

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

| TERMS OF REFERENCE (to be completed by Hiring Office) | |
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| Hiring Office: | United Nations Population Fund (UNFPA) Country Office, Mongolia. |
| Purpose and background of consultancy: | <p>The overall objective of the consultancy is to develop/revise the user guideline of eGBV database at the National Police Agency and facilitate the police personnel capacity development intervention on data analysis and use.</p> <p>UNFPA Mongolia, in collaboration with the National Committee on Gender Equality (NCGE) with financial support from the European Delegation, is strengthening the national expertise in gender. Enhancing the capabilities of the government institutions in utilizing gender statistics is an important part of the intervention. UNFPA has supported the National Police Agency in establishing and maintaining an updated eGBV database. It is an administrative tool which records all Gender based violence (GBV) cases reported through the toll-free hotline across the country.</p> <p>Through revision of the user guideline of eGBV database and capacity development intervention, the relevant staff of National Police Agency at both national and sub-national levels will be equipped with knowledge and skills to meaningfully analyze, disseminate, and report eGBV data to multiple stakeholders, guiding informed decision-making.</p> |
| Scope of work: <i>(Description of services, activities, or outputs)</i> | <p>The following specific tasks are expected to be completed by the consultant:</p> <ol style="list-style-type: none"> 1. Desk review: Comprehensively review of the existing materials, of current practices of the eGBV database managers to analyze the situation and assess the capacity needs. Review international best practices in analyzing and reporting GBV administrative data for informed decision making to identify gaps and recommendations for the eGBV system with the support and guidance from the UNFPA Asia Pacific Regional Office Violence against women (VAW) Data advisor. 2. Stakeholder engagement: Organize validation of the capacity needs assessment in close consultation with relevant Police personnel on usage of eGBV. 3. Develop a guideline/training module: Develop a tailor-made guideline or training module for capacity building of the relevant Police personnel on eGBV data analysis, dissemination, and reporting under the support and direct guidance of the UNFPA APRO VAW Data advisor. The guideline/training module will include the feedback/comments from the stakeholder engagement process. 4. Facilitate the training: Co-facilitate the training for personnel of the Police Statistics Unit and Domestic Violence Division under the guidance and with the support of the APRO technical staff. 5. Documentation: Keep detailed records of the process to include in the final report. |

| Duration and working schedule: | <p>The national consultant is expected to work for 25 non-consecutive working days from March 18 to October 30, 2024, to conduct the desk review, develop and finalize the guideline, and organize the training.</p> <table border="1" data-bbox="472 232 1434 501"> <thead> <tr> <th data-bbox="472 232 900 271">Phases</th> <th data-bbox="906 232 1434 271">Expected timeline</th> </tr> </thead> <tbody> <tr> <td data-bbox="472 280 900 318">Desk review</td> <td data-bbox="906 280 1434 318">April-May, 2024</td> </tr> <tr> <td data-bbox="472 327 900 365">Stakeholder Engagement</td> <td data-bbox="906 327 1434 365">Throughout consultancy</td> </tr> <tr> <td data-bbox="472 374 900 412">Develop the guideline/module</td> <td data-bbox="906 374 1434 412">June, 2024</td> </tr> <tr> <td data-bbox="472 421 900 459">Facilitate the training</td> <td data-bbox="906 421 1434 459">TBC in late August or September, 2024</td> </tr> <tr> <td data-bbox="472 468 900 506">Documentation</td> <td data-bbox="906 468 1434 506">Throughout the consultancy</td> </tr> </tbody> </table> | Phases | Expected timeline | Desk review | April-May, 2024 | Stakeholder Engagement | Throughout consultancy | Develop the guideline/module | June, 2024 | Facilitate the training | TBC in late August or September, 2024 | Documentation | Throughout the consultancy |
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| Phases | Expected timeline | | | | | | | | | | | | |
| Desk review | April-May, 2024 | | | | | | | | | | | | |
| Stakeholder Engagement | Throughout consultancy | | | | | | | | | | | | |
| Develop the guideline/module | June, 2024 | | | | | | | | | | | | |
| Facilitate the training | TBC in late August or September, 2024 | | | | | | | | | | | | |
| Documentation | Throughout the consultancy | | | | | | | | | | | | |
| Place where services are to be delivered: | 1. Ulaanbaatar, Mongolia | | | | | | | | | | | | |
| Deliverables and due dates | <p>The consultant will complete and submit following deliverables within the specified deadlines. Hereto:</p> <ol style="list-style-type: none"> 1. Present the outline of the assignment to UNFPA Mongolia and NPA (Due by 27 March, 2024) 2. Complete desk review (Due by 30 June, 2024) 3. First draft of the guideline/module (Due by 30 July, 2024) 4. Finalize the guideline (Due by 31 August, 2024) 5. Facilitate the training (in late September or early October, <i>final dates TBC with UNFPA APRO Advisor</i>) <p>The consultant will work closely with UNFPA APRO VAW Data advisor, UNFPA Mongolia CO and relevant Police personnel throughout the consultancy. Bi-monthly (or as needed) online-meetings with UNFPA APRO VAW Data advisor is planned.</p> | | | | | | | | | | | | |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | <p>The consultant will work in close consultation with the CO Gender Team of UNFPA and provide regular written (an email) progress updates on a bi-weekly basis. UNFPA CO has a right to request additional information and updates if need be.</p> <p>The Gender Team of UNFPA will provide a format for a bi-weekly update report as well as for the end-of-consultancy report.</p> | | | | | | | | | | | | |
| Supervisory arrangements: | The consultant shall work under the direct guidance of APRO technical advisor and supervision of the Gender Programme Analyst. In overall, the IC will work closely and consult with the M&E analyst and management of UNFPA Mongolia CO whenever needed. | | | | | | | | | | | | |
| Expected travel: | No travel is expected. | | | | | | | | | | | | |
| Required expertise, qualifications, and competencies, including language requirements: | <p>Education:</p> <ul style="list-style-type: none"> ● Advanced university degree, at least a master’s degree in statistics, data science, social work, public health. ● Additional training in GBV data analysis, data management, ethics, and research methods would be valuable assets. | | | | | | | | | | | | |

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| | <p>Experience:</p> <ul style="list-style-type: none"> ● At least 5 years of proven experience working on data analysis and gender issues. ● Demonstrated knowledge of GBV concepts and dynamics, including familiarity of different forms of GBV, risk factors, and impact on the survivor. ● Substantial knowledge and familiarity with Mongolian legal and policy framework, specifically on GBV administrative data, the current context and situation, including recent developments and challenges in the country. ● Knowledge in quantitative and qualitative data analysis methods. ● Experience in ethical data handling and anonymization, ability to ensure data privacy, confidentiality, and security throughout the analysis and dissemination process. ● Strong data visualization skills, ability to present data findings in clear, concise, and impactful ways for diverse audiences. ● Experience in working with United Nations and engaging with government and ministries, development partners as well as CSOs, is an advantage. ● Advanced and demonstrated analytical and writing skills. <p>Required competencies and skills:</p> <ul style="list-style-type: none"> ● Exemplifying integrity and accountability; ● Demonstrates commitment to human rights and development principles and values; ● Excellent communication skills; ● Planning, organizing, and achieving results; ● Thinking analytically and strategically; ● Working in teams/managing ourselves and our relationships; ● High level report writing and presenting skill. <p>Language</p> <ul style="list-style-type: none"> ● Fluency in both English and Mongolian is required for both writing and speaking. (Mongolian for effective communication with relevant partners, facilitation of training and English for accessing international best practices, resources and communicating with UNFPA APRO experts and UNFPA Mongolia). |
| <p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p> | <ol style="list-style-type: none"> 1. The consultancy service will be governed by UNFPA’s terms and conditions for Individual consultant contract. 2. The price offer is subject to negotiation by UNFPA should it exceed allowed threshold. <p>Schedule of payment:</p> <ol style="list-style-type: none"> 1. 20% of the payment shall be paid upon the completion of the desk review; 2. 50% of the payment shall be paid upon the acceptance of the developed guideline; 3. 30% of the payment shall be paid upon the completion of the final training and submission of the final report. |

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| <p>UNFPA reserves the right to withhold up to 30% of the total fee in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNFPA.</p> |
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