

**Terms of Reference (ToRs)**

**Ending violence against women and girls (VAWG) in Latin America**

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## SUMMARY OF REQUIREMENT

1. The Foreign, Commonwealth and Development Office (FCDO), represented by the British Embassy in Mexico City, seeks to appoint a Service Supplier for the implementation of the FY 21-22 activity entitled “**Ending violence against women and girls (VAWG) in Latin America”** which the Service Supplier will co-design and deliver. The activity will take place in Mexico, Honduras, Guatemala, El Salvador, Colombia, Peru, Argentina and Bolivia.
2. For the purpose of this project, **violence against women and girls** refers to mental, physical and/or sexual violence that disproportionately affect women and girls. This includes rape and other sexual offences, stalking, domestic abuse, ‘honour-based’ abuse (including female genital mutilation, forced marriage and ‘honour’ killings), offences committed online, as well as many others.

## INTRODUCTION

1. The planned **Ending violence against women and girls (VAWG)** project focuses on identifying common challenges and priorities for regional work to prevent VAWG, as well as sharing evidence-based approaches from the UK’s What Works to Prevent Violence, a flagship UK programme, which has invested £25 million on the prevention of violence against women and girls.
2. The Project’s expected **outcome** is providing knowledge, skills and space to community and religious leaders in community groups, including indigenous groups, to prevent VAWG.
3. The Project’s intended **impact** is reducing violence against women and girls in the region through sharing evidence-based approaches with community-level and religious leaders, and women rights movements.
4. The Service Supplier will be expected to liaise closely with the British Embassy in Mexico City, the lead Embassy for the project, as well as other British Embassies across the region to identify, prioritise and agree the **specific interventions and activities** that the project will implement in order to havemaximum possible impact, taking into account the pandemic’s evolving context. We therefore require an implementer to define areas of focus; to bring together local and UK expertise (e.g. UK’s multiagency approach); and to design, organise and implement a roundtable with experts across the region, a roundtable with community leaders and a series of virtual workshops with communities.
5. The Service Supplier will carry out all project activity in line with HMG policy on VAWG, as well as Embassy Country Business Plans and gender strategies.

## OBJECTIVE

1. The British Embassy in Mexico City wishes to secure the services of experts **to deliver a series of roundtables and workshops to strengthen the knowledge and skills to prevent the VAWG in Latin America.** Its intended impact and outcome are set out in paragraphs 4 and 5 above.
2. The Project will comprise a series of roundtable with experts to establish common priorities for regional activity and a series of capacity-building workshop with communities, locally and regionally, to share best practices and define next steps. The proposed format is as follows:
3. Regional evidence exchange to test our assumptions on VAWG in the region and to establish common priorities for regional activity, with a focus on interventions at the community/municipality level.
4. Best practice sharing between experts, including Spanish-speaking experts from the UK What Works programme, and community groups, including indigenous groups, in areas agreed in the clause a).
5. Regional exchange with leaders from each community on impact of workshops in their communities (positives and negatives) and identification of possible next steps.
6. The Project should focus on improving the communities’ capacity to prevent and respond to violence against women and girls considering the evidence and best practices from the What Works to Prevent Violence against Women and Girls programme.
7. The [What Works to Prevent Violence against Women and Girls](https://www.whatworks.co.za/) programme has invested an unprecedented £25 million over six years from 2013 to 2019 on the prevention of violence against women and girls. It supported primary prevention efforts across Africa and Asia seeking to understand and address the underlying causes of violence, and to stop it from occurring. Through three complementary components, the programme focused on generating evidence from rigorous primary research and evaluations of existing interventions to understand what works to prevent violence against women and girls generally, and in fragile and conflict areas. Additionally, the programme estimated social and economic costs of violence against women and girls, developing the economic case for investing in prevention. This “Ending violence against women and girls” project aims to share some of the best practice and lessons learned with the Latin America region.

## METHODOLOGY

1. **Interested parties are asked to submit a detailed methodology of how they would deliver the above-mentioned project**. Activities would be expected to include, but not be limited to: designing and conducting the workshops and roundtables, providing evaluation questionnaires on the impact of the workshop, etc. **The methodology should be accompanied by a cover letter introducing the organisation and how the skills and competencies described above are met, a detailed budget for the cost of proposed activities (Volume 3 - Commercial Proformas), the CVs of the experts that are being proposed to conduct the work, and the rationale for the selection of those experts**. The Authority reserves the right to request changes to the experts proposed in order to ensure a representative spread of expertise and perspective.
2. The methodology should include details of how basic working arrangements will be managed. The Supplier will be responsible for all the elements related to workshop delivery, included but not limited to: An estimation of the length of the workshops, the description of the content, the online platform that supports the number of people involved in the events and meeting, audio visuals, invitations, catering, coffee breaks and venue.
3. The Supplier will be expected to complement and align with existing and past FCDO projects in the region.
4. The Supplier will be expected to engage with key stakeholders from Central, South America and the UK. The British Embassy in Mexico will lead on this process and support the Supplier in making optimal contact. A full list and method of approach for each stakeholder will be agreed at the outset in coordination with the British Embassy.
5. Prospective suppliers should be aware that the Authority, as represented by the British Embassy in Mexico, will liaise closely with the successful supplier throughout the Project and will be available to provide relevant documentation and contact details of stakeholders as required. The Supplier will be expected to have capacity to set up relevant meetings and teleconferences independently, liaising closely with the Authority; however, the British Embassy will be continuously on hand throughout the project to ensure quick resolution of any challenges that the Supplier encounters in the course of securing these engagements.
6. The Authority reserves the right to attend all meetings (including teleconferences) and events relevant to the Project, subject to availability. The Supplier must ensure that the Authority is given the option to be present at any relevant meeting/event including with Government or external stakeholders. The Supplier must therefore inform the Authority of all events and meetings relevant to the Project in a timely manner, including through weekly progress reports.

## OUTPUTS / DELIVERABLES AND EXPECTED TASKS

**A virtual roundtable** with experts across the region, including local researchers, to establish common priorities for regional activity, focused on interventions at the community/municipality level.

**A series of virtual or hybrid workshops** with Spanish-speaking What Works to Prevent Violence against Women and Girls experts and community groups, including indigenous groups in areas agreed in the virtual roundtable. Focus areas could include:

* Training community and religious leaders to provide peace education and education on preventing VAWG.
* How to use different communication tools to reach communities e.g. WhatsApp or radio.
* Multi-agency coordination at the community level – how to bring together religious leaders, traditional leaders, civil society organisations, and government officials etc. to tackle VAWG.
* Providing community leaders with knowledge, skills and space to address power imbalances in relationships and social attitudes/practices towards girls and women, with the aim of preventing intimate partner violence (IPV).
* Influencing change in the community attitudes, norms and behaviours by awareness-raising with young people (women and men) about VAWG and its criminal nature, its types and consequences; shifts in attitude toward patriarchal norms; education on available response services and referrals to state structures to respond to VAWG.

Workshop content should take into account existing institutional responses in each delivery country. The implementer is also responsible for ensuring compliance with Covid-19 measures.

**A virtual regional roundtable** with leaders from each community on impact of workshops in their communities and next steps.

The implementer will:

* Identify, and break down in detail, opportunity areas to support the attention units’ staff skills and future needs, specifically through technical assistance.
* Include a prioritised and costed list of proposed interventions.
* Identify key local stakeholders who would be involved in each intervention.
* Incorporate long-term sustainability considerations.

**A social media campaign** that, once agreed with the supplier, will promote and report the organised activities framed under this project.

The implementer will:

* Develop, draft and implement an engaging digital communication strategy to promote the project.
* Analyse and segment audiences to engage new people, acknowledging cultural differences across the region and an intersectional approach.
* Employ software for digital content.
* Liaise with the Authority’s Press and Communications teams, who will approve the social media campaign.
* Organise a virtual event to share results with stakeholders, for example from public institutions at the local and national level.

The implementers should take into account the following parameters when submitting a bid:

1. The **type** of collaboration that the International Programme offers (technical assistance);
2. The project’s **duration** (4-6 months);
3. The available **financial resources ($29,358.89 USD, *Twenty-nine thousand three-hundred fifty-eight US dollars and eighty-nine cents***for regional activity, plus an additional **$10,816.43 USD, *Ten thousand eight-hundred sixteen US dollars and forty-three cents*** for Mexico specific activity).

In addition, they should consider, and include detail (including cost as appropriate) in the **Volume 3 - Commercial Proformas** on:

1. How each intervention will positively benefit the **target group**;
2. How the impact of each intervention should be **measured and evaluated** during the project.

In assessing the feasibility of recommendations and interventions, the following elements (as a minimum) should be considered:

1. Cost and Value for Money (VfM);
2. Availability and capacity of people involved in each intervention, and a comprehensive list of local stakeholders by type (e.g. ‘technical colleges’) and their proposed roles in the project;
3. Mid- and long-term sustainability of each intervention;
4. ‘Measurability’: how the impact of each intervention should be measured;
5. Planned activities;

## KEY DATES\*

1. The following timetable sets out the key dates for achievement of the tasks.

|  |  |
| --- | --- |
| Planning  |  **End of October 2020** |
| Execution  | **November-February 2020** |
| Evaluation  | **March 2021** |
| \* Subject to previous agreement between the Embassy and the Supplier, dates for delivering outputs may change according to need. However, the Embassy will work closely with the Supplier as necessary to ensure prompt access to relevant documentation and key stakeholders, in order to remain within the agreed timeframes.  |

## REPORTING STRUCTURE, LOGISTICS AND OTHER ARRANGEMENTS

1. The Supplier will report to the Authority’s Programme Manager at the British Embassy Mexico City. The Supplier will also appoint a member of staff to liaise with the Authority’s Programme Manager for Mexico on contract management issues.
2. A project kick-off workshop will be held with the Authority, which will be used to establish a shared understanding of the project goals and methodology and clarify key knowledge gaps. This should result in an updated work-plan (where required) within one week of this meeting being held. The approval of this updated work plan by the Authority will provide the basis for the commencement of the activities agreed in said work plan and their subsequent payment.
3. The Authority and the Service Supplier will agree a set of Key Performance Indicators (KPIs) in advance of signing the contract.
4. As a final step to complete the Project, the Service Supplier shall prepare and send a final report (the “Project Completion Report”) to the Authority within the period that the Authority requests, prior to the processing of final payment.
5. In terms of logistics, the Supplier will work independently in setting up their own meetings with key stakeholders, arranging transport, agenda, programmes, etc. Where appropriate, the Authority’s Programme Manager at the British Embassy may assist in accessing government agencies or other key senior stakeholders, as per Methodology above. The decision of when to accompany the Supplier to meetings will be taken by the Authority.
6. The Authority will also request the Supplier to set up monthly steering meetings with the Authority, to report on the progress of the project.
7. The Service Supplier shall provide a monthly monitoring report and a financial report a month after the contract’s signature.
8. When the service has been completed the Service Supplier shall prepare and send a final report (the “Project Completion Report”) to the Authority within the period that the Authority requests.

## SKILLS AND COMPETENCES

1. Prospective suppliers are asked to provide whatever evidence they have of knowledge or capability in the following:
2. The ability to provide timely access to high quality, cost-effective professional and technical advisory and management services. Particular attention will be given to the ability of organisations to mobilise high quality, cost effective personnel relatively rapidly in response, and flex inputs to tailor delivery to multiple and often complex environments.
3. The ability to provide access to high quality, politically-aware, cost-effective professional assessment, project and high value overseas project design skills including management, delivery and monitoring and evaluation expertise. Particular attention will be given to how individuals will be managed as teams e.g. including where various sector or thematic interests need to be incorporated into a single project.
4. Ability to demonstrate strong management and reporting skills, knowledge and experience of handling ODA funds, high levels of customer engagement, responsiveness, accountability, service delivery and delivery of value for money, as well as effective mechanisms for all aspects of management (including both international and local staff) including dealing with poor performance.
5. Demonstrated ability to provide operational support services overseas including local procurement of accommodation, material and services; experience of recruiting and managing local staff (including interpreters) and ensuring that they, and any related equipment is safely operated, maintained and accounted for; and the ability to demonstrate appropriate cultural awareness, sensitivity and a partnership approach, adapting concepts and materials to local needs and audiences. There is also a need to provide demonstrable experience of political stakeholder engagement, management and influence.
6. Demonstrable experience of large scale ODA programming, including ensuring compliance with the UK’s International Development Act (2002) and the (2014) Gender Equality Act.
7. Demonstrable ability to work in a gender sensitive way – i.e. to recognise opportunities to address gender inequality and support women’s economic empowerment through project design and monitoring, or at a very minimum ensuring that gender inequalities are not exacerbated. Demonstrate ability to collaborate effectively with UK and overseas governments and local partners in support of the Sustainable Development Goals.
8. Ability to work in English and Spanish.
9. Ability to apply political economy, gender and social analysis across all of the above to ensure that the growth promoted through the Prosperity Fund is inclusive, compliant with the Gender Equality Act and consistent with sound development practice.

## TENDER’S PACKAGE

Tenders should include:

1. A cover letter introducing the evaluators/organisation and how the skills and competencies described above are met, with concrete examples.
2. A 4 page outline of the proposed review process including:
	1. Proposed outline methodology
	2. Management arrangements
3. A one-page budget covering all major costs (See Volume 3 - Commercial Proformas):
4. Researcher fees.
5. Reimbursable costs envisaged
6. A 1-page CV for each team member
7. One example of a previous research report

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1. Assessment

Evaluation Criteria for selection will be based on quality, technical and commercial supports as follow:

1. *Methodology and Project Management*
2. *Expertise*
3. *Risk Management*
4. *Project team / Resouce Plan*
5. *Value for money*
6. Cost competitiveness in achieving the volume and quality of activities and outputs that will deliver the best results and outcomes anticipated, including activity costs and administrative fees. The successful bidder undertakes to make all reasonable efforts to ensure that all goods and Services purchased in support of this Contract are purchased at the best possible market price, in line with the Authority’s requirements.

For detailed information in this section, see Attachment 3 Information Required from Tenders Evaluation Criteria.

## BUDGET

1. The maximum budget for the service, covered under these terms of reference, will be no more than $40,175.32 USD. This budget should be divided into $29,358.89 USD, *Twenty-nine thousand three-hundred fifty-eight US dollars and eighty-nine cents* for regional activity and $10,816.43 USD, *Ten thousand eight-hundred sixteen US dollars and forty-three cents* for Mexico-specific activity.
2. The supplier will propose the overall budget for this work which **must be inclusive of all applicable taxes, overheads and travel costs for any field visits**. Bidders are expected to show VfM and not reach the budget ceiling if costs can be lower. Payments will be made in arrears upon receipt of Outputs.

## ADDITIONAL POINTS – ETHICAL WALLS

1. The Bidder acknowledges that, if it is awarded the contract for the Project, it may have access to or gain knowledge of certain confidential and/or commercially sensitive information which may be relevant to a subsequent procurement which is being run by the FCDO (including a mini-competition run under the Prosperity Framework).
2. The Bidder acknowledges that, under the Public Contract Regulations 2015, the FCDO is required (among other things) to take appropriate measures to ensure that competition is not distorted by a bidder who has previously been involved in advising the FCDO.
3. As part of meeting this requirement, the FCDO requires that the successful bidder (if it is also bidding on a Subsequent Procurement) establish internal “ethical walls” (also known as “information barriers”) to ensure that its employees, suppliers and agents on the team involved in such Subsequent Procurement bid do not discuss the Subsequent Procurement or have passed to them any information from those employees, suppliers and agents who are familiar with or are currently engaged in providing the services under the Current Procurement.
4. The FCDO shall have the right to require that the Supplier puts in place "Ethical Walls" and will ensure and satisfy the FCDO that all information relating to this Contract and to the Services and Deliverables completed pursuant to it (to include all working papers, draft reports in both tangible and intangible form) are not shared or made available to other employees, suppliers or agents of the Supplier and that such matters are not discussed by the relevant staff with other employees, suppliers or agents of the Supplier.
5. In the event of a failure to maintain the Ethical Walls as described above, arising during the course of this Contract, the FCDO reserves the right to immediately terminate this Contract on giving written notice to the Supplier.

## GENERAL DATA PROTECTION REGULATIONS (GDPR)

Please refer to the details of the GDPR relationship status and personal data (where applicable) for this project as detailed in App A and the standard clause 29 in section 2 of the contract.