



## **Vacancy Notice No. IC/2020- 015**

### **Terms of Reference**

<b>Assignment Title:</b>	National Consultant for Organizational Development on GBV Helpline Minimum Standards - (Re advertisement)
<b>Duration:</b>	62 working days
<b>Duty Station:</b>	Home based (possible travel to field offices in 2021)
<b>Closing Date for Application:</b>	3 December 2020 (5 pm _ Yangon Time)
<b>Expected starting date of Assignment:</b>	December 2020

#### **1. PURPOSE OF CONSULTANCY**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

The COVID-19 pandemic has raised increased awareness of the importance of remote support for survivors of gender-based violence (GBV). However, in Myanmar, and other countries where women and girls living in remote areas face high risks of various forms of GBV due to gender inequality, ethnicity, poverty, displacement status, militarization and limited service availability, there has been long-standing recognition among practitioners of the need for GBV helplines as a first point of support. Despite concerted efforts to expand access to GBV prevention and response services, these remain inaccessible for many survivors in Myanmar. Too often women and girls experiencing violence are unable to access appropriate case management and multi-sectoral services due either to their limited availability; financial, geographical or security-related barriers to reach them; and fear or stigma.

With DFID's support, UNFPA rolled out a project from October 2020- March 2021 to make contextually relevant Minimum Standards for GBV Helplines available to expand GBV survivors' access to quality GBV response services and support. The project will also focus on laying the foundations to build the capacity of GBV workers and volunteers operating helplines to provide appropriate and quality GBV support through helplines.

UNFPA requires a national consultant with demonstrated knowledge and experience on organizational development and/or strong capacity building experience. The national consultant will be responsible for working closely with an international consultant and a



national consultant to ensure that the Minimum Standards developed are realistic for the Myanmar context and adhere to best practices for supporting survivors remotely through a survivor-centered approach. If possible, s/he should have familiarity with many of the organizations and CSOs working on GBV in Myanmar in order to ensure that the contents developed are appropriate for the level of services available and for the capacities of most organizations (noting that there is significant variance). The national consultant will support coordination with the UNFPA Myanmar Country Office staff including in field locations to facilitate field-level consultations, consolidate feedback and recommendations from those consultations, and contribute to the drafting of the Minimum Standards. S/he will also be responsible for reviewing translations of the Minimum Standards to ensure accuracy of translation, be a key contributor to the TOT development and facilitate the TOT planned for March, 2021.

**2. SUPERVISION AND WORKING ARRANGEMENT**

The Consultant will work closely and communicate regularly with the International Consultant, submitting timely inputs to him/her to allow the team to meet the deliverable schedule.

The national consultant will report directly to the Humanitarian Response Specialist and will work closely with the Gender Equality/GBV Programme Specialist.

**3. SCOPE OF WORK AND EXPECTED DELIVERABLES**

The consultant will provide significant context-relevant contributions to the drafting of the Minimum Standards. It is expected that s/he will work closely with the International Consultant and the other national consultant to ensure that the Standards are appropriate and relevant to the Myanmar context and will be effective and useful for organizations across various states in Myanmar. S/he will also work closely with the other national consultant to coordinate inputs from national and state-level consultations, to support the validation workshop on the Minimum Standards. S/he will work closely with the other consultants and the UNFPA GBV team to ensure that appropriate and timely inputs are received, that the draft Standards are developed efficiently and on schedule, while also reviewing and ensuring the quality of technical aspects and translations of the Minimum Standards. S/he is expected to provide most of the inputs for the administrative section of the proposed Minimum Standards, however support across the entire package from an organizational development perspective is expected. Specifically, the Consultant is expected to deliver the following:

Tasks	Deliverables (estimated time for each)
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Review and be familiar with MS outline prepared by Intl and Natl GBV consultant and feedback from national consultation	No deliverable (2 days)
Timely submission of assigned contents of the draft Minimum Standards Package	Draft Minimum Standards Package (20 days)
Develop and pilot use of checklists to determine organizational readiness to meet Minimum Standards	Checklists (10 days)
Prepare for, travel to and from, co-lead and submit reports from State-level Consultations	Brief report of recommendations from state-level consultations (10 days)
Participate in the validation workshop and submit revisions to assigned sections of the MS based on recommendations	Submission of assigned sections (5 days)
Provide 2 <sup>nd</sup> review Myanmar translation of MS	Track change review of MS (5 days)
Contribute to training package including development of and co-facilitate TOT on MS	Training package and report (10 days)

#### 4. DURATION AND WORKING SCHEDULE

The Consultant will be engaged from December 2020 through March 2021 for up to 62 days and the workflow will be as follows:

Deliverable	Delivery date
1. Submissions of inputs to the International Consultant on assigned sections (draft and final versions of Minimum Standards)	Agreed with Intl Consultant to meet deadlines of Jan 8 and Feb 15
2. Checklists	January 15.
3. Brief report of recommendations from state-level consultations	January 31
4. Track change review of MS Burmese translation	March 5
5. Training package for TOT - develop PPTs and handouts in Burmese	March 12
6. TOT Training Report	March 31

The consultant will be home based and no travel is expected in 2020 given the current COVID-19 outbreak. Travel to UNFPA field-office locations in 2021, if possible.



## **5. MONITORING AND PROGRESS CONTROL**

The consultant will work closely with the UNFPA team to review the progress of implementation and any new development to ensure that the consultant's work plan is appropriate and strategic over the duration of the consultancy. It is expected that at a minimum, the consultant will deliver the items outlined in the table above.

**Remark:** Two payments will be made upon satisfactory completion of the assignment and submission of deliverables with the below payment schedule for a total 62 working days during the assignment.

- Upon completing of deliverables 1-3 (40%)
- After completing of deliverables 4-6 (60%)

## **6. QUALIFICATIONS AND EXPERIENCE**

### **Education:**

- Master's degree in social sciences with academic background in social work, preferred.

### **Knowledge and Experience**

- At least five years of increasingly responsible professional experience related to social work, GBV case management and GBV programming;
- Familiarity with GBV international guidance documents; GBV case management; development of referral pathways and provision of programmatic and technical support to organizations implementing GBV programmes in Myanmar

### **Languages**

- Fluency in Burmese and English is required.

## **HOW TO APPLY**

Applicants with the required qualifications and experience should submit the application, which includes following documents:

- A written letter of application (please indicate the vacancy number and consultancy title that your application letter).



- A curriculum vitae (CV),
- UN P11 form completed and signed by the applicant (<http://myanmar.unfpa.org/en/vacancies/un-p11-personalhistory-form>), education certificates and the names and contact information of three references.

Applications should be addressed to:

Email: [hr.myanmar@unfpa.org](mailto:hr.myanmar@unfpa.org)

Attention: International Operations Manager,  
Room A07, UNFPA, No.6, Natmawk Road, Yangon

**Note:**

UNFPA reserves the right to offer comparable assignment to those qualified candidates that may not have been selected for the consultancy assignment which they applied for. These offers will be based on the needs of the organization, appropriateness and relevance to the candidate's educational backgrounds and work experience. Only those candidates in whose qualifications and experience the Office has further interest will be contacted for subsequent interviews.

- (i) This vacancy is open to applicants of either sex.**
- (ii) There is no application, processing or other fee at any stage of the application process.**
- (iii) UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.**
- (iv) UNFPA regrets its inability to reply individually or to attend to telephone queries on the above advertised post.**