

**Terms of Reference (ToRs)**

**Strengthening the capacities of domestic abuse attention units in Mexico**

**International Programme 2020**

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## SUMMARY OF REQUIREMENT

1. The Foreign and Commonwealth Office (FCO), represented by the British Embassy in Mexico City, seeks to appoint a Service Supplier for the implementation of FY 20-21 International Programme activity in Mexico entitled “Strengthening the capacities of domestic abuse attention units in Mexico”, which the Service Supplier will co-design and deliver.
2. For the purpose of this project, **domestic abuse** refers to a pattern of behaviour that involves physical psychological, economic, sexual, or coercive violence from an abuser towards a victim. Both persons must be ‘personally connected’ and the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over. Additionally, children will be explicitly recognised as victims if they witness abuse.

## INTRODUCTION

1. The International Programme granted a series of funds to promote solutions to the COVID-19 crisis. The projects will contribute towards meeting the Sustainable Development Goals and guaranteeing a sustainable and inclusive recovery. The UK Government is looking to identify and support projects that meet both these objectives.
2. The planned **Domestic Abuse Project** focuses on strengthening the prevention, attention and investigation capacities of the domestic abuse protection units.
3. The Project’s expected **outcome** is improving the domestic abuse attention units’ capacity to prevent, investigate and sanction cases of incidents of domestic abuse; their ability to support victims; and their technical skills.
4. The Project’s intended **impact** is improving the institutional response to cases of domestic abuse and providing more comprehensive support for victims.
5. We now need to identify, prioritise and agree with the Mexican government 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 series of the virtual trainings.
6. All project activity will be carried out in line with the Embassy’s mission statement, gender strategy and HMG policy on Gender-Based Violence.

## OBJECTIVE

1. The International Programme Team in the British Embassy in Mexico City wishes to secure the services of experts **to deliver a series of workshop to strengthen the capacities of domestic abuse attention units in Mexico.** Its intended impact and outcome are set out in paragraphs 5 and 6 above.
2. The Project will comprise a series of capacity-building workshop for staff from domestic abuse attention units and a range of stakeholders from government institutions.
3. The Project must focus on improving the domestic abuse attention units’ capacity to prevent, investigate and sanction cases of domestic abuse. It should address the **quality**, **relevance**, **equity** and **cost-effectiveness** of the services provided by attention units. It should identify clearly and accurately opportunities where the project can have the greatest potential impact on prevention and attention. The implementer may also consider related issues, such as the possibility of modern slavery and exploitation, in the design and delivery of training.

## 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 the workshops, conducting the training, providing evaluation questionnaires on the impact of the workshop, etc. **The methodology should be accompanied by a detailed budget for the cost of proposed activities, 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, including language considerations (e.g. translation, interpretation). It should also include an estimate of the length of the workshop, the online platform that will be used, and the description of the content.
3. The Supplier will be expected to complement and align with existing and past FCO projects in Mexico.
4. The Supplier will be expected to engage with key stakeholders from Mexico and the UK. The British Embassy 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 series of workshops** to strengthen the skills of staff from domestic abuse attention units and a range of stakeholders from government institutions in the context of COVID-19. The implementer will:

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

The interventions should be focused on enhancing the **quality**, **relevance**, **equity** and **cost-effectiveness** of the capacities of the domestic abuse units’ staff and their future needs. The implementers should take into account the following parameters:

1. The **type** of collaboration that the International Programme offers (technical assistance);
2. The project’s **duration** (6 months);
3. The available **financial resources (**£10,000/ MXN199,047).

In addition, they should consider, and include detail (including cost as appropriate) 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 | **August 2020** |
| Execution | **October 2020** |
| Evaluation | **April 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. The Authority and the Service Supplier will agree a set of Key Performance Indicators (KPIs) in advance of signing the contract.
3. 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.

## 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.

## BUDGET

1. The maximum budget for the service, covered under these terms of reference, will be no more than £10,000.
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 FCO (including a mini-competition run under the Prosperity Framework).
2. The Bidder acknowledges that, under the Public Contract Regulations 2015, the FCO 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 FCO.
3. As part of meeting this requirement, the FCO 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 FCO shall have the right to require that the Supplier puts in place "Ethical Walls" and will ensure and satisfy the FCO 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 FCO reserves the right to immediately terminate this Contract on giving written notice to the Supplier.