



**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**  
**CVA Consultancy**  
**UNFPA Jordan CO**

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Jordan Country Office.
Background	<p>Eradicating violence against women requires a comprehensive, holistic approach to address the impact on women’s physical and psychosocial health, as well as her participation in the economy and public life. Cash and voucher assistance (CVA) is now a common tool in humanitarian action used to meet the diverse needs of those affected by crisis and conflict, and it is on the rise. For example, CVA can help prevent early marriage or support GBV survivors to afford essential health or legal services.</p> <p>Currently, CVA aiming at covering basic needs are not always available to survivors in Jordan (for 63% the service was unavailable), a challenge compounded by a lack of flexibility in terms of amounts provided to meet the needs of survivors. Survivors who needed urgent cash assistance often were unable to receive it on the spot and might have to undergo multiple interviews before being able to receive cash. This is because most of the GBV-oriented organisations who work on referrals do not have tailored cash assistance embedded into their GBV case management programmes, forcing them to refer survivors to cash designed to cover basic needs. Survivors who were provided with monthly cash assistance to cover basic needs often reported that the amount was not enough to help mitigate risks of GBV.<sup>1</sup></p> <p>GBV actors in Jordan have made the following recommendations<sup>2</sup>:</p> <ul style="list-style-type: none"> <li>● Increase tailored cash based interventions for SGBV survivors including interventions which support identification of safe accommodation in urban areas while covering the rent through cash, as alternative to institutionalized shelters (for survivors not facing imminent risks).</li> <li>● Strengthen transportation options for survivors to seek help, for example cash for transportation.</li> </ul>
Purpose of consultancy:	<p>UNFPA is recruiting a consultant to support in designing programme for cash and voucher assistance within the gender based violence programme and SRH .</p> <p>UNFPA requires a concrete plan for the country office outlining key programmatic steps and proposed operational decisions focusing on:</p> <ul style="list-style-type: none"> <li>- Clear objectives for CVA to focus on cash for safe accommodation or for transport, with justifications based on existing programming and gaps</li> <li>- Validation or proposed updates of the selection process through case management, building on existing tools such as the WRC/Mercy Corps/IRC PDM template</li> <li>- Design of the CVA (amount, frequency, delivery mechanism/ financial service provider)</li> <li>- Draft monitoring plan and short/minimum info questionnaire for use by case managers or other IPs</li> <li>- Assess CVA modalities implemented for SRH programming and provide recommendations on how to enhance and integrate within current interventions.</li> </ul> <p>The consultant should also propose recommendations/ considerations for the following, which can be complemented and followed up by the country office:</p> <ul style="list-style-type: none"> <li>- multi-channel feedback via case management/IPs, SMS or hotlines etc. taking into account COVID-19 context/avoiding in-person contact</li> <li>- data protection considerations specific to the context or to the proposed delivery model</li> <li>- exit strategy considerations including linkages to national social protection and/or employment schemes</li> </ul> <p>There is a strong foundation – a growing global evidence base and inter-agency tools on CVA and GBV such as the CVA and GBV Compendium, WRC/MC/IRC package on CVA in GBV case management – that already exists on CVA and GBV. The consultant should adapt existing tools as relevant and refer to best practices on CVA in GBV in Jordan and the region.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> <li>- Carry out an inception meeting to ensure clear understanding of the TORs and expected outcomes and deliverables.</li> <li>- Gather the most updated assessments from the Cash Working Group and key actors such as UNHCR, WFP, IRC, UN Women and others e.g. on financial service providers to quickly and concisely provide a landscape of feasible delivery models for UNFPA.</li> </ul>

<sup>1</sup> Jordan GBV IMS Task Force Annual Report 2019

<sup>2</sup> UNHCR and UNFPA (co-chairs GBV IMS Task Force), IRC, UNICEF, Intersos, Jordanian Women’s Union, Jordan River Foundation, Institute for Family Health

	<ul style="list-style-type: none"> <li>- Carry out 2-3 virtual meetings with country-level stakeholders that have successfully mainstreamed CVA in their GBV programmes and SRH (to be facilitated in coordination with UNFPA).</li> <li>- Consult with UNFPA operation, management and program staff staff and partners.</li> <li>- Based on the above consultations, develop a CVA design plan in English including concrete recommendations and proposed operational aspects, including a) how CVA can be used as a GBV intervention (including through remote service packages), b) what challenges are foreseen and how they can be addressed/minimized, c) concrete design recommendations as per above.</li> <li>- Develop monitoring plan and questionnaire (based on existing tools) for monitoring the contribution of CVA interventions to GBV prevention and response.</li> <li>- Finalize the design/ model based on UNFPA's feedback;</li> <li>- Conduct a brainstorming session with the program team on program integration and CVA design plan</li> </ul>
Duration and working schedule:	30 working days starting July 20th 2020, to be completed by August 31, 2020.
Place where services are to be delivered:	UNFPA Jordan, Amman/Jordan. Remote/Online consultancy will be considered in line with government provision for COVID 19 containment
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	CVA design plan in English with detailed operational aspects of CVA as part of the GBV programme. CVA monitoring plan and questionnaire for use by case managers or other IPs.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Weekly meeting as appropriate with UNFPA's focal points for GBV and SRH.
Supervisory arrangements:	The consultant will work under the supervision of UNFPA Jordan's GBV Programme Specialist and the overall direction of the Humanitarian coordinator.
Expected travel:	According to COVID 19 situation in country and UNFPA SOPs travel might be requested to field locations across the Kingdom .
Required expertise, qualifications and competencies, including language requirements:	<p><b><i>Language and Academic Qualifications</i></b></p> <ol style="list-style-type: none"> <li>1. Master's degree in Social Sciences, Gender Studies, Development Studies, or equivalent work experience and 5 years or Bachelor and 7 years of experience or above</li> <li>2. Proficiency in oral and written in English is essential. Proficiency in Arabic is an asset.</li> </ol> <p><b><i>Qualifications Related to the Theme</i></b></p> <ol style="list-style-type: none"> <li>3. Demonstrated knowledge and experience in CVA programming and monitoring related to protection/gender/GBV, ideally having already conducted similar work on CVA as part of GBV programming;;</li> <li>4. Demonstrated understanding of issues related to confidentiality, data safety/security and other ethical concerns related to GBV sensitive data;</li> <li>5. Experience in strategic analysis and report writing;</li> <li>6. Familiarity with governmental /non-governmental entities in Jordan;</li> <li>7. Demonstrated organizational skills, including the ability to work independently and productively, with multiple stakeholders in a fast-paced environment.</li> <li>8. Familiarity with UN work is desirable</li> </ol> <p><b>Core Values and Competencies:</b></p> <p><b>A. Core Values:</b></p> <ul style="list-style-type: none"> <li>- Respect for Diversity;</li> <li>- Integrity;</li> <li>- Professionalism.</li> </ul>

	<p><b>B. Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>- Demonstrated knowledge and experience in CVA programming. / and protection/gender/GBV, ideally having already conducted similar work on CVA as part of GBV programming;</li> <li>- Strong knowledge and familiarity with the Jordan humanitarian context, particularly CVA and GBV response.</li> <li>- Ability to communicate complex information and ideas in a simplified manner;</li> <li>- Strong written and oral communication skills in English;</li> <li>- Ability to work under pressure and to deliver on time.</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA Jordan Country Office will provide the consultant with relevant documents and facilitate his/her access to implementing partners and other stakeholders.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Individual consultants are welcome to apply, submitting a CV and motivation letter along with a draft workplan.</p>

**UNFPA Work Environment:**

**UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.**

**How to Apply:**

Interested national applicants are advised to send their CVs, copy of academic their CVs, copy of academic credentials, motivation letter along with a draft workplan, financial proposal (in a separate file attachment, through the email address : [jco-consultants@unfpa.org](mailto:jco-consultants@unfpa.org) indicating the consultancy title in the e-mail's subject, before the deadline of **11 July 2020**.

Candidates who are seriously being considered will be contacted for an interview