|  |  |
| --- | --- |
| **TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT** | |
| Hiring Office: | UNFPA Ukraine |
| Title: | **IC, National Consultant, Expert on Strengthening the Competence of the National Social Service of Ukraine in the Prevention and Response to Conflict-Related Sexual Violence** |
| 1. Purpose of consultancy: | The Ukraine Joint Programme on Conflict-Related Sexual Violence (CRSV) has been developed with the aim of strengthening the prevention and response to CRSV in Ukraine by reinforcing national mechanisms through the deployment of cross-cutting policy experts bringing a range of expertise on addressing CRSV from monitoring and reporting to security sector reform. These experts will be deployed both within the UN Country Team (UNCT) and as part of various institutions of the Government of Ukraine in order to contribute to building the capacity of the stakeholders involved in this sector and improving the availability of services to survivors of CRSV.  Furthermore, the Ukraine Joint Programme on CRSV is built upon the engagement between the Government of Ukraine and the United Nations Special Representative of the Secretary-General on Sexual Violence in Conflict (SRSG-SVC) to prevent and respond to CRSV, which was materialized through the Framework of Cooperation between the Government of Ukraine and the United Nations on the Prevention and Response to Conflict-Related Sexual Violence” (FoC) signed in May 2022. The Joint Programme outlines the provision of technical support and expertise to Government institutions and relevant UN entities, which will work in collaboration with civil society organizations and first responders in implementing the FoC through: (i) policy development, (ii) training/awareness raising, and (iii) support to survivors.  The Apparatus of Government Commissioner for Gender Equality Policy, Office of the Deputy Prime Minister on European and Euro-Atlantic Integration of Ukraine and members of the Interdepartmental Working Group on combating sexual violence are supporting an Implementation Plan with a focus on five critical areas: (i) trafficking in persons for the purpose of sexual exploitation, (ii) provision of comprehensive assistance to survivors of CRSV, (iii) access to justice and accountability, (iv) strengthening the capacity of the security and defence sector to prevent and address CRSV, and (v) reparations and compensation. The Office of the SRSG-SVC co-chairs each of the inter-agency working groups dedicated to these themes together with UN Agencies in Ukraine and national counterparts.  A Joint Secretariat comprising representatives of the Apparatus of the Government Commissioner for Gender Equality Policy of Ukraine, Office of the Deputy Prime Minister on European and Euro-Atlantic Integration of Ukraine and relevant UN entities will be established to support the Government’s Interdepartmental Working Group in developing and coordinating activities within the Implementation Plan. As a critical component of this project, the Government of Ukraine identified the need to be supported by six national experts on CRSV to be deployed in four government institutions, namely: the Deputy Prime Minister’s office for European and Euro-Atlantic Integration, the Apparatus of the Government Commissioner for Gender Equality and Policy of Ukraine, the Ministry of Internal Affairs, and the National Social Service of Ukraine. Concurrently, a team of Women Protection Advisers, led by a Senior Women’s Protection Adviser (SWPA) in the Office of the Resident Coordinator, will be deployed to support the UN Country Team in accordance with relevant UN Security Council resolutions, especially resolution 2467 (2019), in support of the Joint Secretariat that is responsible for coordinating the overall implementation of the FoC, as co-signatories of the agreement, and its Implementation Plan. Activities to achieve the expected results under the various workstreams will be implemented on the ground, in collaboration with the WPA Unit and the national experts deployed in the various government entities for this purpose. |
| 2. Scope of work:  *(Description of services, activities, or outputs)* | The expert will support the National Social Service – *the hosting agency* – in addressing challenges on service provision and in implementing the State policy on combating sexual violence related to the armed aggression of the Russian Federation against Ukraine. The expert will develop recommendations, work on the development of competencies of social service professionals, and organize training programs.  Main tasks and responsibilities:   * Serve as the communication channel between the National Social Service of Ukraine, the UN and the Apparatus of the Government Commissioner for Gender Equality Policy in matters of realization of the Implementation Plan on CRSV. Such responsibilities would include organizing and conducting meetings, preparing minutes, and keeping track of activities and pending tasks. * Monitoring of the realization of Implementation Plan in part where the National Social Service of Ukraine has been identified as the executor or co-executor. * Communication with the National Social Service of Ukraine, the UN and the Apparatus of the Government Commissioner for Gender Equality Policy on any potential opportunities for synergies or complementarity and mutual information. * Facilitating cooperation of National Social Service of Ukraine experts with the IWG sub-groups’ co-chairs and members on the Prevention of Sexual Violence Related to Russia's Armed Aggression against Ukraine and Assisting Victims, including the organization and execution of internal communications. * With the support of legal experts, elaboration of projects of normative and legal acts provided for in the Implementation Plan, organization of work groups (if they are created). * Analyze existing training courses/programs on preventing and combating gender-based violence, identify the need for new educational programs. * Development of advanced training programs, with the support of specialized experts, creation of training materials for social workers and professionals who provide assistance to victims of sexual violence. * Development of methodological materials on the prevention of sexual violence related to the armed aggression of the Russian Federation against Ukraine. * Supporting the National Social Service of Ukraine in other activities related to prevention and response to CRSV. * Provide monthly reports to the National Social Service of Ukraine on the accomplishments during the assignment. |
| 3. Duration and working schedule: | Starting date: March 08, 2024 (tentatively).  Duration: 11 months (possible extension is subject to further discussion based on the availability of funds) |
| 4. Place where services are to be delivered: | Based in Kyiv, Ukraine |
| 5. Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): | Progress reporting will be conducted on a regular basis and should be accompanied by developed/reviewed documents. The reporting periods and algorithm should be agreed upon with the Consultant additionally. |
| 6. Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Daily work monitoring will be done by the hosting entity, the National Social Service of Ukraine, in conjunction with a designated officer within UNFPA. |
| 7. Supervisory arrangements: | The incumbent will work under daily supervision of the National Social Service of Ukraine and in close collaboration with a designated officer within UNFPA |
| 8. Expected travel: | Possible |
| 9. Required expertise, qualifications and competencies, including language requirements: | Education:   * Advanced University Degree (Master’s degree or equivalent) in public administration, social science, international relations international human rights/or related field.   Experience:   * A minimum of 2 years of work experience in fields of human rights and gender equality, including WPS agenda, CRSV/GBV or related fields is required. * Demonstrated experience of having successfully undertaken similar assignments is a strong asset. * Experience with the inter-agency coordination in the UN or comparable international organizations is a strong asset.   Knowledge and skills:   * Knowledge of managing and supporting multi-stakeholders’ initiatives and multi-lateral processing. * Knowledge and experience in project development and management; knowledge and experience in managing internal and external communications; experience in facilitating cooperation between governmental, multilateral and non-governmental organizations and/or UN agencies. * Language: fluency (oral and written) in Ukrainian and advanced level of English (oral and written). * Excellent computer skills, knowledge of online instruments of communication. |
| 10. Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | The hosting agency will provide organisational support to the Consultant in communications with the implementing partners, and national and local stakeholders.  The hosting agency will provide the Consultant with a set of documents related to the scope of analysis and results of the previous research on the topic.  Additional services to be provided are subject to agreement with the hosting agency and UNFPA. |
| 11. Application procedure | The Consultant will be selected based on results of an open competition.  Deadline for submissions: **23 February 2024.**  Applications must be sent to email [ukraine.office@unfpa.org](mailto:ukraine.office@unfpa.org). The following reference must be included in the email subject line: *Expert on Strengthening the Competence of the National Social Service of Ukraine.*  Application package must include the following documents:   * Detailed CV; * Motivation letter, including remuneration expectation.   Additional documents (diplomas, certificates, etc.) may be required at a later stage to confirm candidate’s professional background.  *Applications prepared and submitted in breach of the aforesaid procedure may not be considered.* |
| 12. Other relevant information or special conditions, if any: | The consultancy fee will be paid on a monthly basis upon acceptance of deliverables. 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 any reports by the Consultant.  The scope of work 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 in consultations with the hosting entity.  *Intellectual Property:*  All information pertaining to the Ukraine Joint Programme on CRSV (documentary, audio, visual, digital, cyber, project documents, etc.) and belonging to UNFPA, other co-implementing agencies as well as the National Social Service of Ukraine, which the Consultant may come into contact with in the performance of the duties under this assignment, shall remain the property of UNFPA, the National Social Service of Ukraine and other respective co-implementing agencies with the 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, the National Social Service of Ukraine and/or other co-implementing agencies in line with the national and International Copyright Laws applicable. |