

**Terms of Reference for Individual Consultant- Development of
the National Strategy and Framework of Action to Eliminate
Gender-Based Violence (GBV)**

Hiring Office:	UNFPA Bhutan
Background and Purpose of consultancy:	<p>UNFPA Country office is looking to hire a national consultant to assist the Regional GBV specialist, NCWC and UN Bhutan to develop a National Strategy and Framework of Action to Eliminate Gender-Based Violence. The UNFPA Country office in collaboration with UNICEF and UNDP (UN Bhutan) in Bhutan, along with the Women and Children Division, Secretariat to National Commission for Women and Children are jointly implementing this project.</p> <p>GBV remains a key developmental challenge in Bhutan, and it affects people of all genders and ages and has far-reaching consequences for individuals, families, communities, and society at large, bearing negatively on the overall development of the country.</p> <p>The government has policies and laws that prioritize GBV prevention and response, and numerous efforts have been made in Bhutan to address gender-based violence. However, in absence of a national strategy, these endeavors have remained fragmented. Recognizing the urgency of addressing this issue through a holistic and coordinated approach, a national strategy and framework of action to eliminate GBV in Bhutan will be developed. The Strategy aims to strengthen and institutionalize work on GBV towards developing a culture of zero tolerance to GBV.</p> <p>The strategy is an essential step towards achieving gender equality, justice, and social cohesion in Bhutan, as per the UN Sustainable Cooperation Framework (UNSDCF) 2024-2028. This UNSDCF is aligned with national development priorities, the 2030 Agenda and the principles of the UN Charter. It embodies the spirit of partnership to drive transformative change, ensuring that the promise of leaving no one behind becomes a reality.</p> <p>The national consultant will be responsible for assisting UN Bhutan and NCWC to develop the national strategy and framework of action to eliminate GBV. Under overall guidance of the NCWC and support of UN Bhutan, the consultant will organize stakeholders’ consultations, conduct surveys, draft, and finalize the strategy document.</p>

<p>Scope of work: (Description of services, activities, or outputs)</p>	<p>The development of National Strategy and Framework of Action to eliminate gender-based violence will be led by the consultant under guidance of NCWC and working committee with technical support from UNFPA Regional GBV specialist and UN Bhutan.</p> <p>The national consultant is required to facilitate the consultations and workshops, conduct surveys/ FGD/KIIs and consolidate content and develop the document. Key responsibilities are as follows:</p> <ol style="list-style-type: none"> 1. Work under the guidance of NCWC and UN Bhutan, to develop the content and design of the strategy document. 2. Conduct a desk review of the existing literature including policies plans, SOPs, reports and guidelines related to GBV prevention and response in line with the objective of this assignment. 5 Days 3. Coordinate the 3-day preparatory learning sessions led by Regional GBV specialist for the working committee and stakeholders for in-depth understanding of GBV and its components in addressing GBV. (proposed date: 3rd week of June) 4 Days 4. Organize 3-day workshop among working committee members, led by Regional GBV specialist to review and adapt survey tools, and develop strategy roadmap. (proposed date: 4th week of June) 4 Days 5. Coordinate and conduct consultation workshops with stakeholders and conduct surveys to collect data and information to develop GBV response and prevention diagram, map of services access by geographical area/population distribution. 14 days 6. Responsible for collecting and organizing all the information from meetings and workshops and developing a draft strategy and action plan document with inputs from stakeholder consultations, Focus Group Discussion/Key Informant Interviews and under the supervision of regional GBV specialist and working committee to ensure smooth group consultation process. 5 days 7. Organize 3-day stakeholder consultation, strategy development and action planning workshops, led by Regional GBV specialist. (Proposed date 2nd week of August) 4 Days 8. Incorporate feedback from the stakeholder consultation workshop. Present draft strategy and framework of action to the working committee and stakeholders for review and feedback. Incorporate feedback and update information to finalize and submit the final copy-edited strategy in proper design format. This should include proof reading of the entire document. 5 Days 9. Provide any other support as and when required by the working committee members. <p>Output: Final draft of the National Strategy and Framework of Action to Eliminate Gender-Based Violence, 2024-2028</p>
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Duration and working schedule:	41 working days spread over four months (Mid-June-Mid October)
Place where services are to be delivered:	Thimphu, Bhutan
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Payment Schedule:</p> <ul style="list-style-type: none"> ● 50% of payment upon completion and submission of narrative report, that will include strategy road map, diagrammatic representation of Multisectoral model for GBV prevention and response and mapping of services access by geographic area/population distribution. ● 50% of final payments upon acceptance of the final strategy by the UN and NCWC.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Weekly progress report with GBV Elimination Strategy Focal, Women and Children Division, MoESD.
Supervisory arrangements:	The consultant will report directly to the Chief of Women and Children Division, MoESD
Expected travel:	NA
Required expertise, qualifications and competencies, including language requirements:	<p>Education</p> <p>A masters degree in communication, media, social sciences, gender studies, anthropology, management, public policy, or related social sciences. PhD is an asset.</p> <p>Knowledge and Experience</p> <ul style="list-style-type: none"> ● At least 5 years of professional experience in communications, gender equality and women’s empowerment, GBV, and sexual and reproductive health. ● Experience in gender and GBV reports, research, data collection and analysis, including interviews, surveys and focus group discussions is an asset. ● Experience in the development and delivery of training programs, evaluation, and consultations workshops preferable from gender perspectives. ● Knowledge of women’s human rights instruments (international and national). <p>Language and other skills:</p> <ul style="list-style-type: none"> ● Excellent writing, editing and communication skills;

	<ul style="list-style-type: none"> • Computer skills, including internet navigation skills and various office applications; • Ability to work in a team of diverse stakeholders.
Input/services to be provided by UN Bhutan or implementing partner (e.g. office space, equipment)	<p>MOESD will provide the consultant with the following where necessary:</p> <ul style="list-style-type: none"> • Office space to work. • Any logistical support to convene workshops and surveys. <p>Provide access to documents and support meetings with stakeholders when and where necessary.</p>
Other relevant information or special conditions, if any:	Submit the work plan and methodology during your application for the consultancy.
Copyright	The copyright of the final product of this assignment will remain with the National Commission for Women and Children, Royal Government of Bhutan.
Confidentiality	The Consultant/Consultancy Firm must maintain confidentiality of all matters relating to this assignment including the official correspondence with the NCWC and other agencies working in the related assignment. Unless otherwise authorised by an appropriate official of the NCWC, the Consultant/Consultancy Firm shall not communicate any information that has not been made public but known to the Consultant/Consultancy Firm because of their association with the NCWC at any time to media or any other institutions, individuals or other external authorities. Furthermore, the Consultant/Consultancy firm shall not use such information without the written authorization of NCWC for any other purpose, and these obligations shall remain even after the completion of the assignment. Failure to abide by this Clause shall be dealt with as per the appropriate laws of the Kingdom.
Other relevant information or special conditions, if any:	<p>Copyright of the final document will remain with the Women and Children Division, Ministry of Education and Skills Development.</p> <p>All information pertaining to this project belong to Women & Children Division and remain the property of WCD, with exclusive rights over their use. The deliverables will be treated as WCD's property. The tools, reports or any other materials cannot be sold, used, or reproduced in any manner without the approval of WCD.</p> <p>Copy right of the final document will remain with the Women and Children Division, Ministry of Education and Skills Development.</p> <p>All information pertaining to this project belong to Women & Children Division and remain the property of WCD, with exclusive rights over their use.</p> <p>The deliverables will be treated as WCD's property. The tools, reports or any other materials cannot be sold, used, or reproduced in any manner without the approval of WCD.</p>