

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Hiring Office:	UNFPA Turkey Country Office, Ankara
Purpose of consultancy:	<p>The Gender-Based Violence Information Management System (GBV IMS) was created to harmonize data collection on GBV in humanitarian settings, to provide a simple system for actors providing services to GBV survivors to collect, store and analyze their data and to enable the safe and ethical sharing of reported GBV incident data within and between relevant entities. The intention of the GBV IMS is both to assist service providers to better understand the GBV cases being reported, as well as to enable actors to share data internally across project sites and externally with agencies for broader trends analysis and improved GBV coordination and response.</p> <p>In 2015, the Global GBV IMS Steering Committee launched Primero/GBV IMS+. Built off decades of lessons learnt from the legacy GBVIMS, the platform was developed to enable humanitarian actors to safely and securely collect, store, manage and share data for protection-related incident monitoring and case management. The system was developed by UNFPA, IRC, UNICEF, Save the Children, IMC, and TdH. Alongside the ‘legacy’ GBV IMS, Primero/GBV IMS+ are the only endorsed tools for GBV information management in humanitarian contexts at the inter-agency level.</p> <p>As the lead of the GBV Sub-Cluster in Turkey Cross-Border (TXB), UNFPA is responsible for the overall coordination of the GBV IMS+ process. The GBV IMS Coordinator (Inter-Agency), working under the supervision of the GBV Sub-Cluster Coordinator and hosted by UNFPA, will facilitate and strengthen the implementation of the system in TXB, supporting the organizations and agencies using the GBV IMS/GBV IMS+ for data collection through their service provision to GBV survivors.</p> <p>With the support of the GBV Sub-Cluster Coordinator and the GBV IMS Task Force, the incumbent will provide technical support to the organizations using the GBV IMS for data collection through their service provision to GBV survivors. She/he will lead the TXB coordination efforts to roll-out the GBV IMS+ among potential additional GBV IMS users, in the frame of the GBV IMS Task Force.</p> <p>The incumbent will work closely and in collaboration with UNFPA, Global Communities, UNICEF GBV focal points in Turkey Cross-Border, as well as with the other GBV IMS+ organizations, the GBV IMS Task Force, the GBV Sub-Cluster, the GBV IMS Global Technical Team and all relevant stakeholders and/or coordination bodies. The GBVIMS Inter-Agency Coordinator will help to establish sustainable mechanisms and build national capacity to continue implementation of the GBVIMS+.</p> <p>The GBV IMS Coordinator (Inter-Agency) hosted by UNFPA will assume a neutral role in her/his functions, provide impartial support to the GBV IMS+ organizations and represents interests of the GBV IMS Task Force.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will be responsible for:</p> <p>1. Coordination</p> <ul style="list-style-type: none"> • Lead the GBV IMS Task Force, following an agreed-upon work plan and priorities. • Convene and facilitate regular GBV IMS Task Force meetings between users of the GBV IMS+ and supporting Agencies to share and discuss achievements and challenges and jointly identify solutions to the issues/problems related to the roll out. • Maintain and update the implementation plan of the GBV IMS+ roll-out in TXB, ensuring a clear implementation process. • Provide regular updates to the GBV IMS Task Force on the implementation process. • Ensure ongoing communication between the GBV IMS Task Force and the GBV Sub-

Cluster and between the GBV IMS Task Force and the Global Technical Team.

- Facilitate, if/when needed, linkages between the GBV IMS and other information management systems being used in the TXB Response.
- Perform additional tasks related to the coordination of the GBV IMS, as stated by the Information-Sharing Protocol.
- Lead the process of revising the Inter-Agency Information-Sharing Protocol with organizations and agencies using the GBVIMS+ who wish to share information;
- Act as primary focal points for communication with the GBVIMS Global Technical Team and Steering Committee, while engaging in-country representatives of the Steering Committee.
- Assist with any other issues related to the coordination of the GBV IMS (such as updating the list of the GBV IMS focal points; presenting recommendations on inclusion of new members, responding to any breaches of the Information-Sharing Protocol; assessing the respect of the Information-Sharing Protocol ground rules etc).

2. Capacity Building

- Identify GBV service providers meeting requirements to join the GBVIMS+ and train them to use the GBV IMS+ tools through technical support, training, and quality assurance;
- Continuously identify/assess the capacity development needs arising among the GBV IMS+ organizations and liaise with the GBV Sub-Cluster and the GBV IMS Global Technical Team for diligent follow-up;
- Deliver trainings on GBVIMS+ in liaison with the GBV IMS Global Technical Team;
- When possible, provide technical support for troubleshooting on the Incident Recorder/GBV IMS+ platform;
- Conduct revisions and provide context specific inputs to documentation (i.e. coding, intake and consent forms) and training materials produced in support of the GBV IMS+.
- Conduct continuous monitoring of the use of GBV IMS/GBV IMS+ tools through discussions and meetings with GBV IMS/GBV IMS+ actors.
- Help to establish sustainable mechanisms and build national capacity for the implementation of the GBV IMS+.
- Document challenges, good practices and lessons learned from the GBV IMS+ roll-out/implementation process.

3. Information and Analysis

- Participate in and facilitate the revision process of the Information-Sharing Protocol.
- Conduct quality checks on the data provided by the data gathering organizations and liaise bilaterally with them as needed.
- Support the consolidation of quarterly reports from the GBV IMS+ users and return to the data gathering organizations in a timely manner for their analysis.
- Call and facilitate quarterly data analysis sessions with GBVIMS+ users to review consolidated data and formulate recommendations on the identified trends.
- Support the data gathering organizations to analyze the compiled trends.
- In coordination with the GBV IMS Task Force members, produce analytical reports for programming and advocacy purposes and every other relevant use (such as the HNO, joint proposals, etc) based on consolidated data collected by the data gathering organizations.
- Support with addressing external requests for information sharing in coordination with the GBV IMS Task Force, in line with the Information-Sharing Protocol.

4. Facilitation and Representation

- Help organizing missions to Gaziantep and facilitate the delivery of technical

	<p>outputs.</p> <ul style="list-style-type: none"> • Represent the GBV IMS Task Force as requested. • Present the GBV IMS trends and analysis from quarterly and annual reports to the GBV Sub-Cluster meetings, as specified in the Information-Sharing Protocol. • Present the GBV IMS trends and analysis from quarterly and annual reports to ad-hoc fora meetings, as specified in the Information-Sharing Protocol. • Perform any other tasks as requested by the supervisor.
Duration and working schedule:	11 months from 1 February 2022 to 31 December 2022
Place where services are to be delivered:	The consultancy will be home based.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The IC will provide monthly activity reports (electronic).
Monitoring and progress control:	The acceptance of services at the end of each completed month will be certified through a Certification of Payment to be counter signed by both parties (IC and UNFPA) and a monthly activity report to be submitted by the consultant including the details of completed tasks and progress.
Supervisory arrangements:	Under the overall supervision of UNFPA Representative, the Consultant reports to UNFPA GBV Programme Specialist.
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<p><u>Minimum Qualification and Experience:</u></p> <ul style="list-style-type: none"> • Master's degree in international relations/development, gender studies, human rights and humanitarian law, social sciences, communication or related fields. • Minimum of 5 years of relevant international experience in GBV programming and Information Management, Reporting and Data Analysis, M&E in the context of emergency response. • Proficiency in written and spoken English and Arabic is required. • Strong knowledge on Microsoft Office, Windows-based applications, integrated web-based management systems, spreadsheets and databases. <p><u>Skills and Competencies:</u></p> <ul style="list-style-type: none"> • Academic and/or professional work experience on data analysis through the use of statistical software programs is an asset. • Excellent knowledge of gender issues in contexts of emergency, particularly GBV/Protection and case management, including relevant international human rights and humanitarian standards is an asset. • Demonstrated understanding of issues related to confidentiality, data safety and other ethical concerns related to the sharing on sensitive data between humanitarian agencies is an asset. • Experience in coordination among UN Agencies, International and Local Organizations. • Experience in utilizing the following international tools: GBV Standard Operating Procedures, GBV Information Management System, IASC GBV Guidelines, IASC Gender Handbook; GBV Coordination Handbook is an asset. • Contextual knowledge of Syria, in particular Northwest Syria is an asset.

	<ul style="list-style-type: none"> • Previous working experience with the UN system is an asset. • Demonstrated organizational skills: the ability to work independently and productively, with multiple stakeholders in a fast-paced environment is an asset. <p><u>Core Competencies:</u></p> <ul style="list-style-type: none"> • Being accountable to achieving results. • Developing and applying professional expertise. • Thinking analytically and strategically. • Working in teams/managing ourselves and our relationships. • Communicating for impact. • Providing strategic focus. • Engaging internal/external partners. <p><u>Functional competencies:</u></p> <ul style="list-style-type: none"> • Delivering results-based programmes. • Internal and external communication and advocacy for resource mobilization. • Providing a technical support system. • Planning, organizing, and multi-tasking. • Managing data, documents, correspondence and reports.
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: Reem Khamis, UNFPA GBV Programme Specialist</p> <p>Date: 30 November 2021</p> 	