



TERMS OF REFERENCE FOR INDIVIDUALCONSULTANT

TERMS OF REFERENCE	
Hiring Office:	UNFPA Cambodia Country Office
Consultancy period	<p><u>April to October 2024</u></p> <p>UNFPA Cambodia CO invites applications for a consultant to undertake an assignment in two parts, focusing on gender-based violence assessments. Applicants must be currently available in Cambodia and ready to commence work immediately. We seek a professional with the requisite expertise in GBV, regardless of nationality, who is positioned to join the project without the necessity for international travel or relocation.</p>
Purpose of consultancy:	<p>UNFPA Cambodia CO requests the services for a consultant to undertake an assignment in two parts, focusing on gender-based violence assessments. Applicants must be internationally based in Phnom Penh, currently available and ready to commence work immediately. The following assignment in two parts:</p> <ul style="list-style-type: none"> • Part A: GBV Subnational Research – this seeks to explore GBV data at the local or subnational level. This will involve collating and assessing available subnational data and research; and applying an analytical framework to assess data quality, guided by the Technical Lead on VAW data and research, UNFPA Asia Pacific Regional Office. <u>Timeframe: April – May, September</u> • Part B: GBV Case Management Data and Systems – the second part of the consultancy will map out current GBV response systems including data management as part of the GBV service provider response in 2 or 3 Provinces. UNFPA requires a review and assessment of how GBV case data is managed, what systems are in place, including how different ministries are collecting data at the provincial levels and how they are brought together under one system for GBV. This part of the consultancy will assess current systems and make recommendations for improvement in line with best practices and current systems in use in Cambodia such as the VAC data system. <u>Timeframe - May – October</u>
Scope of work:	<p>Background and Rationale</p> <p>In Cambodia, gender-based violence is a serious and widespread problem with the latest survey data estimating one in ten women (13%) have experienced physical, sexual or emotional intimate partner violence in the prior 12 months and one in five (21%) in their lifetime. It is understood that GBV is vastly under-reported, influenced by strong patriarchal social norms combined with a lack of adequate reporting systems. Reports from men confirm that IPV is pervasive with more than one in three (36%) of ever-partnered men reported perpetrating physical and/or sexual violence against a female partner. Despite significant progress in reducing child marriage, 35% of girls aged 15-19 are pregnant with no education with the three highest provinces in the Northeast of the country. 49.2% of girls in the NE provinces, were married as children. Other forms of VAWG include sexual harassment in the workplace, sexual exploitation and abuse through trafficking and technology facilitated GBV (TFGBV). UNFPA globally is committed to accelerating the reduction of gender-based violence and harmful practices as part of its three transformative results: zero maternal mortality, zero unmet need for family planning, and zero gender-based violence and harmful practices. UNFPA as one of the lead agencies in addressing gender-based violence is strengthening its work to support the Royal Government of Cambodia’s ambition towards the reduction of all forms of gender-based violence by 2030.</p>

Consultancy Tasks Part A - GBV Subnational Research

The purpose and objectives of the first part of the consultancy actions include:

Subnational Data Availability and Access: review the availability of different types of subnational data on GBV in selected locations in Cambodia.

Analyse Subnational Data: apply an analytical framework to assess the available subnational data and research on GBV relevant to those selected locations. Consult with local stakeholders for their input and validation of the findings from review of data availability.

Use Subnational Data Create awareness among policy makers and practitioners
Highlight good practice examples of localized policies and actions that respond to subnational analysis. Recommend how to strengthen localized policy and actions to address GBV at the subnational level.

Scope of Work

The Consultant is expected to perform the following tasks:

1. Review UNFPA Cambodia's literature review of qualitative and quantitative studies on GBV in the country and subnational locations within the country from the last ten years. Identify gaps and ensure that the mapping and review contains all major national and sub-national studies for the country under review.
2. Identify GBV administrative data sources at the national and sub-national levels relevant to the selected geographical locations.
3. Support partnerships with relevant key national agencies that maintain databases of survey and administrative data. Support the team to obtain access to available data sets as necessary.
4. Review and interpret data that is available in local languages to support detailed analysis.
5. Draft and help finalize a country level report on the use of sub-national GBV data.
6. Contribute to regional products including case studies and guidelines for improved utilization of sub-national data and formulation of recommendations.
7. Participate in project team joint reflection activities and stakeholder consultation.

Methodologies

It is expected the study will use the following methods, among others:

- Desk-based research and mapping of data sources and availability
- Compile existing data for selected locations.

Detailed Tasks and/or Expected Outputs

The consultant will support the development of the country level report. The consultant will work closely with international consultants at the regional Asia Pacific level who will develop research and analysis tools, monitor the research progress, and guide the development of the country-level analysis and reports. The consultant supports the team to identify and follow up with representatives of relevant national agencies and stakeholders for access to data. The consultant will coordinate with international consultants and counterparts in the region.

The Consultant will:

1. Provide a local context for understanding gender-based violence at the country level by reviewing existing literature reviews of existing practices on availability and use of subnational GBV data.
2. Identify national and subnational data sources on GBV, good practices for accessing quantitative GBV data and current gaps in data availability and utilization. Maintain an up-to-date list of major surveys and research, and a repository of files.
3. Support the testing of an analytical framework for understanding GBV at the county level by integrating relevant data sources and stakeholder's input.
4. Maintain close communication with the international consultants in developing the research schedule, country level report outline, and country level report.
5. Conduct interviews as appropriate/needed with relevant officers from national agencies and stakeholders.
6. Draft a country level report including summary of analysis of GBV data identified in the desk review, barriers and opportunities for using sub-national GBV data for policy and programming, and case studies and examples where available.
7. Help finalize country-level report by incorporating the comments from the Technical Guidance Team, peer-reviewers and other stakeholders.
8. Support the Lead Consultant at the regional level, by contributing to and supporting finalization of a regional report, and lessons learned for future analysis of sub-national data.

Key Outputs:

1. Review of and add to the existing country-level mapping of all key studies related to GBV: surveys, reports, original research, available datasets. Repository of related files.
2. Mapping of agencies that maintain national and sub national databases as well as non-government organizations, academic research institutions and other stakeholders involved in GBV research. Establish and maintain a directory of stakeholders for these partnerships.
3. Draft country-level report that informs the use of sub-national GBV data and utilizes the developed analytical framework, conclusions, and recommendations for GBV policy action and programming.
4. Final country-level report that incorporates feedback from the Technical Guidance Team, peer-reviewers and other stakeholders.
5. Contribution to regional report, lessons learned and recommendations for future use of sub-national data.

Consultancy Task Part B - GBV Case management – Data Systems

Background and Rational

There are currently several systems and approaches to GBV data management in place in Cambodia. This assignment will look at taking stock of existing data management systems. Including the review and assessment of how GBV cases are managed which will include how data is managed, what systems are in place, including how different ministries are collecting data at the districts and provincial levels and how they are

brought together under one system for GBV. This will include digital systems trialled through the project ACCESS I which completed in 2023.

This review will help inform the development of recommendations on data management system alongside case management based on sub-national processes using a survivor centered framework that focuses on consent, ethical use of data. The consultant will work with UNFPA and partners to develop recommendations for a survivor centered, multi-sectoral case management system to collect data, that ensures that the correct people have access to data for decision making, and that data is confidential and protected to ensure the dignity and respect for survivors of violence. Agreement on data sharing criteria and protocols for anonymized data sharing for national data collection of administrative data will form part of the recommendations. Linking with case management (administrative data), UNFPA will support a stock take of the current data collection processes in line with case management to identify gaps, challenges in the “system” and feedback into planning processes. This will provide the basis for GBV case management best practice for further scale up.

The Consultant will:

- “Take Stock” of the current coordinated, survivor centred case management system including documenting and mapping out the various GBV response protocols and guidelines that are currently in place across the health, and multi-sectoral services sectors.
- Develop a detailed mapping of all current procedures and guidance on GBV response; including the referral pathways, Quality of Services Checklist, One Stop Service Centre Protocols, SOPs for Forensic Examinations, SOPs for Child Protection and data systems in 2 or 3 Provinces and provide recommendations towards one comprehensive and coordinated survivor centred case management approach.
- The stock taking will seek to establish what GBV data systems and processes are currently being used to collect data on GBV cases and will document what is working well and what is not, and what policies and procedures regarding handling GBV data have been put in place, implemented and to what degree.
- Provide recommendations of how to consolidate and align case management approaches at sub-national level for GBV case management including coherence between systems responding to violence against women and violence against children.

Key Outputs

- Desk review of existing GBV case management protocols, guidelines all current procedures and guidance on GBV response; including the referral pathways, Quality of Services Checklist, One Stop Service Centre Protocols, SOPs for Forensic Examinations, SOPs for Child Protection and GBV data systems.
- Develop a mapping of how these GBV Case management systems are implemented at the sub-national level.
- Conduct interviews as appropriate with relevant officers both at national and sub-national levels working in the areas of GBV (few selected provinces) to understand how GBV protocols and admin data management occur.
- Identify the key gap areas, including key gaps in GBV data collection, management and usage.

	<ul style="list-style-type: none"> • Based upon findings and interviews and in alignment with best practice globally, make recommendations for bringing together all policies and frameworks under one coherent system. • Based upon findings and interviews, and in alignment with best practice globally, make recommendations for bringing together all GBV data practices into one coherent system. • Ensure that recommendations towards GBV case management also identify the best way to ensure coherence with the newly approved SOPs on Child Protection. • Produce a draft report from the findings from the field including key recommendations. • Support an orientation workshop on GBV case management under the leadership of UNFPA Regional Office by presenting the findings of this stock take exercise. • Support and facilitate a review process of the findings through a stakeholder workshop – facilitate the workshop towards the analysis of key findings, and recommendation for GBV case management and GBV data management. • Finalize the report incorporating the comments from the workshop, stakeholders and Technical Guidance Team. <p>Work schedule and arrangements (see Annex A)</p>
<p>Duration and working schedule:</p>	<p>The consultant is expected to commence tentatively on the 1st of April (or earlier) 2024 and to finish at the latest on the 30th of October 2024, completing both parts of the assignment within a eight-month timeframe.</p> <p>There are two deadlines in the work schedule, and these are as follows:</p> <ul style="list-style-type: none"> • Part A: The main part of the first scope of work needs to be completed by 15 May at the latest. • Part B: The second scope of work should be completed by 15 October. <p>Please note that this is a results-based consultancy. The number of days indicated are an estimate only. UNFPA provides payment on an output basis only with payment will be made upon adequate completion of tasks to the quality set out by UNFPA.</p>
<p>Place where services are to be delivered:</p>	<p>The assignment is based in Phnom Penh, Cambodia. Applicant must be currently available in Cambodia and ready to commence work immediately. We seek a professional with the requisite expertise in GBV, regardless of nationality, who is positioned to join the project without the necessity for international travel or relocation.</p> <p>There is field travel envisaged for this consultancy, the consultant will have to budget for field missions to at least 3 provinces (Kampong Cham/Siem Reap/Kampong Speu) and few districts.</p> <p>Working time and hours: Phnom Penh time zone and home-based work in Phnom Penh</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>The consultant is expected to commence the work on 01 April 2024 and finish by 30 October 2024.</p> <p>The suggested payment schedule is detailed below:</p>

	<ol style="list-style-type: none"> 1. The first payment of 25% will be made upon receipt and acceptance of the First Deliverable as per the table of deliverables (attached). <i>(end April)</i> 2. The second 25% will be made upon approval by the Representative and acceptance of the Second Deliverable as per the table of deliverables (attached). <i>(end September)</i> 3. The third payment of 25% will be made upon receipt and acceptance of the Third Deliverable as per the table of deliverables (attached). <i>25% (end July)</i> 4. The remaining 25% will be made upon approval by the Representative and acceptance of the Fourth Deliverable as per the table of deliverables (attached). <i>(end October)</i>
Monitoring and progress control:	The Representative of UNFPA CO will monitor the progress of this consultancy.
Supervisory arrangements:	<p>The consultant will report to the GBV program team and the Representative of the UNFPA Cambodia CO. The consultant is expected to work closely with the UNFPA Cambodia CO team with direct and daily interaction with the GBV Focal Point and team.</p> <p>The supervisor(s) and CO team members will have frequent interactions with the consultant at various stages to:</p> <ul style="list-style-type: none"> • Brief the consultant and provide clarity on the assignment, the process and deliverables. • Provide key documents relevant to the deliverables. • Introduce and facilitate the consultant to work with key stakeholders and counterparts if necessary; and • Provide feedback and get agreement on the next steps of the assignment. • Additional staffing needs to undertake the consultancy including translation / interpretation support, additional research support or other will be the sole responsibility of the consultant and costing for such should be included in the submission. <p>Upon completion of the assignment, the supervisor(s) will certify relevant documents; evaluate the consultant’s work and process/follow-up on the payments.</p>
Expected travel:	The assignment will involve field data collection in the selected provinces. The consultant will have to estimate the cost for field trip around 8 days including transportation.
Required expertise, qualifications and competencies, including language requirements:	<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Master’s degree in gender, social work or related field. • At least five years of experience in working with gender-based violence programme development. • Experience in qualitative and quantitative research – relevant experience in conducting research and / or producing situation analyses, in the areas of gender, gender-based violence, and / or sexual and reproductive health. • Demonstrated understanding of GBV response mechanism including global and regional SOP for case management. • Expert knowledge of national policies and legal frameworks on GBV with a proven understanding of existing national and subnational data on GBV. • Experience working with national statistical offices, women’s machineries and/or civil society organizations on GBV is an advantage.

	<ul style="list-style-type: none"> • Demonstrated experience facilitating towards shared results, communication, and interpersonal skills. • Experience working in or familiarity with the Cambodian context is required. • Excellent oral and written English language skills.
Other relevant information	<p>Please note that this is a results-based TOR and therefore payment is based upon successful completion of deliverables – accepted and approved.</p> <p>Additional support required to undertake this consultancy needs to be built into the consultancy deliverable costs submitted – this may include language translators, English editing, additional research support and any others. Payment and management of additional support is the responsibility of the consultant.</p>
Prepared by: Sokroeun Aing, Programme Analyst, Gender/R&H	
Reviewed by: May Tum, Assistant Representative	
Approved by: Sandra Bernklau, Representative	

Annex A – Deliverables Table

Deliverables	Details	Estimated Days
Part A: GBV Sub-national research – March to May		
Inception Report	<p>Update of existing UNFPA Country Office mapping of all key studies related to GBV: surveys, reports, original research, available datasets. Repository of related files.</p> <p>Development of an agreed consultancy plan which includes a programme to undertake the work including key dates, travel plans, draft interview schedules.</p>	4 working days
<i>Deliverable 1</i>	<i>Payment upon receipt of above 2 outputs</i>	<i>25% (end April)</i>
Final country-level report that incorporates feedback from the Technical Guidance Team,	<p>Field data collection</p> <p>Draft country-level report that informs the use of sub-national GBV data and utilizes the developed analytical framework, conclusions,</p>	13 working days

peer-reviewers and other stakeholders.	and recommendations for GBV policy action and programming.	
	Contribution to regional report, lessons learned and recommendations for future use of sub-national data.	3 days in September
<i>Deliverable 2</i>	<i>Payment upon reviewed and approved consultancy final report on sub-national GBV data</i>	<i>25% (end September)</i>
Part B: GBV case and data management – May – October		
Consultancy plan	<p>Stocktake of existing GBV response protocols and guidelines and GBV Data collection systems and protocols that are currently in place across the health, and multi-sectoral services sectors. including the referral pathways, Quality of Services Checklist, One Stop Service Centre Protocols, SOPs for Forensic Examinations, SOP for Child Protection and data systems and provide recommendations towards one comprehensive survivor centred case management approach.</p> <p>Development of GBV response mapping and identification of key gaps</p>	10 working days
<i>Deliverable 3</i>	<i>Payment upon reviewed and approved constancy of the GBV case management report</i>	<i>25% (end July)</i>
Recommendations Report	<p>Based on the stocktake, development of a report which provides recommendations for improved system coherence – including data management and intersections with VAC</p> <p>Present key findings at a national workshop.</p> <p>Finalize the report incorporating the comments from the workshop, stakeholders and Technical Guidance Team.</p>	8 working days
<i>Deliverable 4</i>	<i>Payment upon reviewed and approved constancy of the GBV case management report</i>	<i>25% (October)</i>
	Total:	38 days