



TERMS OF REFERENCE

Lead National Consultant on Comprehensive Assessment of SGBV/HP administrative data collection in Tajikistan and development of a common set of SGBV/HP indicators to contribute to collection of SDGs indicator 5.2

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA TAJIKISTAN
Purpose of consultancy:	<p>I. Introduction</p> <p>1.1. Background</p> <p>The European Union and the United Nations have launched the Spotlight Initiative, a multi-year programme aimed at addressing all forms of violence against women and girls (VAWG), and harmful practices. It will follow a transformative and evidence-based approach, addressing unequal power relations between men and women and focusing on gender equality and women's empowerment, as well as ending impunity for VAWG. In line with the principles of the 2030 Agenda for Sustainable Development, the Initiative will follow a human rights-based approach and take into consideration the specific needs of women and girls who experience multiple and intersecting forms of discrimination and uphold the principle of "leaving no one behind."</p> <p>The Spotlight Initiative aims to support transformative change on the ground to end violence against women and girls, in numerous countries globally, including Tajikistan. The initiative comes with the highest level of commitment globally and will be governed by the UN Deputy Secretary General and the Vice President of the EU Commission.</p> <p>Spotlight initiative Programme in Tajikistan will focus on sexual and gender-based violence in Asia. These thematic focus areas will serve as an entry point to focus programming and impact on prevention of violence against women and girls in all forms. In line with the principle of universality of the SDGs it will expand to other regions and focus areas as new funding partners join.</p> <p>The Global Theory of Change is comprehensive in nature, with a view to driving transformative change along 6 Pillars/Outcomes: 1) Legislation and Policies; 2) Institutional strengthening; 3) Prevention of violence; 4) Available, accessible, and acceptable, quality services; 5) Quality and reliable data and 6) Supporting women's movements and relevant civil society organizations.</p> <p>The program supports the multilateral relationship with the UN in the pursuit</p>

of the goal of gender equality and a world free of gender-based violence. The UN Resident Coordinator and the Heads of UN Recipient Organizations (RUNOs), which are (UN Women, UNFPA, UNDP and UNICEF) are jointly accountable to the Government and the people of Tajikistan for the delivery of strategic results of the Country Programme.

1.2. The state of the Art on Administrative Data Collection

Availability of disaggregated and globally comparable data on different forms of SGBV (Sexual and Gender-Based Violence)/HP (harmful practices) is crucial for analysis and should be used to inform and guide on laws, policies and programmes.

In Tajikistan, the precise number of women who experience violence, particularly at the hands of a partner, is widely unknown, as the Government does not systematically monitor the issue. However, according to the Human Rights Watch Report on violence, experts (including sociologists, government officials, international researchers, lawyers, and service providers) interviewed in various regions of Tajikistan report that violence against women remains pervasive today in Tajik society, often taking on severe forms and even including murder and incitement to suicide.

There is no central governmental database providing publicly accessible and transparent disaggregated national statistics on DV (domestic violence). Inconsistent and uncoordinated methods of data collection and insufficiently detailed publicly-accessible data on incidence and causes of DV make it difficult to establish a baseline against which to measure progress in protection and prevention of domestic violence and assess which policies are effective and worth pursuing.

Currently, the lack of data on SGBV/HP limits the ability to understand the scope and scale of the SGBV/HP issues in Tajikistan. As a result, the capacity of stakeholders to develop effective policies and programmes to respond to the challenges of SGBV/HP is restricted.

A number of governmental agencies (Ministry of Internal Affairs of RT (MoIA), General Prosecutor's Office (GPO), Supreme Court of RT (SC), Committee on Women and Family Affairs under the Government of RT (CoWFA), Committee on Youth and Sports (CYS), Ministry of Health and Social Protection of the Population of RT (MoHSPP), Agency on Statistics under the President of the Republic of Tajikistan (AS), Ministry of Justice (MoJ)) and some CSOs collect data on SGBV for their own internal use, however, their methodology for collection of such data is unclear. Additionally, there are no common definitions or indicators used across these institutions, making comprehensive analysis of the data impossible. Double counting of victims when accessing services at different agencies, as well as non-counting due to broadly defined indicators is a common challenge.

There have been no improvements to administrative data collection in the past years as there is no common understanding nor policy on collection of SGBV/HP administrative data. The key data gaps relevant to SGBV, while expected to be significant, are largely unknown as no agency has previously undertaken an assessment of the situation.

The only available source of globally comparable data on SGBV/HP is the Demographic and Health Survey (DHS), which was conducted in 2012 and 2017 with the support of USAID and it is not certain that it will be conducted again in 2022. Given that surveys rely on self-reporting, the presence of family members during survey completion can influence the results on SGBV. Moreover, the DHS's definition for women of reproductive age does not include girls under age 15 and women above age 49.

1.3. Proposed approach

Regular collection of SGBV/HP data, with common indicators used across

	<p>all government agencies, is crucial for the ability to propose evidence-based policy that can address VAWG. Therefore, proposed assessment is required to fill the existing gaps.</p> <p>The set of activities under Pillar 5 will propose a framework and capacity that will allow for SGBV/HP data to be regularly collected, analyzed, and used in line with international standards. These activities will be a true turning point for evidence-based policy making on SGBV in Tajikistan, as the activities will result in data that can be used as evidence to inform decision makers.</p> <p>1.4. Theory of Change</p> <ul style="list-style-type: none"> • Measurement and methodologies for SGBV/HP data collection are improved and strengthened (including monitoring and reporting requirements for SDG target 5.2 indicators; • The capacity of national institutions to collect disaggregated SGBV/HP data in line with globally agreed standards is strengthened; • Disaggregated data is made accessible and disseminated to be used by decision makers and civil society; • Laws, policies and programmes will be based on evidence and better able to respond to the specific context and realities of women and girls, including those most marginalized because they will be based on quality, disaggregated and globally comparable data. <p>II. Objectives</p> <ul style="list-style-type: none"> • To determine the current state of data collection on SGBV in Tajikistan through a participatory review and mapping of existing administrative data, identification of data gaps, procedures and assessment the technical capacity of the key eight agencies involved with production, collection and analysis of data related to GBV, in order to establish the areas of intervention and support the development of data indicators and procedures; • To increase understanding of what VAW administrative data are, what information they do and do not provide; • To propose a number of variables to be collected across state and non-state sectors; • To make recommendations, including action plan, to establish or improve national and sub-national initiatives to safely and ethically collect and use these data;
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>III. Duties and Responsibilities</p> <p>The purpose of the assignment is to support the implementation of the Spotlight Program in Tajikistan. The Lead National Consultant on Comprehensive Assessment of SGBV/HP administrative data collection in Tajikistan and development of a common set of SGBV/HP indicators to contribute to collection of SDGs indicator 5.2 will work under the overall guidance and coordination of the International Consultant, UNFPA Programme Analyst of Gender and UNFPA Programme Analyst on Population and Development and in close cooperation with UNFPA Spotlight Initiative Programme Team.</p> <p>The lead national consultant will work closely and coordinate the work of a national consultant.</p> <p>The main duties and responsibilities of consultant are the following:</p> <p>1. Desk review</p> <ul style="list-style-type: none"> • Review all available studies/reports on collection and reporting on SGBV/HP administrative data prior to consultations with all

	<p>stakeholders: UN Spotlight Technical team, relevant government agencies and CSOs (national and international) that work on SGBV/HP;</p> <ul style="list-style-type: none"> • Based on review prepare mapping of stakeholders and short standardized questionnaire for in-depth-interview that will be used during the interview in all levels; • Develop a template for data collection in MS Excel or any Statistical packages to systemize the data, which will be collected during the visit and interviews. The final template is subject to clearance by the UNFPA Country Office in Tajikistan. The proposed minimum data set should include the following information: <ul style="list-style-type: none"> a. type of violence: physical, sexual, emotional/psychological; b. institutions that collected data: head-, regional and district offices; c. definitions and methodology used for data collection, if any; d. historical data to be collected at least for the last 5 years; e. employment status of women and their spouses; f. household size and number of children; g. date of the reported violence; h. information about the survivor: sex, age and survivor-perpetrator relationship; i. information about the perpetrator: age group (as reported by the survivor) and sex (as reported by the survivor). If the service provider/administrative system has contact with the perpetrator, actual age of the perpetrator and sex; j. registration: date of registry of violence; registering entity/person and their sector (if it is a service provider); k. geographical reference: in which location did the violence occurred (e.g. city/village, sub-national if relevant, e.g., state, province); l. exact location of incident: e.g., home, school, work, public space; m. identify if violence was perpetrated using a computer (cybercrime); n. response: services provided (yes/no/not applicable/survivor declined/survivor decided to come back later); referral (yes/no/not applicable/survivor declined/ referral to which services)¹; o. collecting, managing and reporting on VAW administrative data: collection; aggregation; analysis and reporting. p. informed consent for data analysis: purpose of use (in line with mandate of each agency); right to use; purpose compatibility; individual privacy; data security; risk and harm assessment and risk mitigation, data sensitivity; data retention; data quality and accountability.
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¹ Information on cross-sectoral referrals can be collected as part of a more comprehensive data set or could be included as part of the minimum data set. Variables could include: health/medical; legal services; police, justice or other security actors; housing/shelter; livelihoods; psychosocial support; and child protection. The proposed response options will be refined as part of the development of the eventual global guidance on VAW administrative data. The GBVIMS experience is that collecting information about survivors declining services has been extremely valuable for detecting problems with service quality and engaging in discussions with the authorities responsible for providing services.

	<p>2. Field phase</p> <ul style="list-style-type: none">• Conduct in-depth-interviews with key UN Spotlight Technical Team;• Conduct in-depth-interviews with key CSOs that were defined as main players during the desk review and/or have been proposed by the UN Spotlight Technical Team;• Conduct in-depth-interviews with the above mentioned government institutions in country-, regional and district levels that deal with SGBV/HP data collection for internal use and other institutions recommended by the UN Spotlight Technical Team and CSOs, if any. <p>3. Reporting and presentation phase</p> <ul style="list-style-type: none">• Outline of the report: subject to clearance by the UNFPA Country Office in Tajikistan prior to preparation of the first draft;• Prepare draft report based on desk review and conducted in-depth-interviews with conclusions, recommendations and proposed action plan;• Recommendations on establishing or strengthening administrative data systems which include mapping, coordination and governance, leading agency on data, etc.• Mapping of data producers and users;• Develop standards and common set for SGBV/HP indicators;• Address UN Spotlight Technical Team comments and provide final report;• Based on the final report develop one-page policy briefs;• Present findings during the high-level validation workshop.						
Duration and working schedule:	The contract assignment will be up to 95 working days (based on factual/reported days worked) between April 25 and August 25, 2020 . The exact dates/timeline will be confirmed in consultation with the selected candidate.						
Place where services are to be delivered:	The assignment envisages the need for field visits to the various districts of the Republic of Tajikistan during April – July 2020 period . The desk review, development of reports and write up portions of the scope of work might be envisaged to be home based.						
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The main deliverables are follow:</p> <table><tr><th>No</th><th>Deliverables</th><th>Timeframe</th></tr><tr><td>1.</td><td><p>Desk review</p><ul style="list-style-type: none">• Desk review per outline provided in section IV (4 days), in close coordination with an international consultant;• Develop a Stakeholders map (1 day);• Develop in-depth-interview questionnaire (to be used during the field phase and included in the Report as an annex for the), (1 day);• Create a template of the database as explained in section IV (1 day).</td><td>15 - 24 April 2020</td></tr></table>	No	Deliverables	Timeframe	1.	<p>Desk review</p> <ul style="list-style-type: none">• Desk review per outline provided in section IV (4 days), in close coordination with an international consultant;• Develop a Stakeholders map (1 day);• Develop in-depth-interview questionnaire (to be used during the field phase and included in the Report as an annex for the), (1 day);• Create a template of the database as explained in section IV (1 day).	15 - 24 April 2020
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	<p>2. Field phase</p> <ul style="list-style-type: none"> Field visit: in-depth-interview with stakeholders, data collection and drafting of preliminary findings (up to 68 days); 	30 April - 2 July 2020												
	<p>3. Reporting and presentation phase</p> <ul style="list-style-type: none"> Draft and Final Report (13 days) in two languages (English and Russian)*. Mapping of data producers and users (1 day); Develop standards and common set for SGBV/HP indicators (3 days); Developed at least 3 Policy Briefs based on findings in two languages (English and Russian)*, (2 days); Presentation of the main findings in a high-level meeting (1 day). 	6 July - 15 August 2020												
Note: * The English version should be prepared by the Lead National consultant, Russian version to be prepared by the national consultant;														
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Consultant's performance will be evaluated against the following criteria: timeliness of the deliverables, clarity of presentations, responsibility, initiative, communication, and quality of the products delivered.</p> <p>The payment schedule has been specified as follows based on the timeframe of the deliverables:</p> <table border="1"> <thead> <tr> <th>No</th><th>Deliverables</th><th>Payment</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Desk review</td><td>30%</td></tr> <tr> <td>2.</td><td>Field phase</td><td>30%</td></tr> <tr> <td>3.</td><td>Reporting and presentation phase</td><td>40%</td></tr> </tbody> </table>		No	Deliverables	Payment	1.	Desk review	30%	2.	Field phase	30%	3.	Reporting and presentation phase	40%
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Supervisory arrangements:	UNFPA PA on Gender (TBD); Parviz Khakimov, PA on PD, UNFPA as an alternative.													
Expected travel:	The assignment envisages the need for field visits to the various districts of the Republic of Tajikistan during April – July 2020 period.													
Required expertise, qualifications and competencies, including language requirements:	<p>VII. Competencies</p> <ul style="list-style-type: none"> Strong background in conducting monitoring and reporting; Demonstrable knowledge of facilitating and planning consultations; Demonstrated analytical and writing skills; Excellent presentation skills; 													

	<ul style="list-style-type: none"> • Reliability and timeliness in keeping deadlines and delivering high quality services. • Demonstrates integrity by modelling the UN's values and ethical standards; • Promotes the vision, mission, and strategic goals of UNFPA; • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; • Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment. <p>VIII. Required Skills and Experience for international and national consultants</p> <p>Education:</p> <ul style="list-style-type: none"> • Advanced university degree (Masters of higher) in statistics, economics, population studies, social sciences, gender/women's studies or related field; <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 5 years' professional experience within the field of statistics, collection of data on GBV or similar field; • Knowledge and expertise on EVAWG/GBV is required; • Excellent experience, knowledge and expertise in program development, implementation, results-based management and reporting; • Experience of UN (interagency) coordination and liaising with government agencies and/or donors is an asset; • Experience working in the field of knowledge management is an asset; • Experience working in the UN System is an asset; • Experience in leading/managing a team is an asset. <p>Languages:</p> <ul style="list-style-type: none"> • Fluency in Tajik, Russian and English are required.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	n/a
Other relevant information or special conditions, if any:	n/a