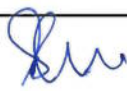


**TERMS OF REFERENCE FOR INDIVIDUAL - CONSULTANT –PROGRAMME ASSISTANT (SGBV)**

<b>TERMS OF REFERENCE</b>	
Hiring Office:	UNFPA Sri Lanka
Purpose of consultancy:	<p><b>Organizational Context:</b></p> <p>The UNFPA 2018-2021 country programme will contribute to the equitable enjoyment of sexual and reproductive health and reproductive rights by all Sri Lankans, particularly among women and young people, and to the achievement of the Sustainable Development Goals (SDGs) and the International Conference on Population and Development (ICPD) agenda. Within the classification of a middle-income country UNFPA Country Office in Sri Lanka is engaged in policy advocacy &amp; dialogue backed by evidence.</p> <p>SGBV is widely recognized as a major public health priority and grave violation of Human Rights, with serious consequences for the health and well-being of survivors, their children and families. Victims and Survivors of SGBV need a multidisciplinary support mechanism to ensure their needs are met and addressed. For this purpose a network of stakeholders with a common goal must be established at the district and divisional levels among the different service providers to assure an institutionalized and coordinated response. As such the assignments is aimed at assisting the country office to develop at the national level and sub national level a multi-disciplinary response mechanism that is integrated and coordinated at the local and national level. The consultancy will aim to increase the capacity of the local women's rights organisations and the government officials at the field level on better responding to SGBV taking into consideration resources such as the United Nations Joint Global Programme on Essential Services for Women and Girls Subject to Violence, which 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.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> <li>- With the guidance of the NPPA Gender organise national conference on the Essential Services Package on multi - sectoral coordination and delivery of services to victims and survivors of SGBV.</li> <li>- Support to map and assess Government &amp; non-government service providers for Sexual and Gender Based Violence at the district and divisional level (Northern Province / Mannar District).</li> <li>- Assist to convene district level stakeholder workshop to understand the gaps in services and to develop a framework for coordination in collaboration with the Ministry of Women and Child Affaires.</li> <li>- Support to convene divisional level stakeholder workshop to understand the gaps in services and to develop a framework for coordination.</li> <li>- Assist in developing protocols and SOP for coordination framework.</li> <li>- Assist in the development of an information gathering / recording and sharing tool among the different service providers.</li> <li>- Assist in the piloting of a coordination / referral pathway.</li> <li>- Assist to coordinate &amp; facilitate TOT's for key stakeholders at the divisional and district level.</li> <li>- Maintain ongoing collaborations with relevant district &amp; divisional government officials and civil society organisation.</li> <li>- Assist with the delivery of the UNFPA gender program as and when required.</li> <li>- Ensure documentation of all meetings and consultations for monitoring and evaluation process.</li> <li>- Support in the compilation of the final report.</li> </ul>
Duration and working schedule:	1 <sup>st</sup> March –31 <sup>st</sup> December, 2018 (subject to renewal) 144 days (approximately 16 days a month)
Place where services are to be delivered:	Ministry of Women's and Child Affaire / UNFPA Colombo, Sri Lanka
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p><b>Key results expected</b></p> <ul style="list-style-type: none"> <li>- National Conference / Workshop on the roll out of the Essential Services Package</li> </ul>

	<ul style="list-style-type: none"> <li>- Assist in the Report on Mapping of Service providers to Sexual and Gender Based Violence Government and non-government at district and divisional level.</li> <li>- Support to convene 1 district level workshops</li> <li>- Support to convene 8 divisional level consultations</li> <li>- Support to convene 2 TOT at district level with the participation of the divisions.</li> <li>- Final project completion report.</li> </ul>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> <li>- Regular Meetings</li> <li>- Periodic written updates via email</li> </ul>
Supervisory arrangements:	The consultant will work under the direct supervision of the UNFPA National Programme and Policy Analyst - Women's Rights & Gender (NPPA) and under the overall guidance of the Assistant Representative of UNFPA.
Expected travel:	Yes
Required expertise, qualifications and competencies, including language requirements:	<p><b>Qualifications/Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Completed secondary level education (G. C. E. Advanced Level) required.</li> <li>2. A diploma/degree in Social Sciences or any other development field is preferred.</li> <li>3. Minimum 5 years relevant experience in project management and delivery in the development sector <b>or</b> First level degree with 4 years' experience.</li> <li>4. Experience using Gender sensitive concepts and tools as well as in applying adult learning methodologies and workshop facilitation skills would be preferable.</li> <li>5. Fluency in spoken and written English/Tamil. Excellent command of Tamil language is preferred.</li> <li>6. Ability to work in an independent manner and organize the workflow efficiently within limited time period.</li> <li>7. Proficiency in current office software applications.</li> <li>8. The organisation encourages suitable candidates from the Northern province/ Mannar district to apply for the position.</li> </ol>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Laptop and internet connection when on field.
Other relevant information or special conditions, if any:	N/A
Signature of Requesting Officer in Hiring Office:	
Date:	26/1/2018