**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **TERMS OF REFERENCE  (to be completed by Hiring Office)** | |
| Hiring Office: | Belarus CO |
| Purpose of consultancy: | National consultant to provide programme and expert support for implementation of the activities within the international technical assistance project «**Strengthening national capacity to counteract gender-based violence (with focus on domestic violence) in the Republic of Belarus»** |
| Scope of work:  *(Description of services, activities, or outputs)* | To provide programme and expert support in conducting the events within the project, including presentation of the results of the surveys on prevalence of violence against women, economic costs of domestic violence in Minsk and 2 regions, conducting of 5 readings of play SEVEN in Minsk and regions, conducting of the Regional European workshop on men engagement in gender equality, piloting the model of specialised services for survivors of domestic violence at 2 state-run Territorial Centers of Social Services for the population, development of online training course on gender-based and domestic violence for key professionals, conducting training on work survivors of domestic violence with focus on most vulnerable groups in the following areas:   * Undertaking programme and communication (if needed) arrangements required for the successful planning and delivery of mentioned above events organized within the project in close collaboration with other project team members (drafting of events’ concept notes and agendas, preparing training materials, maintaining contacts with national and international experts in programmatic area); * Supporting programme coordinator in all relevant work connected with the implementation of the smooth project implementation; * Ensuring quality of preparation and coordination of the events; * Supporting programme coordinator in project related negotiations with national and international partners and experts; * Coordinating project activities with partners engaged in project activities at national and local levels; * Draft of project reports; * Translating and drafting letters and other programme documents as well as providing oral translation as may be assigned by supervisor * Other assignments identified by the supervisor. |
| Duration and working schedule: | September 2018 – March 2019, 7 months   * Programme and experts support provided for presentation of the results of surveys on prevalence of violence against women, economic costs of domestic violence in Minsk – **by end September 2018**; * Programme support provided for presentation of the results of surveys on prevalence of violence against women, economic costs of domestic violence in 2 regions (concrete regions will be identified later) – **by end of October 2018**; * Programme support provided for the Regional European workshop on men engagement in gender equality in Minsk – **by end of November 2018**; * Programme support provided and coordination of 5 readings of the play SEVEN, ensured – **in Minsk by end of November 2018, 4 in the regions - by end of December 2018**; * Programme support provided for development of online training course on gender-based and domestic violence for key professionals – **by end of January 2019;** * Programme support provided for training in Minsk on work survivors of domestic violence with focus on most vulnerable groups – **by end of February 2019;** * Programme support provided for piloting the model of specialized services for survivors of domestic violence at 2 state-run Territorial Centers of Social Services for the population **– by end of March 2019** * Draft report/s of the project – **by end of March 2019**.   Work will be conducted in the office in a close contact with the project team. Travel to the regions where the project activities will be held is expected. |
| Place where services are to be delivered: | Minsk, Belarus. Travel to regions of Belarus is expected. |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | All the activities specified are conducted in a timely manner meeting all planned objectives, namely,   * Presentation of the results of surveys on prevalence of violence against women, economic costs of domestic violence in Minsk – **by end September 2018**; * Presentations of the results of surveys on prevalence of violence against women, economic costs of domestic violence in 2 regions (concrete regions will be identified later) – **by end of October 2018**; * Regional European workshop on men engagement in gender equality in Minsk – **by end of November 2018**; * Five readings of the play SEVEN – **in Minsk by end of November 2018, 4 in the regions - by end of December 2018**; * Developed online training course on gender-based and domestic violence for key professionals – **by end of January 2019;** * Training on work survivors of domestic violence with focus on most vulnerable groups in Minsk – **by end of February 2019;** * Established model of specialized services for survivors of domestic violence at 2 state-run Territorial Centers of Social Services for the population **– by end of March 2019;** * Draftreport/s of the project – **by end of March 2019.** |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Written report on activities conducted on a monthly basis; attendance of weekly staff meetings; ad-hoc meetings with the supervisor; participation in the meetings with different partners and reporting on the outcomes. |
| Supervisory arrangements: | The Consultant works under the overall guidance and reports to the UNFPA CO Belarus Programme Associate (as of 1st of October – Programme Analyst on Gender). |
| Expected travel: | Minsk, Belarus  Travel to regions is expected. |
| Required expertise, qualifications and competencies, including language requirements: | * University Degree in Social Sciences, Gender studies, Public Administration or other related field * Five years of responsible administrative or programme experience or experience in any other relevant field * Experience in projects funded by international donor is highly desirable * Experience in gender equality/gender-based violence thematic is highly desirable * Proficiency in Russian and/or Belarusian * Fluency in English is required * Experience in the usage of computers and office software packages (MS Office, Excel, e-mail, etc.) |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | The UNFPA provides all relevant background materials, office space and necessary equipment as well as covers travel expenses. |
| Other relevant information or special conditions, if any: | Payment schedule: monthly installments, based on approved monthly report on completed tasks. |
| Signature of Requesting Officer in Hiring Office:  Date: | |