|  |  |  |
| --- | --- | --- |
| Terms of Reference | **United Nations Development Programme** | bundp170mm |

Title: External Consultancy

Review of the National Strategy for Preventing and Combating Violence against Women in Family and in Intimate Partner Relations (2011-2015)

Project: “Integrated Response to Violence against Women and Girls in Serbia II”

Reporting to: Programme Officer

**Duty Station: Belgrade, Serbia**

**Duration: 35 expert days in the period October 2017-Febrary 2018**

**Contract Type: Individual contract**

**Background**

|  |
| --- |
| a. **Purpose**  To review the sustainability and challenges in implementation of the National Strategy for Preventing and Combating Violence against Women in Family and in Intimate Relations 2011-2015, to identify examples of good practice in combating violence against women in Serbia and to provide lessons learnt and recommendations to be taken into account in preparing the new National Strategy for Preventing and Combating Violence against Women 2017-2020.  **b. Objective**  To contribute to decreasing VaW in Serbia.  **c. Background Information**  Over the past decade, Republic of Serbia has established gender equality mechanisms at all branches and levels of power: legislative, executive and independent monitoring bodies, at national, provincial and local levels. The government has ratified key international conventions, enacted a body of relevant laws, developed instruments and policies to eliminate gender based violence. Country’s priorities are outlined in the National Strategy for Preventing and Combating Violence against Women in Family and in Intimate Partner Relations (2011-2015). The document is aligned with the international standards, particularly with the Council of Europe Convention on Preventing and Combating Violence against Women (ratified in 2013 and entered into force on 1st August 2014). The Strategy was adopted at a session of the Serbian Government on the 1st of April, 2011 (Official Gazette of the Republic of Serbia No. 027/2011 of April 20th, 2011) and refers to period from 2011 to 2015. Activities on Strategy development were coordinated by the Gender Equality Directorate of the Ministry of Labor and Social Policy as part of the Combating Sexual and Gender Based Violence project[[1]](#footnote-1), and in course of Strategy development the Victimology Society of Serbia was consulted. Consultations were also held with representatives of civil society organizations, judiciary and public administration authorities, as well as with experts engaged with the project Combating Sexual and Gender Based Violence.  Development of the Strategy represented an expression of the Government’s determination to promote the protection of women from violence in the family and in intimate partner relationship. The initial framework for Strategy development was articulated and adopted in 2007 during the National Conference on Combating Violence against Women as a set of guidelines for determining areas of special priority.  The strategic areas and strategic goals are defined in accordance with the international recommendations and situation analysis in Serbia, and developed through the following four balanced areas:   1. Prevention (Outcome: Establish a system of primary, secondary and tertiary prevention) 2. Normative framework (Outcome: Improve normative framework for protection of women from violence) 3. Multisectoral cooperation and capacity building of authorities and specialized services (Outcome: Improve multisectoral cooperation and raise capacities of authorities and services) 4. Protection and support system for victims (Outcome: Improve the system of protection and support for victims of violence).   The primary beneficiary group are women in general, but the Strategy places special focus on the groups of women exposed or at risk of being exposed to multiple discrimination, as well as vulnerable groups of women: women with disabilities, Roma women, mothers of children with disabilities, developmental disabilities or chronic diseases, rural women, elderly women, refugee and internally displaced women and other. The Strategy also considers the issue of children affected by domestic violence.  The secondary beneficiary group include: relevant authorities and services, such as social welfare centers, police, prosecutors, judges, healthcare workers, women NGOs specialist service providers, media, decision makers, children and youth in educational institutions, local self-governments and local gender equality councils, perpetrators of violence.  Strategy was to some extent implemented through the Joint Project *Integrated Response to Violence against Women in Serbia*, executed by UN Agencies in Serbia: UNDP, UN Women and UNICEF. The project contributed to the implementation of the first, third and fourth strategic area. |

|  |
| --- |
| **Description of Responsibilities**  **a. Scope of work**  The review of the National Strategy for Preventing and Combating Violence against Women in Family and in Intimate Partner Relations (2011-2015) should assess sustainability and challenges in implementation of the Strategy. It should assess what worked and why, highlight intended and unintended results, illustrate examples of good practice and provide strategic lessons to inform stakeholders and decision-makers and guide working group to develop the new strategic document on prevention and protection of women from gender-based violence.  The Contractor will review, analyze and provide conclusions and recommendations on the following:   * The extent to which outcomes and objectives continue to be relevant to the needs of women and girls * The degree to which the Strategy activities have been successfully implemented and desired outcomes and objectives achieved. * What factors contributed to achieving or not achieving objectives. * Assess the role of stakeholders in Strategy implementation. * The level of stakeholders’ satisfaction with Strategy implementation and results. * What should be taken into account in delivering a new strategy. * **Methodology**   A set of mixed methodologies will be used (desk review, secondary data analysis, content analysis of the collected data, documents and literature, meetings with key stakeholders). Objectively verifiable data should be collected whenever available, to supplement evidences obtained through meetings with stakeholders.  The review should focus on Strategy outcomes and objectives. It is also important to identify examples of good practices and give recommendations for the revision and development of the new Strategy. The review should be conducted through the following stages: inception, review and presentation.  **Inception stage**. During the inception phase following tasks should be performed:   * Initial meeting with representatives of Coordinating body for Gender Equality and the UNDP and reference group[[2]](#footnote-2) to agree the specific design and methods for the review, what is appropriate and feasible to meet the review purpose and objectives. * Desk review of relevant sources of information (National Strategy for Preventing and Combating Violence against Women in Family and in Intimate Relations 2011-2015, project document *Combating Sexual and Gender-Based Violence against Women* and document of the Joint Project *Integrated Response to Violence against Women in Serbia*, evaluation of the project *Integrated Response to Violence against Women in Serbia*, Evaluation of the *National Action Plan for the Implementation of the National Strategy for Improving the Position of Women and Promoting Gender Equality in the Republic of Serbia – Final Report*, *Strategy for Protection against Domestic Violence and Other Forms of Gender Based Violence in Vojvodina 2008-2012, Program for the Protection of Women from Domestic and Intimate Partner and other Forms of Gender Based Violence in Vojvodina 2015-2020, National Strategy for Gender Equality 2016-2020).* * Preparation of the inception report with work plan and review methodology. Organization of the workshop with the reference group in order to discuss their perceptions of activities undertaken, their role in the Strategy implementation and their influence on the Strategy results, as well as the availability of information and the Strategy’s context. The consultant will present the inception report to the reference group.   **Review stage.** This stage consists of:   * Secondary data analysis which includes collecting and reviewing data and literature on gender-based violence in Serbia. It also includes reviewing relevant national and international policies and frameworks and an assessment of political, economic and social context at national level in which Strategy was implemented. * Organization of meetings with key informants. Key informants will be defined in consultation with the Commissioner. * Production of case studies illustrating examples of good practice, as well as example of bad practice in developing multisectoral response to VaW at local level. Factors influencing the level of success or failure could also be considered – the community level of development, political, economic and social context, characteristics of institutions and professionals working in them, their coordination and communication, etc. * Report preparation which consists of presentation of preliminary findings to the reference group (following approval by the contractor) and discussion of the findings, preparation and submission of draft review report, collection of inputs from stakeholders and their integration in the findings; facilitation of the recommendation development and finalization and submission of the review.   **Presentation** of the main findings of the review to the working group for development of the new strategic document.  Stakeholders can be consulted while the review is being planned and implemented. Stakeholder involvement shall be secured through their participation in meetings and other methods of data collection. The stakeholders shall also be included in the distribution of the final review document.  A following set of information sources about the Strategy will be made available to the Contractor:   * National Strategy for Preventing and Combating Violence against Women in Family and in Intimate Relations 2011-2015, * Project document *Combating Sexual and Gender-Based Violence against Women*, * Document of the Joint Project *Integrated Response to Violence against Women in Serbia*, * Evaluation of the project *Integrated Response to Violence against Women in Serbia*, * Evaluation of the *National Action Plan for the Implementation of the National Strategy for Improving the Position of Women and Promoting Gender Equality in the Republic of Serbia – Final Report,* * *Strategy for Protection against Domestic Violence and Other Forms of Gender Based Violence in Vojvodina 2008-2012,* * *Program for the Protection of Women from Domestic and Intimate Partner and other Forms of Gender Based Violence in Vojvodina (2015-2020)* * *National Strategy for Gender Equality (2016-2020).* * **List of annexes provided with the ToR:** * ANNEX IA: Required structure of the Inception Report * ANNEX IB: Structure of review report * ANNEX II: Ethical Code of Conduct for UNDP Evaluations |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Deliverables** **and** **Timeline**   It is expected that the review will be completed 35 days upon signing the contract, with the following deliverables due:   |  |  |  | | --- | --- | --- | | **Deliverables** | **Duration** | **Deadline** | | Inception report including work plan and methodology prepared and accepted | 3 days | 5 days upon signing the contract | | Draft Report on approximately 10 pages prepared and accepted | 13 days | 20 days upon signing the contract | | Draft Review Report presented to the stakeholders | 6 days | 28 days upon signing the contract | | Final review report (max. 20 pages) with Executive Summary (max. 3pages) and recommendations for the new strategic document prepared and accepted | 4 days | 33 days upon signing the contract | | Main findings of the review presented to the working group for development of the new strategic document | 1 day | 35 days upon acceptance of the final review by the contractor |   The above time frames may change and get modified during the process implementation due to overall context challenges.  The review is commissioned by the Coordinating body for Gender Equality and the UNDP, who will provide advice to the selected consultant, allocate adequate funds and human resources provide coordination support to the reference group, review and recommend the acceptance of the final report to reference group, as appropriate.  The consultant is responsible and accountable for the quality of the products. The consultant is also responsible for the logistics: office space, administrative support, telecommunications, and printing of documents. Travel and accommodation costs will be reimbursed separately upon previous agreement with UNDP.  Payments for the deliverables will be made in up to 2 installments, upon billing by the Contractor and subject to quality review, clearance and acceptance by Commissioner and UNDP.  The criteria of utility, credibility, and relevance/appropriateness will be used for assessing the quality of the review report:  • The report has to be written in clear language (English)  • The Executive Summary should be an extremely short chapter (max 3 pages), highlighting the mandate, approach, key findings, conclusions and recommendations  • The information in the report has to be complete, well-structured and well presented  • The information in the report has to be reliable i.e. well documented and supported findings  • The information in the report has to address priority or strategic information needs  • Recommendations have to be concrete and implementable  • Human rights and gender equality perspective has been taken into account  The review has to be conducted in accordance with the principles outlined in the Ethical Guidelines for Evaluation. Code of conduct is enclosed as Annex II and constitutes integral part of this ToR. |

**Skills and Competencies for Consultant**

|  |
| --- |
| * Competence in the sector or issue of gender-based violence and gender equality; * Shares knowledge and experience and provides helpful feedback and advice; * Conceptualizes and analyzes problems to identify key issues, underlying problems, and how they relate; * Ability to identify beneficiaries’ needs, and to match them with appropriate solutions; * Excellent communication and interview skills; * Excellent report writing skills; * Responds positively to critical feedback and differing points of view; * Ability to handle a large volume of work possibly under time constraints; * Focuses on result for the client and responds positively to feedback;   Qualifications   * Minimum Bachelors or equivalent in a relevant field (preferably related to political and/or social sciences, with specific focus on gender equality and sexual and gender based violence); Master degree is an asset; * Minimum 5 years of relevant professional experience, preferably in the area of gender equality or gender-based violence; * Minimum 5 years of experience in evaluating and monitoring activities and projects. * Extensive knowledge of, and experience in applying, qualitative and quantitative analytical methods and in a wide range of analytical approaches; * Detailed knowledge of the role of the UN and its programming is desirable; Strong understanding of the development and political context and working experience in Serbia; * Excellent knowledge of written and spoken Serbian and English. Fluency and ability to communicate in English. |

ANNEX IA

### Required structure of the Inception Report

|  |
| --- |
| 1. Background and Context of Strategy 2. Description of Strategy 3. Purpose of Review 4. Review Objectives and Scope 5. Final version of Review Questions 6. Review Design and Methodology    1. Description of overall review design    2. Data sources (accesses to information and to documents)    3. Description of data collection methods and analysis    4. Limitations of the methodology proposed 7. Ethical considerations: a) Safety and security (of participants and consultant); and b) Contention strategy and follow up 8. Work plan with the specific timeline and deliverables (up to the submission of finalized report) 9. Annexes    1. Data collection Instruments    2. List of documents consulted so far and those that will be consulted    3. List of stakeholders/partners to be consulted    4. Draft outline of final report |

### ANNEX IB

### Structure of review report

1. **Title and cover page**
   * Name of the Strategy
   * Locations of the review conducted (country, region)
   * Period covered by the review (month/year – month/year)
   * Date of the final review report (month/year)
   * Name and/or organization of the consultant
   * Name of the organization(s) that commissioned the review
   * **Table of Content**
2. **List of acronyms and abbreviations**
3. **Executive summary of the main findings**

[A standalone synopsis of the substantive elements of the review report that provides a reader with a clear understanding of what was found and recommended and what has been learnt from the review. It includes]:

* + Brief description of the context and the policy being reviewed;
  + Purpose and objectives of review;
  + Intended audience;
  + Short description of methodology, including rationale for choice of methodology, data sources used, data collection & analysis methods used, and major limitations;
  + Most important findings with concrete evidence and conclusions; and
  + Key recommendations.

1. **Context of the Strategy** 
   * Description of critical social, economic, political, geographic and demographic factors within which the Strategy operated.
   * An explanation of how social, political, demographic and/or institutional context contributes to the utility and accuracy of the review.
2. **Description of the Strategy**

[The Strategy being reviewed needs to be clearly described. This information includes]:

* + Strategy duration, start year and end year
  + Description of the specific forms of violence addressed by the Strategy
  + Main objectives of the Strategy
  + Importance, scope and scale of the Strategy, including geographic coverage
  + Brief description of Strategy outcomes, objectives and key activities
  + Key assumptions of the Strategy
  + Description of targeted primary and secondary beneficiaries as well as key implementing partners and stakeholders
  + Budget and expenditure of the Strategy

1. **Purpose of the review** 
   * Why the review is being done
   * How the results of the review will be used
   * What decisions will be taken after the review is completed
   * The context of the review is described to provide an understanding of the setting in which the review took place
2. **Review objectives and scope** 
   * A clear explanation of the objectives and scope of the review.
   * Key challenges and limits of the review are acknowledged and described.
3. **Review Questions** 
   * The review questions listed and explained, as well as those that were added during the assignment (if any).
   * A brief explanation of the criteria used for review is provided.

**ANNEX II**

**Ethical Code of Conduct for UNDP Evaluations**

Evaluations of UNDP-supported activities need to be independent, impartial and rigorous. Each evaluation should clearly contribute to learning and accountability. Hence evaluators must have personal and professional integrity and be guided by propriety in the conduct of their business

Evaluators:

Must present information that is complete and fair in its assessment of strengths and weaknesses so that decisions or actions taken are well founded

Must disclose the full set of evaluation findings along with information on their limitations and have this accessible to all affected by the evaluation with expressed legal rights to receive results.

Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time, and: respect people’s right not to engage. Evaluators must respect people’s right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.

Evaluations sometimes uncover evidence of wrongdoing. Such cases must be reported discreetly to the appropriate investigative body. Evaluators should consult with other relevant oversight entities when there is any doubt about if and how issues should be reported.

Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the evaluation. Knowing that evaluation might negatively affect the interests of some stakeholders, evaluators should conduct the evaluation and communicate its purpose and results in a way that clearly respects the stakeholders’ dignity and self-worth.

Are responsible for their performance and their product(s). They are responsible for the clear, accurate and fair written and/or oral presentation of study limitations, findings and recommendations.

Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.

The evaluation must beconducted in accordance with the principles outlined in the UN Evaluation Group (UNEG) ‘Ethical Guidelines for Evaluation’ <http://www.unevaluation.org/ethicalguidelines>.

It is imperative for the evaluator(s) to:

* Guarantee the safety of respondents and the research team.
* Apply protocols to ensure anonymity and confidentiality of respondents.
* Select and train the research team on ethical issues.
* Provide referrals to local services and sources of support for women that might ask for them.
* Ensure compliance with legal codes governing areas such as provisions to collect and report data, particularly permissions needed to interview or obtain information about children and youth.
* Store securely the collected information.

The evaluator(s) must consult with the relevant documents as relevant prior to development and finalization of data collection methods and instruments. The key documents include (but not limited to) the following:

* World Health Organization (2003). *Putting Women First: Ethical and Safety Recommendations for Research on Domestic Violence Against Women*. [www.who.int/gender/documents/violence/who\_fch\_gwh\_01.1/en/index.html](http://www.who.int/gender/documents/violence/who_fch_gwh_01.1/en/index.html)
* Jewkes, R., E. Dartnall and Y. Sikweyiya (2012). *Ethical and Safety Recommendations for Research on the Perpetration of Sexual Violence*. Sexual Violence Research Initiative. Pretoria, South Africa, Medical Research Council. Available from [www.svri.org/EthicalRecommendations.pdf](http://www.svri.org/EthicalRecommendations.pdf)
* [Researching violence against women: A practical guide for researchers and activists](http://www.who.int/entity/gender/documents/women_and_girls/9241546476/en/index.html)   
  November 2005

[*http://www.path.org/publications/files/GBV\_rvaw\_complete.pdf*](http://www.path.org/publications/files/GBV_rvaw_complete.pdf)

* World Health Organization (WHO), ‘Ethical and safety recommendations for researching documenting and monitoring sexual violence in emergencies’ 2007, <http://www.who.int/gender/documents/OMS_Ethics&Safety10Aug07.pdf>

1. Project Combating Sexual and Gender Based Violence was implemented from 2009 to 2011 within Gender Equality Directorate of the Ministry of Labor and Social Policy, with expert and technical support of United Nations Development Programme (UNDP). The project was financially supported by the Government of the Kingdom of Norway. [↑](#footnote-ref-1)
2. Reference group will be defined by the contractor and should consist of representatives of the stakeholders and beneficiaries (implementers, implementing partners, donors and local beneficiaries). Reference group will assist in the collection of required data by being key informants, oversee the process of review development, participate in draft and final presentation of the review and submit comments and inputs in order to assure quality. [↑](#footnote-ref-2)