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TERMS OF REFERENCE

CONSULTANT TO DEVELOP TRAINING MODULES AND DEVELOP, ORGANISE AND FACILITATE TRAINING WORKSHOPS AIMED AT STRENGTHENING EFFECTIVE LAW ENFORCEMENT RESPONSES TO VIOLENCE AGAINST WOMEN IN THE SOUTHERN AFRICAN REGION

Background and Introduction

The Southern African Development Community (SADC) and the United Nations Office on Drugs and Crime (UNODC), Regional Office for Southern Africa (ROSAF) have signed a Joint Regional Programme with the overall goal to facilitate the implementation of the programme and its sub-programme on gender-based violence and empowerment of victims. This is a regional collaborative initiative between the SADC Secretariat, including Southern Africa Regional Police Chiefs Co-operation Organization (SARPCCO) as part of the Secretariat, and UNODC, which was developed through a comprehensive consultation process with the SADC Secretariat and Member States during 2010-2011. It is against this background that SADC and UNODC have entered into an agreement to coordinate this project with the aim to strengthen the technical and intervention capacity of the Member States to improve the provision of services for the most vulnerable target groups.

One of the core activities of this project is the development and implementation of an intensive training and capacity building initiative to promote effective police responses to violence against women in the region and specifically in (Angola, Tanzania, Seychelles and Mauritius) in the first phase of the project within the SADC region.

UNODC therefore seeks to obtain the services of an individual consultant who can develop relevant interactive training modules and assist with the presentation of a regional and various national training workshops based on the developed training module.

Problem Statement

Gender-based violence, especially threats directed at women such as sexual and domestic violence, remain a serious regional and global human security concern. In the Southern African region, violence against women is rife. The sheer magnitude of the problem, the lack of services for survivors, the lack of preventative measures and the linkages between violence and the spread of HIV and AIDS and other health and social issues, make the issue of violence against women and children a specific human security concern within the region. In addition, the lack of effective responses by law enforcement officials in and lack of adequate police treatment of victims is a contributing factor to the re-victimization and subsequently underreporting of violence against women and children, in turn leading to decreased rate of apprehension and conviction of offenders.

All those who respond to violence against women, especially law enforcement officials, require the capacity to deal with such crimes in a gender-sensitive manner. Training, guidelines and training material manuals relating to effective responses to violence against women and



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children and raising awareness contribute to such efforts. Training law enforcement officials to effectively respond to victims with special needs is an important reform process as it can change traditional values inherent in many police forces to a culture of focusing on service delivery, thereby leveraging long-term change within law enforcement agencies.

UNODC has developed the *UNODC Handbook for Effective Police Responses to Violence against Women* and the *Training Curricula* with support from the Government of Austria. This activity supports the operationalization of the UNODC Handbook through the production of related training manuals, provision of training activities and awareness raising initiatives aimed at the Southern African region.

Duties and Responsibilities

The consultant shall review the interactive regional and national training modules and materials, develop, plan and organize regional and national workshops, and advise UNODC, SADC and SARPCCO as well as its service providers on an awareness programme and related materials.

The consultant will be expected to attend planning and project meetings at the UNODC Regional Office for Southern Africa in Pretoria, South Africa as well as engage in regional travel when so required.

The consultant will work under the overall supervision of the UNODC Deputy Regional Representative and the direct supervision of the Project Associate and in collaboration with the Gender Unit at the SADC Secretariat and SARPCCO.

Scope of Work

1. Study and assess the *UNODC Handbook for Effective Police Responses to Violence against Women* and the *SARPCCO Handbook on Policing Violence against Women and Children* and their respective training curricula with the view to incorporate these documents into a regional training module and materials;
2. Review interactive training modules and material aimed at enhancing capacity of law enforcement officials in Angola, Tanzania, Seychelles and Mauritius to respond effectively to violence against women;
3. Review, organize and facilitate, in cooperation with UNODC and SARPCCO, 1 (one) regional and 4 (four) national training workshops to enhance capacity and promote effective police responses to violence against women; and
4. Advise UNODC, SADC and SARPCCO as well as its service providers with regards to an awareness-raising programme and related awareness raising-material to be developed by a service provider appointed by UNODC specifically for that purpose.

Expected Outputs and Deliverables

Based on the *UNODC Handbook for Effective Police Responses to Violence against Women* and the *SARPCCO Handbook on Policing Violence against Women and Children* and their respective training curricula the consultant shall:



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1. Develop an interactive regional training module and material aimed at enhancing capacity of law enforcement officials in Angola, Tanzania, Seychelles and Mauritius to respond effectively to violence against women;
2. In cooperation with UNODC, SADC and SARPCCO, identify trainers, a training venue and participants and develop, organize and facilitate 1 (one) regional training workshop for 2 (two) law enforcement training experts from each of the relevant SADC Member States, based on the regional training module and materials to be developed by the consultant. The regional workshop must be designed to have a train-the-trainer focus and outcome in order to enhance training capacity in the respective police training academies of Angola, Tanzania, Seychelles and Mauritius;
3. Prepare a report on the outcome of and responses from the participants attending the regional training workshop;
4. In consultation with the law enforcement training authorities of Angola, Tanzania, Seychelles and Mauritius, and guided by the outcome and response from the regional training workshop, adapt the regional training module and materials as developed by the consultant into national training modules specifically meeting the needs of Angola, Tanzania, Seychelles and Mauritius respectively;
5. Prepare reports on the outcome of, and responses from, the participants attending the various national training workshops; and
6. Advise UNODC, SADC and SARPCCO as well as the relevant service provider who will be appointed by UNODC to develop an awareness-raising programme and awareness-raising materials in support of the regional and national training modules and training activities, with regard to the needs and requirements in relation to such awareness-raising materials to be used in training initiatives. Also, advise and consult with the aforesaid service provider regarding its responsibility to develop and implement an awareness-raising programme in police training academies and the wider public of Angola, Tanzania, Seychelles and Mauritius.

Indicators to evaluate the consultant's performance

Performance indicators are:

1. The quality and timely delivery of all required tasks as provided for in this terms of reference so as to ensure the successful development of the regional and national training modules and materials, the hosting of 1 (one) 5 days regional and 4 (four) 5 days national workshops and the presentation of the final training modules and materials to SADC, SARPCCO and the four countries namely Angola, Tanzania, Seychelles and Mauritius;
2. The submission of monthly progress report summarizing the services provided and progress made; and
3. The submission of all reports including the final comprehensive report as provided for in this terms of reference



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Contract and Duration

120 working days spread over 6 calendar months. The successful candidate should be able to take up her/his duties as soon as the contractual documentation has been finalized.

Duty Station

Pretoria with travel to Angola, Tanzania, Seychelles and Mauritius

Qualifications

1. University degree, preferably advanced level, in law, criminology, law enforcement or directly related social sciences;
2. At least 5 years relevant and professional experience including extensive knowledge of and 4 experience in law enforcement training with regard to human rights, gender-based violence and community policing;
3. Knowledge of the legal systems as well as socio-economical and geo-political drivers in SADC Member States will be highly desirable;
4. Proven quantitative and qualitative research and drafting skills;
5. Proven and extensive experience in the development of training curricula and materials;
6. Proven ability and experience in leading and facilitating training workshops on multidisciplinary and multicultural teams;
7. Multidisciplinary skills and the ability to communicate effectively;
8. Ability to work both independently and as part of a team;
9. Sensitivity to regional political, gender and cultural balance;
10. A high standard of professionalism;
11. Ability to engage in regional travel as the consultant may be required to travel; and
12. Fluency in English (written and spoken) with excellent drafting and communication skills. Ability to communicate in Portuguese will be highly desirable.

Application

Interested parties must submit the following documentation:

1. A comprehensive **curriculum vitae** including three contactable references (certified copies of qualifications may be requested from successful applicants);
2. A detailed **implementation plan/ technical proposal** in accordance with the scope of work, expected outputs and deliverables provided for herein.



3. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs i.e. daily consultancy fee, flight tickets, accommodation, and printing.

The submitted plan will be evaluated in terms of the quality of complete coverage of all aspects of the terms of reference, timeliness in relation to research, analysis and production of a draft report as well as compliance with qualifications as provided for herein.

Required expertise and Submission evaluation

All submissions will be assessed against the following criteria:

	REQUIREMENTS	WEIGHT
Education of the consultant	Minimum first university degree (preferably advanced level) in law, criminology, law enforcement or directly related to social sciences	15
Capacity, expertise and experience of the consultant	At least 5yrs professional experience and 4 yrs extensive knowledge in law enforcement training in human rights, gender-based violence and community policing.	15
Understanding of the project requirement/objectives	Sound understanding of requirements reflected in the presentation of reviewed literature	15
Knowledge and experience in development of training materials	Proven and extensive experience in the development of training curricula and materials	15
Training experience	Experience in leading and facilitating training workshops	10
Value for money	The value that UNODC will receive from the service provider	30

Payment schedule

In full consideration for satisfactory completion of services as provided for in these terms of reference and subject to receipt of monthly progress reports as provided for herein, UNODC shall pay the consultant:

- 20% upon signature of contract and approval of the inception report;
- 30% upon completion of the regional training module completion of the regional training workshop and submission of the regional training workshop report;
- 20% upon submission of the national training modules, completion of the National Training workshops and submission of the respective National Training workshop reports; and
- 30% upon presentation of the final training modules and materials to SADC and SARPCCO.



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Application Deadline

The deadline for submission of applications is **29 April 2013**. Applications can be submitted to UNODC: Procurement Unit: procurement.za@unodc.org.

Please use reference number XASV23/IC/01-GBV. Faxed and late applications and submission will not be accepted.

Enquiries

All enquiries regarding this consultancy should be sent by email to tumi.moche@unodc.org no later than 5 days before the deadline.

Copyright, Patents and other proprietary right

UNODC shall be entitled to all copyrights, patents and other proprietary rights and trademarks with regard to the products or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequences of or in the course of the execution of the contract.

All plans, reports, recommendations, estimates, documents and data compiled by the service providers under the contract shall be the property of UNODC and shall be treated as confidential. All confidential documents should be delivered to the relevant people within UNODC during the project duration and upon completion.