

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Egypt Country Office
Purpose of consultancy:	<p>The “Comprehensive Response to the Needs of Persons Affected by Gender Based Violence (GBV)” program is a joint UNFPA-SDC program of three years. It builds on existing good practices and national initiatives led by UNFPA and its national partners to combat forms of gender-based discrimination and violence towards the most vulnerable groups such as refugees, and migrants in host communities.</p> <p>Adopting the UN global principles of “Leaving No One Behind” and a “survivor-centred approach”, this program puts at its forefront the specific needs of persons affected by forms of GBV, especially women and girls. Nevertheless, male victims of violence are directly targeted by this program as well through GBV case management services offered, psycho-social interventions and awareness campaigns led in targeted communities. To ensure a holistic approach, the focus is also on male engagement both as active decision-makers in the household and as partners in combating GBV at the community level.</p> <p>The main objective of this program is to maintain, strengthen and expand prevention, protection and response of GBV services to the most vulnerable refugees, migrants and asylum seekers as well as host communities. Accordingly the program has three expected outcomes;</p> <p><i><u>Outcome 1: Prevention, protection and comprehensive support services provided for persons subjected to GBV through Safe Spaces are strengthened and more inclusive of male engagement</u></i></p> <p><i><u>Outcome 2: Comprehensive medical protection and referral system is in place and operational for women and girls subjected to violence, as per the international Essential Services Package guidelines</u></i></p> <p><i><u>Outcome 3: Institutional capacities are enhanced to offer multi-sectoral and coordinated response to women and girls subjected to forms of gender-based violence</u></i></p> <p>As part of the knowledge products development for the purpose of this project, UNFPA seeks to conduct a baseline research, through an external consultant under UNFPA direct supervision and in close coordination with the national stakeholders, via a sample from Safe Spaces and Safe Women clinics beneficiaries representing the targeted beneficiaries.</p> <p>The baseline study will be conducted to generate quality evidence around existing GBV services, provided by UNFPA and its partners in Safe Spaces, to offer comprehensive support, care and protection to GBV survivors and those at risk. This research is an analysis to identify the status of the GBV services delivered and are to be considered a starting point of the project; aiming for further enhancement which can be measured by the end of the project.</p> <p>Moreover, this baseline study will assist in feeding into the interventions that will be designed in cooperation with the stakeholders, to serve the beneficiaries. In addition, this research will be feeding into the outcome-level indicators’ baselines, calculating the percentage of beneficiaries reporting that prevention, protection and comprehensive support services are delivered in a safe, accessible and accountable manner, as well as, calculating the percentage of GBV cases receiving adequate support fulfilling their need. The research will provide UNFPA recommendations for enhancement of services to ensure fully meeting the needs of the targeted beneficiaries.</p> <p>Accordingly, UNFPA Egypt Country Office will recruit a consultant/ consultancy firm to conduct a baseline study for the project.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p><u>Objective of the Baseline Study</u></p> <ol style="list-style-type: none"> 1. To identify the status of GBV services being provided by UNFPA and its partners in Safe Spaces and Safe Women clinics, 2. To generate quality evidence of GBV services that offer comprehensive support, care and protection to GBV survivors and those at risk,

3. To identify gaps and provide recommendations in order to enhance and strengthen the current GBV services, making sure they fulfil the needs of the targeted beneficiaries.

Methodology of the Baseline Study

In order to conduct the baseline survey, the following methodologies can be utilized, but should not be limited to:

- Desk review on the situation of GBV both in humanitarian and development context,
- Key informant interviews (KIIs), stakeholder consultations and other participatory methods,
- Focus Group Discussions (FGDs) with beneficiaries, especially women, refugees and migrants, host communities, as well as men and boys,
- Compose individual case studies through in- depth discussions with beneficiaries, institutions and organizations
- The hired consultant / consultancy firm will be responsible for finalization of the survey methodology in consultation with UNFPA.

Outcome Indicators for Baseline Study

1. % of beneficiaries reporting that prevention, protection and comprehensive support services are delivered in a safe, accessible and accountable manner
2. Percentage of GBV cases receiving adequate support fulfilling their needs
3. % of GBV survivors from Safe Spaces beneficiaries who have reported improvement in their well-being
4. % of male community promoters who attended the activities who have reported changes in perception towards gender-based violence

Roles and Responsibilities

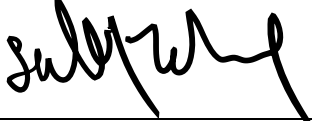
- Research design, methodology, planning and quality control procedures;
- Developing specific ToR, including the budget/cost requirements for the process, and how they will be met; along with developed time schedule and set key dates;
- Leveraging existing internal and external knowledge products, innovative interventions, case studies, and ongoing processes and events,
- Desk review and analysis of studies/surveys reports, AWP reports, other monitoring reports and completed evaluations,
- Reviewing existing information, preparing outlines, including study objectives, research questions, and development of sampling methodologies;
- Finalizing: (1) work plan and checklists (2) questionnaire(s), (3) guidelines.
- Organizing meetings internally with technical staff,
- Organizing meetings with IPs (Etijah and the Ministry of Youth and Sports),
- Consulting with key stakeholders,
- Visiting IPs' project sites, where applicable,
- Recruiting and/or training field staff in participatory evaluation techniques and on the methods/subjects relevant to the baseline survey
- The consultant will guide and provide required technical support to the field teams for carrying out interviews and gathering information from different stakeholders.
- Conducting briefing and debriefing on the completed mission's phases,
- Preparing the baseline study report. The report should provide documentation of achievements, lessons learned, and recommendations for priority actions to ensure continued results based management of the CPD, based on quality analysis and
- Facilitating meeting, for discussion and validation, to present the main findings of the baseline study and recommendations of the project, and discussing the proposed action plan.
- The consultant will remain responsible for the entire study maintaining the highest level standards and quality and for producing the final survey reports.

Expected Outputs and Deliverables

1) Detailed and professional reporting that addresses both the overall and specific objectives of the study, and which includes specific recommendations on issues related to GBV services. The report must be in English, clearly and concisely addressing the information outlined above. Documentation will include the following:

- Work plan and Inception Report (with key parameters and indicators to be considered for the baseline survey including the methodologies for data collection and dissemination).
- Data Collection based on the outcome indicators of the program

	<ul style="list-style-type: none"> • Present results of the baseline and prepare a draft report for stakeholder review - clearly identifying information relevant to the outcome indicators; as well as data gaps and areas that may require further assessment • Finalize the draft report with inputs from all stakeholders, including UNFPA and SDC. • Arrange for a presentation to the SDC and UNFPA with findings <p>2) Reporting will include:</p> <ul style="list-style-type: none"> • A comprehensive and well organized Final Report complete with standard reporting formats (main body of the report should be a minimum 50 pages in length, excluding TOC, tables and annexes). • An Abridged Report synthesizing the main findings and indicators of the survey (not to exceed 7- 10 pages in length). • Case studies with testimony from beneficiaries of GBV services. • A set of recommendations on suitable indicators for program monitoring during the implementation and scale up of activities. Recommendations should consider the needs of specific stakeholder groups, and be relevant to the effective impact measurement of programme objectives and outcomes. <p><u>General Terms and Conditions</u></p> <p>All reports and documents prepared during the assignment shall be treated as property of UNFPA Egypt CO. The reports/documents or any part, therefore, cannot be sold, used and/or reproduced in any manner without prior written approval of UNFPA Egypt CO. In the event of the consultant requiring additional time to complete the contract, over and above the time previously agreed to, but without UNFPA Egypt CO changing the scope of work, UNFPA's prior written approval for the same shall be necessary.</p> <p>After completion of the assignment and submission of the final output/deliverables, the concerned project/unit on the basis of which final payment shall be made shall do evaluation. The consultant will submit the draft presentation before the debriefing session for taking inputs from concerned project authority.</p>
Duration and working schedule:	30 working days (During March-April 2022) Tentative Start Date 10th March , 2022
Place where services are to be delivered:	<ol style="list-style-type: none"> 1) Document review and report drafting: Home-Based. 2) UNFPA Egypt CO for internal meetings. 3) IPs / Stakeholders offices for external meetings. 4) IPs project sites, where applicable.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	All work will be delivered in electronic copy in English.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> - Design Phase: ToR, Inception Report and workplan. - Desk review report. - Field Phase: Briefing and debriefing notes on the implementation progress. - Draft Report. - Final Report and presentation. - End of mission meeting.
Supervisory arrangements:	Under the overall guidance of Gender Programme Specialist and direct supervision of the Humanitarian Analyst of UNFPA Egypt Country Office.
Expected travel:	Yes, where applicable.
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <p>Advanced university degree in gender, humanitarian, health, M&E, international development, and/or other related social science fields.</p> <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • The consultant should have proven record of a minimum of five years' experience in conducting evaluations and review of development programmes, • Recognized experience in monitoring and evaluation, including knowledge of results-based management techniques, in the context of GBV and humanitarian support, • Strong qualitative and quantitative research skills, and proven ability to analyze results, • Field experience is an asset,

	<ul style="list-style-type: none">• Familiarity with UN development programmes and working procedures, especially UNFPA ones and• Strong presentation, communication and writing skills in English and Arabic required. <p>Languages:</p> <p>Fluency in English and Arabic is essential.</p>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	NA
Other relevant information or special conditions, if any:	NA
Signature of Requesting Officer in Hiring Office: 	
Date:	