and working schedule:</b>	<p>The contract of this consultancy will be from September 26, 2021, to December 9, 2021. The following deliverables are expected of this consultancy:</p> <table><tr><th></th><th><b>Deliverables</b></th><th><b>Completion Date</b></th></tr><tr><td>1</td><td><i>Inception Report</i></td><td>September 30</td></tr><tr><td>2</td><td>Production of a <i>Desk Review</i> of the OSC model; so as to enhance local knowledge of how the OSC model has been applied across the world as well as to identify global best practices.</td><td>October 14</td></tr><tr><td>3</td><td>Exploration of the suitability of the <i>OSC model for Guyana</i>, utilizing the desk review on global</td><td>November 4</td></tr></table>		<b>Deliverables</b>	<b>Completion Date</b>	1	<i>Inception Report</i>	September 30	2	Production of a <i>Desk Review</i> of the OSC model; so as to enhance local knowledge of how the OSC model has been applied across the world as well as to identify global best practices.	October 14	3	Exploration of the suitability of the <i>OSC model for Guyana</i> , utilizing the desk review on global	November 4
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	<p>best practices as well as the information garnered from the finalization of the GBV Essential Services Package for Guyana, inclusive of the SI pillar 4 readiness assessment.</p> <p>This exercise will entail an examination of the suitability of the OSC model to the local realities in Guyana (with particular emphasis on administrative regions 4 and 6, Spotlight target regions). This exercise will provide context, based on the gaps and overlaps identified from the SI readiness assessment that reviewed existing services for all women and girls who are survivors of violence in a broad range of settings. The suitability of the OSC model to the Guyana context will be explored following the finalization of the GBV Essential Services Package for Guyana, recognizing that the process to finalize the GBV Essential Services Package for Guyana is likely to provide sufficient information to inform the exploration of the suitability of this OSC model to the local realities in Guyana.</p>	
4	<p>Convening, in collaboration with the Ministry of Human Services and Social Security, <i>technical meetings</i> to present the findings from the exploration of the suitability of the OSC model for Guyana to relevant officers from the various Government Ministries, agencies, and related sectors, including the Police Force, who would be involved in implementing the OSC model for Guyana, should it be found as being suitable for implementation in Guyana. Importantly, as part of this Consultancy, the civil society organizations will be expected to hold consultations with the technical officers within the Regional Administrations of Regions # 4 (Demerara - Mahaica) and # 6 (East Berbice – Corentyne). All technical meetings will be required to adequately brief all relevant stakeholders on the findings of exploration as</p>	November 25

		well as to secure support for any decision arrived at with respect to the development of an applicable OSC model for Guyana.	
	5	Development of a <i>costed implementation plan</i> for the rollout of an OSC model for Guyana, should the OSC model be found to be suitable for Guyana.	December 9
	6	<i>Final Report</i>	December 9
<b>Place where services are to be delivered:</b>	<p>The civil society organization engaged to execute this consultancy may be required to secure the services of an individual consultant. The individual consultant engaged by the civil society organization will be expected to work remotely, utilizing his or her own office space, computer, internet, telephone and other equipment, as needed, to undertake this assignment.</p> <p>UNFPA and the Ministry of Human Services and Social Security will facilitate work that the civil society organization may need to conduct from the UNFPA Guyana Liaison Office, from the Ministry of Human Services and Social Security, and from the Administrative Regions.</p>		
<b>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</b>	<p>The civil society organization will be expected to submit the following deliverables in English, in soft copies, to UNFPA and the Ministry of Human Services and Social Security for review and approval, according to the duration and working schedule. The civil society organization will be expected to interact both physically (if the COVID-19 situation allows) and virtually, as needed, with stakeholders, UNFPA staff, and Ministry of Human Services and Social Security staff. The civil society organization must therefore have good access to virtual communication services.</p> <p>All documents produced as a result of the consultancy will be the property of the UNFPA, the Ministry of Human Services and Social Security, and the Spotlight Initiative.</p>		



<b>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</b>	<p>The civil society organization will work closely with the UNFPA Liaison Officer for Guyana, who serves as the technical coherence lead for the Guyana SI programme, the Spotlight focal point within the Ministry of Human Services and Social Security, the relevant technical officers within UNFPA and the Ministry of Human Services and Social Security, as well as other key stakeholders. The civil society organization will be expected to maintain fluid communication. To this end, virtual meetings will take place throughout the consultancy. Importantly, the design, monitoring and implementation of this initiative will involve all GBV partners through two existing Spotlight mechanisms, the Spotlight Gender Technical Working Group as well as the Spotlight Civil Society National Reference Group.</p>
<b>Supervisory arrangements:</b>	<p>The civil society organization will report to the UNFPA Liaison Officer for Guyana and the Spotlight focal point within the Ministry of Human Services and Social Security.</p> <p>The Consultant will be required to complete the tasks in a structured manner and according to the timeline specified in the working schedule.</p>
<b>Expected travel:</b>	<p>The consultant will be expected to travel to the Spotlight target regions; Regions # 1 (Barima – Waini), # 4 (Demerara – Mahaica), # 6 (East Berbice – Corentyne), and # 7 (Cuyuni – Mazaruni), to fulfill the deliverables of the Consultancy [if COVID-19 national measures allow for such].</p>
<b>Required expertise, qualifications and competencies, including language requirements:</b>	<p>The ideal civil society organization will need to demonstrate a track record of having supported the delivery of GBV essential services.</p> <p>The ideal civil society organization will also need to demonstrate that it has the services or is able to retain the services of at least one individual who meets the following requirements:</p> <p>1. EDUCATION An Advanced University degree in Social Science, Public Health, or related technical field is required.</p> <p>2. WORK EXPERIENCE</p>

	<ul style="list-style-type: none"><li>• At least seven (7) years’ experience in programming in relevant areas, such as, gender, social work, GBV service provision to GBV survivors (particularly within the health, social services, Police, and/or justice sectors), as well as project development and implementation.</li><li>• Technical experience in the elimination of violence against women and girls.</li><li>• Experience in providing policy advice to the government officers and/or designing and developing programmes.</li><li>• Working experience in the Caribbean region, especially Guyana, will be an asset.</li><li>• Previous experience with the UN and specifically UNFPA will be an asset.</li></ul> <p>3. LANGUAGE</p> <p>Excellent oral and written communication skills in English and competence in basic IT packages, particularly MS Word and MS Excel.</p> <p>4. COMPETENCIES</p> <p>Excellent analytical and writing skills and results oriented. Spanish is a strong asset.</p>						
<b>Inputs/ services to be provided by UNFPA or Ministry of Human Services and Social Security (e.g. support services, office space, equipment), if applicable:</b>	<p>UNFPA and the Ministry of Human Services and Social Security will support the civil society organization in the execution of the activities. The civil society organization though will be required to utilize its own office space, computer, internet, telephone and other equipment, as needed, to undertake the assignment.</p> <p>The civil society organization will be required to have all relevant personnel assigned to this consultancy complete all identified mandatory courses in order to undertake this consultancy.</p>						
<b>Other relevant information or special conditions, if any:</b>	<p>Payment of Consultancy Fee will be made as follows:</p> <table><tr><td></td><td><b>Deliverables</b></td><td><b>%</b></td></tr><tr><td>1</td><td>Inception Report</td><td>5</td></tr></table>		<b>Deliverables</b>	<b>%</b>	1	Inception Report	5
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	6	<i>Final Report</i>	10

**Names and signatures of Requesting Officers in Hiring Office:**

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**Prepared By: Adler Bynoe, UNFPA Liaison Officer for Guyana**

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**Date:**

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**Endorsed by: Seth Broekman, UNFPA SROC Deputy Director**

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**Date:**

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**Approved By: Alison Drayton, UNFPA Director**

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**Date:**

