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| **TERMS OF REFERENCE** | |
| Hiring Office: | UNFPA Ukraine |
| Title: | **National Consultant to develop recommendations for setting up Accountability to Beneficiaries and GBV Case Management systems in Ukraine** |
| Purpose of consultancy: | UNFPA Ukraine CO is implementing the project EMBRACE (Enhancing National and Regional Mechanisms to Build Responsive, Accountable and Cost-Effective System of Gender-Based Violence Response and Prevention) with the financial support of the UK Government. In 2021, the project, inter alia, focuses on a new priority strand “Accountability to Beneficiaries (GBV survivors)” aiming at building the foundation for an accountable to GBV survivors national GBV response system in Ukraine.  Gender-based violence as a fundamental violation of the basic inalienable human rights and freedoms remains prevalent in Ukraine and represents a significant challenge for the country’s sustainable democratic development. In Ukraine, GBV is pervasive – 67% of women experienced psychological, physical or sexual violence since the age of 15 (OSCE 2019). Annually, 1.1 million Ukrainian women suffer from domestic and gender-based violence (UNFPA 2017). In the complex humanitarian context GBV remains a considerable protection issue that threatens security, well-being and full exercise of human rights of the most vulnerable people. With the purposes to enhance the GBV response system in Ukraine and to help the survivors become more active agents of building a future with zero GBV, there is an actual need for the Accountability to Beneficiaries nationwide system.  Accountability to Beneficiaries aims to put the needs and interests of GBV survivors at the centre of decision-making at the local and national levels, ensuring the most appropriate and relevant outcomes for them, while preserving the human rights and dignity of the most vulnerable women, men, girls and boys. At its core is the possibility of survivors to participate and raise their voices in decisions that affect their lives and receive information to make such decisions, have access to high quality services and assistance that align with international standards, appropriate to their needs and preferences, and provided by qualified personnel. It enables survivors to feel confident that each case will be duly considered through a proper and effective GBV case management, and that they have access to responsive mechanisms to provide feedback and complaints. In practice, the Accountability to Beneficiaries system also ensures and strengthens transparency and good governance at all levels of public life and builds a better trust between state authorities and people they serve.  GBV case management is an integral part of GBV response in development and humanitarian settings. It shares the responsibility for ensuring that survivors are well informed about all options/services available to them and the issues facing a survivor are identified and followed up in a coordinated way. Thus, a survivor-centred Case Management is fundamental for a robust Accountability to Beneficiaries system.  National Consultant will prepare an analysis of the existing Accountability to Beneficiaries and GBV Case Management mechanisms at the national and local levels in Ukraine. Based on the research conducted and on the UNFPA conceptual framework on Accountability to Beneficiaries and Case Management in GBV response, the National Consultant will also prepare recommendations for setting up systems of Accountability to Beneficiaries and GBV Case Management in the Ukrainian context. |
| Scope of work:  *(Description of services, activities, or outputs)* | The assignment aims at preparing an analysis of existing Accountability to Beneficiaries and GBV Case Management mechanisms in Ukraine and developing recommendations for setting up Accountability to Beneficiaries and GBV Case Management systems in the Ukrainian context. Particularly the National Consultant will:   1. Identify what mechanisms of Accountability to Beneficiaries and GBV Case Management that are described and analysed in the UNFPA Ukraine CO conceptual framework are already established and functioning in Ukraine.   For the purposes of preparing analysis of Accountability to Beneficiaries and GBV Case Management mechanisms in Ukraine, the Consultant is recommended and encouraged to consider the mechanisms under human rights system, good governance, GBV prevention and response system. The Consultant is also recommended and encouraged to consider the accountability mechanisms established exclusively for the humanitarian context in Ukraine.   1. Suggest and describe how to establish effective Accountability to Beneficiaries and GBV Case Management systems in Ukraine (outlining systems structure, key actors and coordination mechanisms). The vision should describe system architecture at different levels of complexity – minimum (foundational), optimal (robust) and advanced – relevant and suitable for the Ukrainian context. 2. Prepare detailed recommendations for setting up Accountability to Beneficiaries and GBV Case Management systems in Ukraine, including recommendations on how to establish and strengthen a minimum, optimal and advanced system.   For the purposes of developing recommendations for setting up Accountability to Beneficiaries and GBV Case Management systems in Ukraine, the Consultant is recommended and encouraged to consider the following guiding aspects:   1. Recommendations shall align with human rights and GBV survivors-centred approaches, and adhere to the principles of inclusivity, diversity and non-discrimination. 2. Recommendations shall include sustainable solutions for a comprehensive and coherent GBV response that can be considered for the adoption and incorporation into the national policy and legislative framework.   The services should be provided in November 2021 – February 2022 and in close coordination with UNFPA.  Specifically, the consultancy should result in deliverables as follows:  **Deliverable 1.** Draft inception report (report contains research design, sources, suggested content of the analysis);  **Deliverable 2.** Draft analysis with recommendations for setting up Accountability to Beneficiaries and GBV Case Management systems in Ukraine;  **Deliverable 3.** Final analysis with recommendations for setting up Accountability to Beneficiaries and GBV Case Management systems in Ukraine (duly addressing comments and suggestions of the UNFPA GBV Programme Team) – a well-written, formatted document (up to 60 pages) – and a summary of key findings and recommendations (up to 5 pages). |
| Duration and working schedule: | Starting date: December 13, 2021 (tentatively)  Duration: till February 28, 2022 (tentatively) |
| Place where services are to be delivered: | Remote work |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | Brief progress reports (up to 1 page) are to be delivered electronically every two weeks via email: [turkovska@unfpa.org](mailto:turkovska@unfpa.org) accompanied with draft documents developed/reviewed.  Final brief report on the assignment completion (up to 3 standard pages A4 in Ukrainian) to be delivered electronically via email [turkovska@unfpa.org](mailto:turkovska@unfpa.org) by the end of the assignment before 28 February 2022 accompanied with the final analysis and its recommendations.  The reporting periods should be agreed with the National Consultant additionally. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Daily work monitoring will be done by Ms. Roksolana Turkovska, UNFPA GBV Policy Specialist. |
| Supervisory arrangements: | This consultant will be directly supervised by UNFPA GBV Programme Manager Ms. Olesia Kompaniiets. |
| Expected travel: | Travel is not expected. |
| Required expertise, qualifications and competencies, including language requirements: | Job requirements:   * Minimum Master’s degree in social sciences, good governance, political sciences, gender studies, law or related areas; * At least 4 years of rigorous analytical experience in social science including in social protection system, human rights, good governance or GBV response and prevention; * Knowledge of GBV response and prevention will be an asset; * Outstanding research skills, systematic qualitative approach to analysis of complex social phenomena and concepts; * Excellent analytical and writing skills; * Time management skills, strong ability to meet deadlines.   Languages: Fluency (oral and written) in Ukrainian. Knowledge of English will be an asset. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | Additional services could be provided upon UNFPA request and authorisation.  UNFPA will provide the consultant with a set of documents related to the scope of work and results of the previous activities regarding the topic, including UNFPA Ukraine CO conceptual framework for Accountability to Beneficiaries and Case Management in GBV response, conceptual documents on Accountability to Affected Population in Ukraine.  Conceptual framework for Accountability to Beneficiaries and Case Management in GBV response is based on best global practices and describes configuration of Accountability to Beneficiaries, Accountability to Affected Population and Case Management mechanisms to ensure effective GBV response and prevention. The framework also includes general recommendations for the establishment of the system on Accountability to Beneficiaries and Case Management at the national level for all countries’ contexts and is based on global best practices. |
| Other relevant information or special conditions, if any: | Consultancy fee will be paid upon deliverables as stipulated below:   * the first instalment, 60% of the contract amount, after the contracting and upon submission of the Deliverable 1 and Deliverable 2; * the second instalment, 40% of the contract amount, after the contracting and upon the submission of the Deliverable 3.   Any remarks, proposals, complaints or claims to the consultant regarding services being provided in line with these terms of reference should be submitted to the consultant in writing within 10 days of submission of consultancy deliverables or reports by the consultant.  The scope of works to be performed by the consultant under these terms of reference, as well as other conditions of the consultancy, could be modified, if required, through a written agreement between the consultant and UNFPA.  **Intellectual property**  All information pertaining to this project (documentary, pictures, digital, cyber, project documents, etc.) belonging to UNFPA, which the consultant may come into contact with in the performance of his/her duties under the assignment shall remain the property of UNFPA, which shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever manner without written permission of UNFPA in line with the national and international Copyright Laws applicable.  **Application Process**  The consultant will be identified via open-call competitive selection process.  To be considered for the role, one needs to submit to [ukraine.office@unfpa.org](mailto:ukraine.office@unfpa.org) by December1, 2021 an application comprised of the following documents:   * Professional CV; * A list of successful completed research assignments in social domain; * Links to summary or published reports if available; * Technical proposal (description of methodology and cost estimation)   Only complete applications received by the deadline will be evaluated.  In the subject of the letter, please state: *Application for National Consultant on A2B and GBV Case Management* |
| Signature of Requesting Officer in Hiring Office:  Date: October 2021 | |