



Spotlight Initiative
To eliminate violence against women and girls



Initiated by the European Union and the United Nations:

Consultancy to Define an Essential Package of Services for Women and Girls subject to violence in Belize and to support the strengthening of the response and coordination mechanism in tandem with the Strategic Plan for the National Women's Commission.	
Hiring Office:	National Women's Commission (NWC)
Purpose of the Consultancy:	<p>The European Union (EU) and the United Nations (UN) are embarking on a global, multi-year initiative focused on eliminating all forms of violence against women and girls (VAWG) - the Spotlight Initiative. The Initiative is deploying targeted, large-scale investments to eliminate all forms of violence against women and girls in Africa, Asia, the Caribbean, Latin America, and the Pacific. As such, the Initiative is working with governments and civil society organizations to prevent domestic violence by raising awareness, establishing, and implementing laws and policies and improving quality essential services for survivors. In so doing, the Initiative is placing the elimination of all forms of violence against women and girls at the centre of efforts to achieve gender equality and women's empowerment, in line with the 2030 Agenda for Sustainable Development (SDGs), specifically SDG 5 on Gender Equality.</p> <p>In Belize, the Spotlight Initiative¹ will contribute to ending family violence by strengthening policy and legislations that will lead to increased protection of women and girls, building capacity of state and non-state actors to respond to family violence, expanding the range of services available and addressing social norms and behaviours that promote violence against women and girls. The Spotlight Initiative will be implemented through three UN agencies (UNFPA, UNDP and UNICEF). The overall vision of the Spotlight Initiative in Belize is that women and girls enjoy their right to a life free of violence, within an inclusive and gender equitable Belize.</p> <p><i>Essential Service Package for Women and Girls Subject to Violence:</i></p> <p>The United Nations Joint Global Programme on Essential Services for Women and Girls Subject to Violence² (the "Programme"), a partnership by UN Women, UNFPA, WHO, UNDP and UNODC, aims to provide greater access to a coordinated set of essential and quality multi-sectoral services for all women and girls who have experienced gender-based violence. The Programme identifies the essential services to be provided by the health, social services, police, and justice sectors (the "Essential Services") as well as guidelines for the coordination of Essential Services and the governance of coordination processes and mechanisms (the "Coordination Guidelines"). The Essential Services Package reflects the vital components of coordinated multi-sectoral responses for women and girls subject to violence.</p> <p>Overall, the Package is underpinned by a set of principles and consists of common characteristics which underpin the delivery of all the essential services and their coordination. These common characteristics and common principles are applicable regardless of the specific 'sector' that may be responding to women and girls experiencing violence. Each characteristic is supported by a set of guidelines. The Package includes essential services and actions in each sector which set out the guidelines required for services to secure the human rights, safety and well-being of any woman, girl or child who experience intimate partner violence and or non-partner sexual violence.</p> <p>Output 4.1 of the Spotlight Country Programme seeks to ensure that relevant government authorities and women's rights organizations at national and sub-national levels have better</p>

¹ "Project Factsheet - Belize Spotlight Programme." <http://mptf.undp.org/factsheet/project/00119130>. Accessed 30 Jun. 2020.

² The United Nations Joint Global Programme on Essential Services for Women and Girls Subject to Violence. <https://www.unfpa.org/essential-services-package-women-and-girls-subject-violence>. Accessed July 20, 2020.



	<p>knowledge and capacity to deliver quality and coordinated essential services, including SRH services and access to justice, to women and girls' survivors of violence (and their families when relevant), especially those facing multiple and intersecting forms of discrimination (Output 4.1). Specifically, Activity 4.1.1 is designed to support the national process of defining an essential package of services and establishment of an effective referral pathway (including in emergency settings) for Belize based on International Standards including for underserved groups.</p> <p>With the foregoing considered, the provision of a coordinated set of essential and quality multi-sectoral services to all women and girls who have experienced gender-based violence is regarded as a priority in Belize's national response to GBV. The overall objective is to support the government of Belize in the elimination of GBV and ensuring a quality multisectoral and survivor-centered response in Belize by assessing and defining the key essential services in line with the Essential Service Package (ESP) of the United Nations Joint Global Programme.</p> <p>Additionally, the National Women's Commission as an advisory body to the government on issues relating to women is strategically (re)positioning itself to fulfil its mandate to advise the minister with responsibility for women and gender issues and to advocate for the fulfilment of the standards, principles, and goals embodied within the Convention (CEDAW), the Programme of Action of the International Conference on Population & Development (ICPD), the Montevideo Consensus, other related international treaties, covenants, and agreements; the National Gender Policy, the National Gender-based Violence Action Plan, and other relevant laws and policies of Belize</p> <p>Expected Outcome:</p> <ul style="list-style-type: none">- A coordinated set of essential and quality multi-sectoral services are in place and accessible by all women and girls who have experienced gender-based violence.
Scope of work: (Description of services, activities, or outputs)	<p>In 2020 and 2021, consultants were procured to provide technical assistance to support the government of Belize in the elimination of GBV in Belize by assessing and defining the key essential services in line with the Essential Service Package (ESP) of the United Nations Joint Global Programme. The previous work completed included:</p> <ul style="list-style-type: none">- Inception Report submission outlining context of study proposed methodological approach, and work plan breakdown structure.- Training Plan for capacity development process- Desk review of Essential Service Package literature and evaluations in other jurisdictions- Capacity building training for key government and non-government stakeholders' representatives- Draft ESP Report <p>The Consultant is expected to undertake the following tasks:</p> <p>Component 1: Define Essential Service Package for Belize in accordance with United Nations Joint Global Programme on Essential Services for Women and Girls Subject to Violence.</p> <ul style="list-style-type: none">✓ <i>Inception Report submission outlining context of United Nations Joint Global Programme on Essential Services for Women and Girls subject to violence, proposed methodological approach, and work plan breakdown structure.</i>



- ✓ *Conduct Desk Review of literature (assessments, reports, policies, programme report, legislation on Essential Service packages in the Caribbean region and other jurisdictions inclusive of preliminary desk review conducted to define an Essential Service Package for Belize under the framework of the Spotlight Initiative in Belize.*
- ✓ *Conduct sector-specific key informant interviews and focus group sessions to develop ESP according to ESP guidance and implementation tools.*
- ✓ *Prepare draft ESP report in line with the provisions of essential services to address GBV, outlining the key sectors response (health, police and justice, and social service) and the coordination between sectors at national and sub-national level. Additionally, clearly outline the strengths, weaknesses, and gaps in provision of an essential service package to survivors of GBV.*
- ✓ *Conduct validation sessions of ESP in Belize with key stakeholders*
- ✓ *Based on the report findings of key Essential Services for Belize, a costed Road Map is developed to implement the ESP in Belize*
- ✓ *Submit final ESP Report and Road Map*

Component 2: Institutional Strengthening of the National Women's Commission (Board of Commissioners and National and District Gender and Gender Based Violence Committees). Utilizing the National Women's Commission 2023-2027 Strategic Plan, the Social and Behaviour Change Communication Strategy and other relevant documents.

- ✓ *Inception Report, outlining methodological approach and work plan breakdown structure to lead the Capacity Building Sessions for the National Women's Commission, and a joint session with the members of the National & District Gender and Gender Based Violence Committee.*
- ✓ *Training session with NWC Commissioners*
- ✓ *Support joint training session with the National and Districts Gender and Gender based Violence Committees.*
- ✓ *Support the drafting of a 2023-2024 annual workplan for the National and District Gender and Gender based Violence Committees aligned with the NWC 2023-2027 Strategic Plan*
- ✓ *Draft a final training report.*



Duration and Working Schedule:	The implementation of this process will be conducted	
	Outputs	Timeframe
	Component 1	
	<i>Inception Report submission outlining context of United Nations Joint Global Programme on Essential Services for Women and Girls Subject to Violence, proposed methodological approach, and work plan breakdown structure.</i>	5 days
	<i>Desk Review of literature (assessments, reports, policies, programme report, legislation on Essential Service packages in the Caribbean region and other jurisdictions inclusive of preliminary desk review conducted to define an Essential Service Package for Belize via the Spotlight Initiative 2020).</i>	5 days
	<i>Conduct consultation sessions and interviews with key stakeholders from the respective essential service sectors (health, justice, policing, social services, coordination) to inform the draft report</i>	20 days
	<i>Submission of draft ESP Report in line with the provisions of essential services to address GBV, outlining the key sectors response (legislation, police and justice, health, and social service sectors) and the coordination between sectors at national and sub-national level</i> - Validation sessions of ESP in Belize	15 days
	<i>Based on the report findings of key Essential Services for Belize, a costed Road Map is developed to implement the ESP in Belize.</i>	
	<i>Final ESP Report in line with the provisions of essential services to address GBV, outlining the key sectors response (legislation, police and justice, health, and social service sectors) and the coordination between sectors at national and sub-national level</i>	10 days
	Total	55 days



	Component 2	
	<i>Inception Report, outline methodological approach and work plan breakdown structure to lead the capacity building sessions for the National Women's Commission (Commissioners and Staff, and a joint session with the members of the National & District Gender and Gender Based Violence Committee.</i>	3 days
	<i>Conduct a two-day session with the National Women's Commission, Board of Commissioners highlighting the mandate of the commission, roles of the commissioners and the NWC Strategic Plan and workplan in alignment with the national and international commitments of Belize.</i>	3 days
	<i>Conduct a one-day joint session with the National and District Gender & Gender Based Violence Committees, this session will allow for both committees to draft their annual workplan in alignment with the National Gender Policy, the NWC Strategic Plan, Social and Behaviour Change Communication Strategy, the Gender Based Violence Action Plan and the draft Gender Policy and other supporting documents and plans.</i>	2 days
	<i>Completion and submission of final Training Report and a 2023-2024 Annual Work plan for the National and District Gender and Gender based Violence Committees.</i>	7 days
	Total	15 days
	Grand Total	70 days
Place where services are to be delivered:	The Consultant will be expected to interact both physically and virtually as needed with NWC staff, and other key partners and resource persons such as, but not limited to, National Gender and Gender Based Violence Committee, UNFPA Technical Team, the Spotlight Technical Team; therefore, must have good access to virtual communications services. NWC will provide support to the consultant in the arrangement of meeting venues for validation sessions.	



<p>Delivery dates and how work will be delivered (e.g., electronic, hard copy etc.)</p>	<p>Reports and other deliverables must be submitted in English to NWC, properly formatted and referenced. All documents produced as a result of the consultancy will be the property of the United Nations and the Government of Belize.</p> <p>The Consultant is expected to submit the following deliverables in accordance with the time frame listed:</p>																										
	<table> <tr> <th>Deliverables Component 2</th><th>Due Date</th></tr> <tr> <td>Contract Signing</td><td>June 2, 2023</td></tr> <tr> <td>Inception Report submission covering component 2</td><td>June 7, 2023</td></tr> <tr> <td>Facilitate Training Session with NWC Commissioners</td><td>15 - 16 June, 2023</td></tr> <tr> <td>Facilitate joint Training Session with National and District gender and Gender based Violence Committee</td><td>June 22, 2023</td></tr> <tr> <td>Submission of Training Report inclusive of annual 2023 - 2024 work plan for the National and District Gender and Gender-based Violence Committees</td><td>July 7, 2023</td></tr> <tr> <th>Deliverables Component 1</th><th>Due Date</th></tr> <tr> <td>Contract Signing</td><td>June 2, 2023</td></tr> <tr> <td>Inception Report submission covering component 1</td><td>June 19, 2023</td></tr> <tr> <td>Submission of desk review (Component 1)</td><td>June 28, 2023</td></tr> <tr> <td>Conduct consultation sessions and interviews with key stakeholders from the respective essential service sectors (health, justice, policing, social services, coordination) to inform the draft report</td><td>August 4, 2023</td></tr> <tr> <td>Submission of draft ESP Report inclusive of gaps and recommendations Submission of a draft costed Road Map developed to implement the ESP in Belize</td><td>August 25, 2023</td></tr> <tr> <td>Submission of final ESP Report inclusive of gaps and recommendations and final costed Road Map developed to implement the ESP in Belize.</td><td>September 8, 2023</td></tr> </table>	Deliverables Component 2	Due Date	Contract Signing	June 2, 2023	Inception Report submission covering component 2	June 7, 2023	Facilitate Training Session with NWC Commissioners	15 - 16 June, 2023	Facilitate joint Training Session with National and District gender and Gender based Violence Committee	June 22, 2023	Submission of Training Report inclusive of annual 2023 - 2024 work plan for the National and District Gender and Gender-based Violence Committees	July 7, 2023	Deliverables Component 1	Due Date	Contract Signing	June 2, 2023	Inception Report submission covering component 1	June 19, 2023	Submission of desk review (Component 1)	June 28, 2023	Conduct consultation sessions and interviews with key stakeholders from the respective essential service sectors (health, justice, policing, social services, coordination) to inform the draft report	August 4, 2023	Submission of draft ESP Report inclusive of gaps and recommendations Submission of a draft costed Road Map developed to implement the ESP in Belize	August 25, 2023	Submission of final ESP Report inclusive of gaps and recommendations and final costed Road Map developed to implement the ESP in Belize.	September 8, 2023
Deliverables Component 2	Due Date																										
Contract Signing	June 2, 2023																										
Inception Report submission covering component 2	June 7, 2023																										
Facilitate Training Session with NWC Commissioners	15 - 16 June, 2023																										
Facilitate joint Training Session with National and District gender and Gender based Violence Committee	June 22, 2023																										
Submission of Training Report inclusive of annual 2023 - 2024 work plan for the National and District Gender and Gender-based Violence Committees	July 7, 2023																										
Deliverables Component 1	Due Date																										
Contract Signing	June 2, 2023																										
Inception Report submission covering component 1	June 19, 2023																										
Submission of desk review (Component 1)	June 28, 2023																										
Conduct consultation sessions and interviews with key stakeholders from the respective essential service sectors (health, justice, policing, social services, coordination) to inform the draft report	August 4, 2023																										
Submission of draft ESP Report inclusive of gaps and recommendations Submission of a draft costed Road Map developed to implement the ESP in Belize	August 25, 2023																										
Submission of final ESP Report inclusive of gaps and recommendations and final costed Road Map developed to implement the ESP in Belize.	September 8, 2023																										
<p>Supervisory arrangements: Monitoring and progress control, including reporting requirements, periodicity format and deadline</p>	<p>The consultant will report directly to the Executive Director.</p> <p>Update meetings will take place every two weeks and/or Progress summary updates reporting on the deliverables of the consultancy will be submitted electronically by the Consultant every two weeks.</p>																										



Expected travel:	No international travel is expected. Local travel will be expected.												
Required expertise, qualifications, and competencies, including language requirements:	<p>Execution of this Terms of Reference requires individuals possessing one or more of the following qualifications:</p> <ol style="list-style-type: none">1. A master’s degree in development studies, social work, public policy, gender development studies, or other related field, preferably with a specialization in gender.2. A minimum of 5 years’ practical experience in the field of gender equality, family violence, and gender mainstreaming in development programmes and policies3. Formal training in human rights, gender analysis and gender planning and strategic planning4. Demonstrated expertise in mainstreaming gender in projects and programmes5. Thorough understanding of the gender context and development issues in Belize, and experience working with government institutions and international or non-governmental organizations supporting gender and development work in the specific area of intervention.6. Familiarity with gender analysis tools and methodologies7. Excellent communication skills, presentation, report writing, analytical skills and ability to liaise with various stakeholders, including government officials and the private sector.8. Proven track record of drafting relevant materials (publications, reports, and related documentation).9. Full proficiency in English is required, both oral and written <p>Other Competencies and Skills:</p> <ol style="list-style-type: none">1. Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines, and achieving results.2. Displays cultural, gender, nationality, religion and age sensitivity and adaptability.												
Other relevant information or special conditions, if any:	<p>Payments will be made upon satisfactory acceptance of the following deliverables:</p> <table><tr><th>#</th><th>%</th><th>Deliverables</th></tr><tr><td>1</td><td>30%</td><td><ul style="list-style-type: none">- Inception Reports submission- Desk Review submission</td></tr><tr><td>2</td><td>40%</td><td><ul style="list-style-type: none">- Submission of draft ESP Report inclusive of gaps and recommendations- Submission of draft Costed Road Map to implement the ESP in Belize</td></tr><tr><td>3</td><td>30%</td><td><ul style="list-style-type: none">- Submission of final ESP Report inclusive of gaps and recommendations- Submission of final Costed Road Map to implement the ESP in Belize</td></tr></table>	#	%	Deliverables	1	30%	<ul style="list-style-type: none">- Inception Reports submission- Desk Review submission	2	40%	<ul style="list-style-type: none">- Submission of draft ESP Report inclusive of gaps and recommendations- Submission of draft Costed Road Map to implement the ESP in Belize	3	30%	<ul style="list-style-type: none">- Submission of final ESP Report inclusive of gaps and recommendations- Submission of final Costed Road Map to implement the ESP in Belize
#	%	Deliverables											
1	30%	<ul style="list-style-type: none">- Inception Reports submission- Desk Review submission											
2	40%	<ul style="list-style-type: none">- Submission of draft ESP Report inclusive of gaps and recommendations- Submission of draft Costed Road Map to implement the ESP in Belize											
3	30%	<ul style="list-style-type: none">- Submission of final ESP Report inclusive of gaps and recommendations- Submission of final Costed Road Map to implement the ESP in Belize											



Recommended Presentation of Offer:

1. Brief description of why the individual considers him/herself as the most suitable for the assignment, and a timeline to complete deliverable.
2. Personal CV indicating all experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references.
3. Technical proposal demonstrating understanding of the TOR and your proposed approach
4. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

Submission:

Complete proposal packages with all necessary documents cited above should be submitted to the National Women's Commission to the following addresses ***no later than May 31, 2023***

Electronically

adminassistant.nwc@humandev.gov.bz

copied to:

execdirector.nwc@humandev.gov.bz

In Person

National Women's Commission
1632 Buttonwood Bay Boulevard
Belize City