

Terms of Reference

A Baseline Survey for the Caribbean Regional Spotlight Initiative on Strengthening Regional Cooperation to Prevent and Respond to Family Violence in the Caribbean

Assignment Title	<i>A Baseline Survey for the Caribbean Regional Spotlight Initiative on Strengthening Regional Cooperation to Prevent and Respond to Family Violence in the Caribbean</i>
Purpose:	<i>To identify and select a qualified Firm/Consortium of Consultant(s) to undertake and conduct a Baseline Survey for the Caribbean Regional Spotlight Initiative</i>
Programme:	<i>Caribbean Spotlight Initiative Regional Programme</i>
Assignment Location:	<i>Home-based with travel to the Region as required</i>
Supervisor:	<i>Spotlight Initiative Regional Programme Monitoring & Evaluation Officer</i>
Duration of Consultancy:	<i>12 weeks/approximately 60 working days</i>
Assignment deadline:	<i>31 July 2022</i>

1. Synopsis

The Regional Spotlight Initiative in the Caribbean seeks to appoint a Firm or /Consortium of Consultants to conduct a baseline survey to establish the baselines for the agreed indicators as outlined in the attached results framework (Annex A). The Spotlight Initiative baseline survey will gather values for the identified indicators with missing data to determine the measurement of the Spotlight Initiative's impact for all Stakeholders (Governments, Senior Management within the UN, the donor(s), and other partners, such as civil society and the women's movement and even the general public).

2. Project background

The Spotlight Initiative, a multi-year partnership between the European Union and the United Nations, is the largest global investment to eliminate Violence Against Women and Girls (VAWG). This is in recognition that women and girls disproportionately experience gender violence and are exposed to intersecting forms of violence regardless of where they live; hence the investment in five regions across the globe. In the Caribbean, there are six specific country Spotlight Initiative programmes complemented by a Regional Programme.

Overall, the regional Programme aims to: i) Increase policy coordination and functional cooperation across the region to address family violence ii) Set regional standards for essential services delivery, for monitoring the implementation of regional and national family violence laws and policies; iii) Advance best practice models for prevention; and iv) Ensure the engagement women's organisations in regional accountability frameworks. This will be achieved through complementing the investments of regional institutions and contribute to the scale, sustainability, visibility, lessons learnt and replication of programming throughout the region.

Further, a key tenet of the Spotlight Initiative is that it is a Demonstration Fund for joint implementation on SDGs and a model of partnerships, where the whole UN System is mobilized, leveraging on each other's comparative advantage while working with a cross-section of global, regional and national partners. Therefore, the Regional Programme design is aligned to the UN Reform efforts to deliver as One UN but also work seamlessly within and across pillars hence robust coordination mechanisms are a critical success factor. Quality, disaggregated data is key to inform policy and programme decisions and improve targeting of interventions. Integral to the implementation of the Spotlight Initiative is the implementation of a baseline study to establish baseline data related to key indicators on family violence and linked to the project

outcomes. This will provide globally comparable, disaggregated data on family violence that will be used to inform the interventions under Spotlight, and for targeted actions.

3. Specific Objectives

The specific objectives of the baseline survey are:

1. To provide information for setting of milestones, targets and development of subsequent workplans in line with the principle of 'leaving no one behind and reaching those furthest behind first'.
2. In collaboration with the Spotlight Regional Project Management Unit (PMU) and the Recipient United Nations Organisations (RUNOs), complete the Spotlight Initiative Results framework/monitoring matrix with appropriate baseline values for the identified indicators to determine the measurement of the Spotlight Initiative's impact for all Stakeholders (Governments, Senior Management within the UN, the donor(s), and other partners, such as civil society and the women's movement and even the general public).
3. To provide recommendations on areas that need more attention and focus during implementation and ways to strengthen performance monitoring and maximise learning.

4. Outcomes

- Established Baselines, Milestones, and Targets for the Caribbean Regional Spotlight Initiative
- A complete Caribbean Regional Programme Results Framework/Monitoring Matrix
- An updated Caribbean Regional Programme Monitoring & Evaluation Plan
- A Baseline Report the Caribbean Regional Spotlight Initiative
- A Proposal Document of the monitoring system and the instruments and recommended methods for data collection and measurement of the indicators for the Regional Spotlight Program, based on the results framework.

5. Scope of work

The baseline survey will have a regional scope and will focus on collecting data for a set of Outcome and Output indicators drawn from the Spotlight Results Framework (see Annex A). The key activities are detailed below:

Prior to the collection of information:

1. Review all Project documents (global references, project document, methodological guides of indicators, etc.), as well as other documents and secondary sources of relevant data. The methodological guides were designed in order to ensure the quality and comparability of the global programme reports. The guidelines have a country approach based on activities designed for National Programmes and should therefore be modified to apply to the Regional Programme. The contracted company or consultant(s) may use the methodological guides as a reference, however, will be the obligated to adapt and deliver methodological guides that apply to the context of the Regional Program.
2. Conduct preliminary meetings and/or individual interviews with the Project Management Unit (PMU), Recipient United Nations Organisations (RUNOs) and other key stakeholders to understand the results frameworks, assimilate the meaning of each of the indicators, map the existing sources of information that can be used to feed the indicators and define the methods of data collection for their measurement.
3. Elaboration, presentation and validation of the work plan and methodologies for the design and collection of data.
4. Review and adapt the methodological guides of the indicators to the regional context; develop and validate the instruments and their application manuals for the collection of the necessary quantitative and qualitative information.

5. Attend a Regional M&E (in person) retreat in Barbados and present the methodology that will be used as well as ascertain feedback from key stakeholders.

During information collection:

1. Carry out all the operation and logistical coordination to carry out the field work required for the collection of information, as approved in the work plan
2. Systematize the information collected in different databases according to the different methods applied and process the data to present a summary matrix with the baseline data for each indicator with the disaggregations that have been defined in the work plan.
3. Apply validated methodologies and instruments and document the research and interview process for the exercise.
4. Hold the necessary meetings with the actors of the program to validate the different inputs.

After information collection:

1. Prepare a preliminary report of the preliminary data and results to be reviewed by the PMU, RUNOs and key stakeholders.
2. Prepare the final version of the report according to the comments obtained.
3. Prepare the monitoring document according to the approved methodologies.
4. Present findings at the launch of the final report in Barbados

Negotiations:

- Based on the proposal submitted, further discussions on the methodology and/or revisions may be held. Notwithstanding, the elements of the Terms of Reference will remain the same.

6. Selection Criteria

Team composition

The consulting firm or Consortium of Consultant(s) must:

- Demonstrate its understanding and experience of family violence and gender related issues, including gender inequalities and VAWG.
- Demonstrate its experience implementing projects within an International Development results-based monitoring framework, similar in scope and complexity to the current mandate.
- Demonstrate its capacity to develop tools and protocols that are incorporate the human rights-based approach and is gender-responsive.
- Demonstrate its knowledge and experience in data analysis and reporting

The team of specialists tendered must include appropriate personnel fill three mandatory positions: **(1) Team Leader - Monitoring and Evaluation Professional, (2) Social Science Researcher (Gender specialist), and a (3) Social Science Researcher (Data Analyst)**. This team should have expertise in the fields of (i) violence against women & girls; (ii) data and research; (iii) social behavioural change, (iv) monitoring and evaluating development programmes.

The study team should also be culturally diverse, gender-balanced and well-versed in local language and customs. In addition to the relevant qualifications and experiences, the Team Leader and experts will have a proven track record and technical expertise in their relevant field and should meet the following specific requirements:

Organizational Requirements

a) Legal:

- Legally registered firm or possession of a business certificate

b) Experience:

- Technical knowledge and demonstrated experience in Caribbean related to data collection methods, data analysis and reporting, preferably on violence against women and girls

- Experience in developing evaluation frameworks
- Experience in participatory methods
- Experience in conducting data analysis and reporting
- Documented experience of at least 3 projects of design and survey of baseline studies of programs and projects that include the analysis and integration of the gender approach
- Documented experience of at least 10 years in the field of qualitative and quantitative research.

- Experience of at least 2 projects of similar nature and complexity to this carried out in the last 5 years, one of the two projects on gender-based violence.
- Demonstrated experience in working successfully as a multidisciplinary team
- Understanding of diversity, including cultural and gender awareness

c) Skills:

- Language skills (English is mandatory)
- Interviewing skills, especially in interviewing different target audiences
- Facilitation skills, especially in working with groups of different target stakeholders (i.e. beneficiaries, including women and men, adolescents, national and sub-national and local government officers; non-governmental organisations; civil society and UN agencies);
- Data analysis
- Report writing

d) Personal ethics

- Respect the United Nations Evaluation Group (UNEG) Code of Conduct
- Be sensitive to beliefs, manners and customs and act with integrity and honesty in their relationship with all stakeholders, in accordance with human rights norms
- Protect the anonymity and confidentiality of institutions and individual informants

Team Leader - Monitoring and Evaluation Professional

Profile:

- Demonstrate experience in leading the process of assessments or research studies or projects in the social services sector in a developing country context, preferably in Caribbean countries.
- Demonstrate high level management experience and knowledge of results-based management practices, including previous experience leading a team and managing the performance of staff and /or contracted expertise to ensure that professional standards are met.
- At least 7 (seven) years of professional experience in monitoring and evaluation, including hands-on experience in design, monitoring and evaluation of development projects, implementation, coordination, donor reporting and capacity building.
- Knowledge and experience in providing oversight for implementation of Gender Based Violence (GBV) response monitoring and evaluation, including managing implementation of civil society organizations activities on EVAWG, preferred
- Demonstrate experience in leading a collaborative process with multi-stakeholders from the Public and Civil Society sectors, preferably in Caribbean countries.
- Demonstrate experience in the management of development projects that involve delivery of social services to citizens.
- Have extensive knowledge of the social services sector, including knowledge of the mandate and functions of organisations providing support on women’s rights, child protection and/or child rights-based services to children and families.
- Demonstrate an understanding of risks that could impede the project from attaining results.
- Experience with EU financed projects is an advantage.

Team Members

Profile:

- **Social Science Researcher (Gender specialist):**
 - Professional in the area of social sciences or humanities, with at least 5 years of specific experience in the execution of programs and projects related to research, prevention or care of violence against women.
 - Understanding of the gender equality environment in the Caribbean Region.
 - Experience in gathering and systematizing large amounts of data, evaluation of public; policies, analysis of gender indicators and other related issues.
 - 2-3 years' experience in quantitative or qualitative research and data analysis.
 - Must have published research findings in the form of blogs, articles and/or reports.
 - Experience with a UN organization/agency is preferable but not mandatory;
 - Experience in data mapping is an asset.
 - Experience coordinating and liaising with government agencies and/or donors is an asset

- **Social Science Researcher (Data Analyst):**
 - Professional in the area of social, economic, mathematical, statistical or similar sciences, with at least 5 years of general experience in data design and processing.
 - Very strong qualitative and analytic skills; keen attention to detail and data accuracy.
 - Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS etc)
 - Strong knowledge of and experience with reporting packages (Business Objects etc), databases, and data visualization tools and techniques (Microsoft Power BI, Tableau, etc).
 - Demonstrated competence with using standard data software packages (MS Excel, MS Access, etc).
 - Experience in data mapping is an asset.
 - Experience in the usage of computers and office software packages, experience in handling of web-based management and knowledge management.

A. DELIVERABLE SCHEDULE

Under the overall supervision of the **UN Women MCO - Caribbean Representative**, with day-to-day supervision by the **Monitoring & Evaluation Officer - Regional Spotlight Initiative**

Deliverable	Timeframe
Inception Report – Inclusive of a Workplan and a methodological proposal for updating the methodological guides of the program indicators. As well as attendance at the Regional M&E retreat (Barbados – in person) to present their methodology, review available data sources and ascertain feedback from key stakeholders.	2 weeks after the signing of the contract
Report of the work carried out to date , for the collection of the necessary data to estimate the baseline, milestones and targets of the selected indicators; includes hosting a Virtual Session to present preliminary results and ascertain feedback from key stakeholders.	6 weeks after the signing of the contract
Draft Baseline Report; Draft Results Framework/Monitoring Matrix; and Proposal Document of the monitoring system and the instruments and recommended methods for data collection and measurement of the indicators for the Regional Spotlight Program, based on the results framework.	8 weeks after the signing of the contract

Final Baseline Report; A Results Framework/Monitoring Matrix; and Final proposal Document of the monitoring system and recommended instruments for data collection. Addressing input from the PMU, RUNOs and key stakeholders. Attendance, at the launch of the report and final presentation of Findings in Barbados.	12 weeks after the signing of the contract
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