

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE - INDIVIDUAL CONSULTANT (NATIONAL CONSULTANT) – Development of Standard Operating Procedures (SOP) for Emergency Waiting Areas (EWAs) in Police	
Hiring Office:	UNFPA, Sri Lanka
Purpose of consultancy:	<p>The UNFPA 2023-2027 country programme aims to contribute to the equitable enjoyment of sexual and reproductive health and reproductive rights for all Sri Lankans, with a focus on girls, women, and young people. As part of its commitment to achieving the Sustainable Development Goals (SDGs) and advancing the International Conference on Population and Development (ICPD) agenda, UNFPA is dedicated to three transformative goals: 1) Ending unmet need for family planning, 2) Ending preventable maternal deaths, and 3) Ending sexual and gender-based violence (SGBV) and harmful practices. In the context of Sri Lanka's classification as a middle-income country, the UNFPA Country Office (CO) is actively engaged in policy advocacy and dialogue to further strengthen the rights of women and girls in both development and humanitarian settings.</p> <p>Sexual and gender-based violence is widely recognized as a significant public health priority and a grave violation of human rights, with serious implications for the health and well-being of survivors, their children, and families. Addressing the needs of SGBV survivors requires multidisciplinary support and coordinated efforts.</p> <p>In response to the urgent need for safe spaces within police stations for women and girls who are survivors of SGBV, UNFPA Sri Lanka has established 7 Emergency Waiting Areas (EWAs) across key districts, including Jaffna, Puttalam, Batticaloa, Colombo, Nuwara Eliya, Kandy, and Mullaitivu and with 7 more underway. These EWAs are designed to provide immediate shelter and support to survivors, offering a secure environment until they can be transferred to shelters or attend legal proceedings. The development of Standard Operating Procedures (SOPs) for these EWAs is crucial to ensuring their effective operation and the provision of comprehensive care for survivors.</p> <p>The purpose of this consultancy is to develop comprehensive Standard Operating Procedures (SOPs) for Emergency Waiting Areas (EWAs). These SOPs will ensure that the EWAs provide a safe, secure, and supportive environment for women and girls who are survivors of gender-based violence (GBV), pending their transfer to shelters or while awaiting legal proceedings.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will be responsible for the following tasks:</p> <ol style="list-style-type: none"> 1. Review Existing Frameworks: Conduct a thorough review of existing policies, guidelines, and best practices related to the operation of EWAs, both in Sri Lanka and internationally. 2. Stakeholder Consultation: Engage with key stakeholders, including the Sri Lanka Police, particularly the Women and Children's Bureau, organizations working with survivors, to gather insights, recommendations, and ensure alignment with existing police procedures and protocols. This will involve extensive discussions with police officers and other relevant personnel to ensure that the SOPs are practical, implementable, and fully integrated with current police operations. 3. Develop SOPs: Draft SOPs that outline procedures for the operation, management, and maintenance of EWAs, including: <ul style="list-style-type: none"> • Criteria for entry and exit of survivors • Safety and security measures • Protocols for providing psychosocial support, medical assistance, and legal aid • Coordination with shelters and other support services • Guidelines for the confidentiality and dignity of survivors • Reporting template • Quality Assurance 4. Validation and Finalization: Facilitate a validation workshop with stakeholders to review and finalize the SOPs, incorporating feedback and recommendations. 5. Capacity Building: Capacity building of Police Officers on the developed SOP as a resource person, including the development of training material.
Duration and working schedule:	The consultancy will be conducted over 30 working days spread across a period of 3 months, starting from September 2024 to November 2024. The consultant is expected to

	adhere to the agreed-upon work plan and deliverables within this timeframe.
Place where services are to be delivered:	Remote with travel to project locations as required
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Stakeholder Consultations (10% of total contract value): 15 September 2024</p> <p>Initial Draft of SOPs (30% of total contract value): 10 October 2024</p> <p>Validation Workshop (30% of total contract value): 25 October 2024</p> <p>Final SOPs and Training Materials (30% of total contract value): 15 November 2024</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will report to the National Programme and Policy Analyst –Women’s Rights & Gender on a bi-weekly basis to provide updates on progress, challenges, and any required adjustments to the work plan. A final report summarizing the consultancy’s outcomes, including the finalized SOPs and recommendations for implementation, will be submitted at the conclusion of the consultancy.
Supervisory arrangements:	The national consultant will report to the National Programme and Policy Analyst, Women’s Rights & Gender, UNFPA Sri Lanka
Expected travel:	Expected travel dates, and locations will be determined based on needs identified notably during the implementation of the project activities. UNFPA will cover the cost for travelling and provide agency approved Daily Subsistence Allowance (DSA) for meals and accommodation during the field work.
Required expertise, qualifications and competencies, including language requirements:	<p>Academic/professional Qualification:</p> <ul style="list-style-type: none"> • Master’s degree in law, development studies, social sciences or any other relevant development field or • A Bachelors degree with additional two years of experience <p>Experience:</p> <ul style="list-style-type: none"> • Minimum five years of work experience in relevant fields with a Master’s degree or minimum seven years of work experience in relevant fields with Bachelor’s degree is required. • Prior experience in working with UN agencies is an asset. • Proficiency in current office software applications, web-based management and ERP financial systems <p>Required Competencies:</p> <p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity • Demonstrating commitment to UNFPA and the UN system • Embracing cultural diversity • Embracing change <p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results • Being accountable • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically • Working in teams/managing ourselves and our relationships • Communicating for impact <p>Functional Competencies:</p> <p>Samples</p> <ul style="list-style-type: none"> • Delivering results-based program/Ability to meet the deadlines • Good planning and organizational skills • Multi-tasking and time management • Excellent writing and communication skills <p>Language: Fluency in spoken and written English and Tamil and/or Sinhala</p>

Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Consultant should bring their own laptop and any other digital equipment's which requires to complete the assigned task.
Other relevant information or special conditions, if any:	Consultant will be paid upon delivery of the deliverables mentioned above.