

TERMS OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT

TERMS OF REFERENCE	
Hiring Office:	UNFPA Timor-Leste Country Office, Dili
Purpose of consultancy:	To support UN Gender Theme Group (GTG) to strengthen the capacity of the Implementing Partners on Prevention of Sexual Exploitation and Abuse (PSEA)
Background	<p>Sexual exploitation and abuse (SEA) is an extreme form of abuse of power for sexual purposes where, for example, humanitarian and development workers take advantage of the vulnerability of the people they are meant to serve. SEA can happen in settings ranging from full humanitarian crises to peace and development - wherever people are vulnerable and require humanitarian assistance. The United Nations (UN) should do all it can to ensure beneficiaries and community members are safe from SEA. This is a moral imperative.</p> <p>As part of the UN's strategy (A/71/818) to combat SEA, this issue is being acknowledged as a system-wide one and, as a result, requires a common and coordinated approach. Therefore, as part of his strategy, the UN Secretary-General (SG) has asked Agencies, Funds and Programmes to adopt new measures and strengthen existing ones to better prevent, detect, report and take action against personnel, who commit these inexcusable and abhorrent acts.</p> <p>The UN Timor-Leste is committed to working towards a society where our personnel, our partners, the beneficiaries of the programme, and the wider population of Timor-Leste can enjoy the fundamental rights to live with dignity and respect, and free of any form of violence, discrimination and SEA. All UN personnel and Implementing partners shall be aware of their obligations to ensure adequate safeguards and appropriate action related to SEA.</p> <p>The UN Gender Theme Group (GTG) recognizes the prevention of SEA (PSEA) as a priority and is committed to support the SG's strategy through their respective multi-disciplinary approaches and through strengthened coordination and partnership. In this light, UNFPA, as a co-chair of GTG, with PSEA Working Group will strengthen the implementing partners' capacity to conduct a coordinated joint PSEA IP capacity assessment, implement appropriate mitigation measures, and improve coordination and foster synergies for a cohesive approach to preventing and responding to SEA.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p><i>Expected Output</i></p> <p>Through this training series, the UN Implementing Partners will increase their knowledge on UN PSEA policy and protocol and be capable to conduct a self-assessment and develop a capacity-strengthening implementation plan.</p> <p><i>Scope of work and required deliverables</i></p> <p>The National Consultant will support UN GTG to facilitate the training for strengthening the capacity of Implementing Partners on PSEA by following key deliverables:</p> <ol style="list-style-type: none"> 1) Contextualize Inter-Agency Standing Committee (IASC) PSEA Implementing Partners (IP) capacity-strengthening training module 2) Develop training materials for PSEA Assessment Core Standard 5 (Reporting) and 6 (Victim Assistance) including national law, available local services and referral mechanism in Timor-Leste 3) Support facilitation of PSEA IP capacity-strengthening training following the tentative agenda

	<table border="1"> <thead> <tr> <th data-bbox="504 118 708 192">Time</th> <th data-bbox="708 118 1289 192">Agenda</th> <th data-bbox="1289 118 1493 192">Main facilitator</th> </tr> </thead> <tbody> <tr> <td data-bbox="504 192 708 241">08:50-09:00</td> <td data-bbox="708 192 1289 241">Opening</td> <td data-bbox="1289 192 1493 241">GTG Co-chairs</td> </tr> <tr> <td data-bbox="504 241 708 315">09:00-09:10</td> <td data-bbox="708 241 1289 315">Training introduction, objectives, and context and conduct Pre Test</td> <td data-bbox="1289 241 1493 315">UNFPA</td> </tr> <tr> <td data-bbox="504 315 708 365">09:10-09:50</td> <td data-bbox="708 315 1289 365">SEAH Key Definitions and examples</td> <td data-bbox="1289 315 1493 365">UNFPA</td> </tr> <tr> <td data-bbox="504 365 708 414">09:50-10:00</td> <td data-bbox="708 365 1289 414">The SG Bulletin and IASC core principles</td> <td data-bbox="1289 365 1493 414">UNFPA</td> </tr> <tr> <td data-bbox="504 414 708 463">10:00-10:15</td> <td data-bbox="708 414 1289 463">Break</td> <td data-bbox="1289 414 1493 463"></td> </tr> <tr> <td data-bbox="504 463 708 537">10:15-10:30</td> <td data-bbox="708 463 1289 537">Overview of the IP Protocol Process</td> <td data-bbox="1289 463 1493 537">UNFPA/ UNICEF</td> </tr> <tr> <td data-bbox="504 537 708 656">10:30-11:30</td> <td data-bbox="708 537 1289 656">Overview of the UN IP PSEA Capacity Assessment Tool- a practical guide to self-assessment and process outcomes</td> <td data-bbox="1289 537 1493 656">UNFPA/ UNICEF</td> </tr> <tr> <td data-bbox="504 656 708 705">11:30-12:00</td> <td data-bbox="708 656 1289 705">Q&A</td> <td data-bbox="1289 656 1493 705"></td> </tr> <tr> <td data-bbox="504 705 708 754">12:00-13:00</td> <td data-bbox="708 705 1289 754">Lunch</td> <td data-bbox="1289 705 1493 754"></td> </tr> <tr> <td data-bbox="504 754 708 828">13:00-13:45</td> <td data-bbox="708 754 1289 828">Capacity Building – CS1-4 Organizational policy and system</td> <td data-bbox="1289 754 1493 828">UNFPA</td> </tr> <tr> <td data-bbox="504 828 708 983">13:45-14:30</td> <td data-bbox="708 828 1289 983">Capacity Building – CS 5 Reporting : community mechanism in place for receiving reports of SEA allegations and reporting the allegations to UN agencies</td> <td data-bbox="1289 828 1493 983">Consultant</td> </tr> <tr> <td data-bbox="504 983 708 1032">14:30-14:45</td> <td data-bbox="708 983 1289 1032">Break</td> <td data-bbox="1289 983 1493 1032"></td> </tr> <tr> <td data-bbox="504 1032 708 1151">14:45-15:30</td> <td data-bbox="708 1032 1289 1151">Capacity Building – CS 6 Assistance and Referrals: Facilitate the referral of victims/ survivors to specialized services</td> <td data-bbox="1289 1032 1493 1151">Consultant</td> </tr> <tr> <td data-bbox="504 1151 708 1200">15:30-16:15</td> <td data-bbox="708 1151 1289 1200">Capacity Building – CS 7 Investigations</td> <td data-bbox="1289 1151 1493 1200">UNICEF</td> </tr> <tr> <td data-bbox="504 1200 708 1249">16:15-16:30</td> <td data-bbox="708 1200 1289 1249">Q&A</td> <td data-bbox="1289 1200 1493 1249"></td> </tr> <tr> <td data-bbox="504 1249 708 1299">16:30-16:45</td> <td data-bbox="708 1249 1289 1299">Post Test</td> <td data-bbox="1289 1249 1493 1299"></td> </tr> <tr> <td data-bbox="504 1299 708 1348">16:45-17:00</td> <td data-bbox="708 1299 1289 1348">Closing</td> <td data-bbox="1289 1299 1493 1348"></td> </tr> </tbody> </table>	Time	Agenda	Main facilitator	08:50-09:00	Opening	GTG Co-chairs	09:00-09:10	Training introduction, objectives, and context and conduct Pre Test	UNFPA	09:10-09:50	SEAH Key Definitions and examples	UNFPA	09:50-10:00	The SG Bulletin and IASC core principles	UNFPA	10:00-10:15	Break		10:15-10:30	Overview of the IP Protocol Process	UNFPA/ UNICEF	10:30-11:30	Overview of the UN IP PSEA Capacity Assessment Tool- a practical guide to self-assessment and process outcomes	UNFPA/ UNICEF	11:30-12:00	Q&A		12:00-13:00	Lunch		13:00-13:45	Capacity Building – CS1-4 Organizational policy and system	UNFPA	13:45-14:30	Capacity Building – CS 5 Reporting : community mechanism in place for receiving reports of SEA allegations and reporting the allegations to UN agencies	Consultant	14:30-14:45	Break		14:45-15:30	Capacity Building – CS 6 Assistance and Referrals: Facilitate the referral of victims/ survivors to specialized services	Consultant	15:30-16:15	Capacity Building – CS 7 Investigations	UNICEF	16:15-16:30	Q&A		16:30-16:45	Post Test		16:45-17:00	Closing	
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Duration and working schedule:	10 working days upon signing the contract and before 30 November 2022																																																						
Place where services are to be delivered:	Dili, Timor-Leste																																																						
Timeline and Estimated Working Days	<table border="1"> <thead> <tr> <th data-bbox="504 1615 563 1664">#</th> <th data-bbox="563 1615 1394 1664">Deliverable</th> <th data-bbox="1394 1615 1493 1664">Day</th> </tr> </thead> <tbody> <tr> <td data-bbox="504 1664 563 1807">1</td> <td data-bbox="563 1664 1394 1807">Contextualize Inter-Agency Standing Committee (IASC) PSEA Implementing Partners (IP) capacity-strengthening training module</td> <td data-bbox="1394 1664 1493 1807">2</td> </tr> <tr> <td data-bbox="504 1807 563 1942">2</td> <td data-bbox="563 1807 1394 1942">Develop training materials for PSEA Assessment Core Standard 5 (Referral) and 6 (Victim Assistance) according to national law and local essential services referral mechanism in Timor-Leste</td> <td data-bbox="1394 1807 1493 1942">4</td> </tr> <tr> <td data-bbox="504 1942 563 2038">3</td> <td data-bbox="563 1942 1394 2038">Support facilitation of PSEA IP capacity-strengthening training following the tentative agenda</td> <td data-bbox="1394 1942 1493 2038">3</td> </tr> <tr> <td data-bbox="504 2038 563 2103">4</td> <td data-bbox="563 2038 1394 2103">Submit a final consultancy report</td> <td data-bbox="1394 2038 1493 2103">1</td> </tr> </tbody> </table>	#	Deliverable	Day	1	Contextualize Inter-Agency Standing Committee (IASC) PSEA Implementing Partners (IP) capacity-strengthening training module	2	2	Develop training materials for PSEA Assessment Core Standard 5 (Referral) and 6 (Victim Assistance) according to national law and local essential services referral mechanism in Timor-Leste	4	3	Support facilitation of PSEA IP capacity-strengthening training following the tentative agenda	3	4	Submit a final consultancy report	1																																							
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	Estimated Total Working days	10
	Payment will be made upon completion of all deliverables.	
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The initial meeting will be conducted by sharing of supporting documents with the UNFPA and PSEA working group. The consultant will submit a consultancy report including the details of working days and tasks along with the deliverables and reviewed by UNFPA.	
Supervisory arrangements:	The consultant will work under the direct supervision of UNFPA Assistant Representative	
Expected travel:	N/A	
Required expertise, qualifications and competencies, including language requirements:	<p>Expected Background and Experience</p> <ul style="list-style-type: none"> • Master’s Degree in Law, Human Rights, Social work, Development Studies, Women and Gender Studies, Social Studies or related areas with minimum 5 years of relevant working experiences • Bachelor’s Degree in the above-mentioned area with minimum 7 years of relevant working experiences • Extensive experience of no less than 2 years in practical experience in Human Rights, Social Justice, Violence against Women and Girls, or Sexual exploitation and abuse in the Timor-Leste context • Field experience in humanitarian or development settings, ideally in PSEA • Experience in developing and facilitating training and capacity-building activities is an advantage • Familiar with UN policy and compliance on PSEA • Working experience in capacity building and transfer of knowledge • Fluency in written and spoken English and Tetun would be an added advantage <p>Functional competencies:</p> <ul style="list-style-type: none"> • Delivering result-based programs on time • Providing conceptual innovation to enhance and strengthen programme effectiveness 	
Inputs / services to be provided by UNFPA or implementing partner	N/A	
Other relevant information or special conditions, if any:	N/A	
<p>Signature of Requesting Officer in Hiring Office: Mihye Shin, Youth and Gender Programme Coordinator Date:</p> <p>Signature of UNFPA Head of Office: Ms Lorna Rolls, Country Representative, a.i. Date:</p>		