

Terms of Reference

Tackling Violence against Women and Girls: Scaling up programme support to DFID staff

Introduction

The Department for International Development (DFID) leads the UK government's effort to fight global poverty. DFID's approach to international development is focused on delivering results, transparency and value for money in UK aid particularly in fragile and conflict-affected states.

Violence against women and girls (VAWG) is the most widespread form of systematic abuse worldwide, affecting one third of all women in their lifetime. Preventing violence against women and girls is a development goal in its own right, and important in achieving better lives for individual women, their families and greater development progress for communities and nations. DFID has a [Theory of Change for tackling VAWG](#), which provides an overarching framework for programme development by identifying a broad range of interventions which are necessary to prevent VAWG.

DFID has substantially increased its efforts to eliminate VAWG, nearly doubling our programming on VAWG from 64 programmes in 2012 to 127 in 2016. In 2016, ICAI undertook a learning review of DFID's efforts to eliminate VAWG, and awarded DFID a green rating, recognising the UK's global leadership in this area. ICAI identified scaling up as the key future challenge for DFID's VAWG work and DFID intends to build further its understanding of how to mainstream VAWG interventions without compromising quality and value for money. By scaling up the quantity and quality of its programming, DFID aims not only to reach more beneficiaries and reduce the prevalence of VAWG, but also to build up the global evidence base on 'what works' in tackling it. As we move from a portfolio that has many small innovative programmes, to one that attempts to take effective approaches to scale, and as we increasingly work to mainstream VAWG across sectoral programmes, we need to provide UK government staff with access to experts who can provide hands-on practical advice and support, and support broader learning and research uptake activities. This is particularly important for non-specialist UK government staff who need to know best available evidence on how to mainstream VAWG into sectoral services, such as health, education, security and justice.

These Terms of Reference therefore outline a support resource that will be offered to staff working on VAWG programming within DFID and across other departments working internationally. The aim of this support is to provide practical hands-on programming advice and access to evidence, knowledge and know-how to ensure that VAWG programmes across HMG are as effective as possible, provide value for money, and reach the maximum number of women and girls.

Requirements.

The **helpdesk on violence against women and girls** will provide on-demand practical advice and support for UK Government staff. This will include a central team and a roster of experts to provide the services as outlined under 'scope of work'.

We expect that the VAWG Helpdesk would contribute to the scaling up of the quality and quantity of UK programming to prevent VAWG, through:

- Contributing to DFID VAWG team's theory of change on how to take VAWG programmes to scale by collating and disseminating best practice from DFID's own portfolio, and from summarising lessons from external research and evidence.
- Supporting (on demand) at least 2 DFID sectoral programmes (such as health or education) to take an empowerment or transformative approach to effectively mainstream VAWG
- Supporting (on demand) at least 4 teams (across DFID and other government departments) to apply evidence and learning generated from *What Works* into their programmes.
- Support at least 2 FCO and MOD teams to improve quality of CSSF or other ODA programmes on VAWG.

Individuals and organisations offering the support will together have the following **expertise relating specifically to VAWG**:

- Research and data collection and analysis, including qualitative and quantitative methodology and a good overview of ethical and practical issues relating to this area
- Feminist economics and calculating the impact and costs of VAWG and the value for money of programme initiatives that tackle it in different country contexts
- VAWG in conflict and humanitarian settings, including knowledge of developing early warning systems, building resilience amongst girls and women, using international humanitarian law, development of humanitarian coordination mechanisms and guidelines, and addressing all forms of violence in these contexts
- Social norm change work, including campaigning, work with media, awareness raising tools, community-based approaches and working in partnership with men and boys
- Working with adolescent girls and female youth, including knowledge of their particular vulnerabilities and meeting their specific needs
- Understanding of interlinkages and overlaps of interventions to tackle violence, abuse and exploitation of children and gender-based violence more widely.

- Global policy engagement and influencing on VAWG, in relation to the post-MDG framework, UN mechanisms, donor networks and global players and decision-makers.
- Understanding of how to translate best available research and evidence into hands-on practical advice and tailored support, taking into account operational reality on the ground, and the need to make pragmatic decisions in resource-constrained environments,

Scope of Work.

1. VAWG Helpdesk

The successful organisation/s will coordinate with the DFID VAWG team to manage and quality assure the helpdesk facility, which will be made up of a pool of up to 10 individual and organisational VAWG experts, to provide the following services:

1. **A query service**, for example, providing rapid research and evidence synthesis; mappings of policies, programmes and stakeholders; rapid advice on logframes, indicators and data sources. All completed queries should meet agreed service standards on timeliness and 98% should receive high satisfaction rates.
2. **Quarterly evidence digests**, summarising recently published evidence on VAWG, and highlighting DFID-funded research products.
3. **Mini-clinics**, helping staff to apply evidence and learning generated from DFID-funded research programmes such as What Works, into their programmes.
4. **Strategic Engagement**: activity commissioned by the VAWG team, for example, a guidance note and/or learning event capturing and disseminating key learning from DFID's own portfolio on scale up and mainstreaming of VAWG.

Suppliers will engage regularly (via quarterly strategy and oversight committee meetings) with the VAWG Team to share information in relation to the requests they have been receiving from UK staff, the type of support offered and the implications of this for UK's wider programming and policy engagement on VAWG.

As such, suppliers will work directly with the VAWG Team to support DFID in its long-term goal of contributing to the global evidence base of 'what works' on tackling VAWG through supporting its work to:

- Map VAWG programmes
- Capture lessons learned and share best practice across DFID's VAWG programmes
- Evaluate programmes

- Inform the development of future programmes
- Base policy and influencing work on the best available evidence about how best to end violence against women and girls

The central team managing the VAWG helpdesk should be available 5 days per week between the hours of 0900 and 1700 (UK time), contactable by telephone and email. Advice will be given to UK staff via email and telephone within a 48 hour turnaround. Requests for more detailed and longer term support should be managed centrally and allocated to the most relevant expert.

DFID VAWG staff will work with the coordinating organisation to drive the strategic direction of the helpdesk and offer quality control on helpdesk responses.

The Helpdesk facility will be based on a commercial 'framework agreement' model and bidders are required to provide a modest annual service retainer cost proposal to cover fixed costs of providing the facility. A call down contract or framework agreement will agree fixed costs for queries, day rates for country assignments and strategic engagement activities, and so on.

2. Roster of Experts

The Helpdesk will provide a coordinated response to requests for intensive longer-term in-country intensive assistance for programme development, review, monitoring and evaluation through country assignments:

- A roster of experts should be available to provide 'hands on' help on VAWG programming in-country. Including how to mainstream VAWG into sectoral programmes.
- Experts will be available to travel to country offices for 1–6 weeks to develop specific pieces of work including writing scoping studies, business cases, terms of reference, annual reviews and other pieces of written work as required.
- Experts may also be required for hands-on programme development, including working with DFID and FCO staff in-country to develop situational analyses, theories of change, directly liaise with programme partners, develop M&E systems and other aspects of programme development as required.

We anticipate that resources would be deployed through approximately 4 field trips comprising of timescales ranging between 1-6 weeks.

The supplier is:

- Responsible for all costs associated with field trips and is required to provide a fixed fee model for the indicative schedules along with a full breakdown of consultant day rates, travel expenses, security training expenses (if necessary), overhead and profit per assignment type.
- Required to indicate the day rate for any per day extension of the assignment or any reduction in timescales. For clarity, DFID will not fund any non-productive days, consultant rest days, leave or any other allowances outwith productive working days whilst in country.
- Responsible for working with the other experts to ensure a coordinated response to requests for assistance from across UK Government, and develop Terms of Reference for visits to specific country offices in liaison with the UK Government staff concerned.

Competencies

Suppliers must ensure that they have the requisite skills to deliver the requirements as stated in the Terms of Reference either in their own organisations or through relationships with Partner Organisations.

The Supplier should be able to demonstrate the following skills:

- Significant expertise on violence against women and girls, particularly in relation to conflict-affected and fragile states
- A good knowledge of expert individuals and organisations working internationally to address VAWG
- Access to a varied pool of experts in the field of violence against women and girls, and related field of violence against children, that are able to meet the requirements set out on page 2
- Sound knowledge of the ongoing work of DFID on VAWG
- Sound knowledge of HMG priorities and commitments on VAWG internationally, particularly on the Preventing Sexual Violence Initiative led by the FCO
- Experience of working with DFID both at UK and country levels.
- Significant practical experience of VAWG programming in developing countries.
- Significant practical experience of working with a variety of stakeholders, including governmental, non-governmental, CSOs, multi-lateral institutions
- A good knowledge of the global policy environment in relation to VAWG
- A solid understanding of the practicalities and sensitivities of working on VAWG internationally.
- Strong organisational skills

- An ability to analyse, collate and present information clearly.
- Good communication skills and an ability to engage with a variety of different actors.

Timing

It is envisaged the work will commence on 1 April 2018 and run for a period of 13 months.

Reporting and Management

The supplier will be expected provide quality control of the expert organisations and to continuously monitor their work.

They will be available for regular liaison with DFID VAWG staff and will meet on a quarterly basis with DFID staff to:

- Review the work undertaken by the experts through the helpdesk, call-down contract and guidance note and make recommendations for further strengthening or better coordination of the expert group
- Offer an analysis of the work undertaken and situate it within DFID's broader work on VAWG
- Report on lessons learned and implications for the development of best practice in VAWG programming.

Duty of Care

Where there is a requirement for field trips Suppliers must comply with the general responsibilities and duties under relevant health and safety law including appropriate risk assessments, adequate information, instruction, training and supervision, and appropriate emergency procedures. DFID's country offices will commission and fund any field visits and the supplier should liaise with the specific country office regarding any health and safety matters and security advice for their respective country.

The Supplier is responsible for the safety and well-being of their Personnel (as defined in Section 2 of the Contract) and Third Parties affected by their activities under this contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.

DFID will share available information with the Supplier on security status and developments in-country where appropriate.

The Supplier is responsible for ensuring appropriate safety and security briefings for all of their Personnel working under this contract and ensuring that their Personnel register and receive briefing as relating to Health, safety and security. Travel advice is also available on the FCO website and the

Supplier must ensure they (and their Personnel) are up to date with the latest position.

This Procurement may require the Supplier to operate in a seismically active zone that is considered at high risk of earthquakes. Earthquakes are impossible to predict and can result in major devastation and loss of life. There are several websites focusing on earthquakes, including <http://geology.about.com/library/bl/maps/blworldindex.htm>. The Supplier should be comfortable working in such an environment and should be capable of deploying to any areas required within the region in order to deliver the Contract (subject to travel clearance being granted).

This Procurement may require the Supplier to operate in conflict-affected areas where parts of it are highly insecure. Travel to many zones within the region will be subject to travel clearance from the UK government in advance. The security situation may be volatile and subject to change at short notice. The Supplier should be comfortable working in such an environment and should be capable of deploying to any areas required within the region in order to deliver the Contract (subject to travel clearance being granted).

The Supplier is responsible for ensuring that appropriate arrangements, processes and procedures are in place for their Personnel, taking into account the environment they will be working in and the level of risk involved in delivery of the Contract (such as working in dangerous, fragile and hostile environments etc.). The Supplier must ensure their Personnel receive the required level of training and complete a UK government approved hostile environment training course (SAFE) or safety in the field training prior to deployment if necessary.

Tenderers should take this into account when developing their Technical and Commercial Tenders.

Tenderers must develop their Tender on the basis of being fully responsible for Duty of Care in line with the details provided above and the initial risk assessment matrix developed by DFID (see Annex A of this ToR). They must confirm in their Tender that:

- They fully accept responsibility for Security and Duty of Care.
- They understand the potential risks and have the knowledge and experience to develop an effective risk plan.
- They have the capability to manage their Duty of Care responsibilities throughout the life of the contract.

If you are unwilling or unable to accept responsibility for Security and Duty of Care as detailed above, your Tender will be viewed as non-compliant and excluded from further evaluation.

Acceptance of responsibility must be supported with evidence of capability and DFID reserves the right to clarify any aspect of this evidence. In providing evidence Tenderers should consider the following questions:

- a) Have you completed an initial assessment of potential risks that demonstrates your knowledge and understanding, and are you satisfied that you understand the risk management implications (not solely relying on information provided by DFID)?
- b) Have you prepared an outline plan that you consider appropriate to manage these risks at this stage (or will you do so if you are awarded the contract) and are you confident/comfortable that you can implement this effectively?
- c) Have you ensured or will you ensure that your staff are appropriately trained (including specialist training where required) before they are deployed and will you ensure that on-going training is provided where necessary?
- d) Have you an appropriate mechanism in place to monitor risk on a live / on-going basis (or will you put one in place if you are awarded the contract)?
- e) Have you ensured or will you ensure that your staff are provided with and have access to suitable equipment and will you ensure that this is reviewed and provided on an on-going basis?
- f) Have you appropriate systems in place to manage an emergency / incident if one arises?

Annex A

Violence against Women and Girls – Scaling up Country Support Project.

This programme has been designed to provide high quality expert advice to DFID country offices planning interventions in our key policy area of Prevention of Violence against Women and Girls. The programme may include field visits of up to 6 weeks duration working within DFID country offices and FCO posts overseas.

Asia – Afghanistan, Bangladesh, India, Nepal, Pakistan.

Middle East – Occupied Palestinian Territories.

Africa – Ethiopia, Ghana, Kenya, Malawi, Mozambique, Nigeria, Sierra Leone,

South Africa, South Sudan, Sudan, Uganda, Zambia, Zimbabwe.

This assessment has been based on a scenario of a visit to Afghanistan.

SUMMARY RISK ASSESSMENT MATRIX	
Theme	DFID Risk Score
OVERALL RATING*	4
FCO travel advice	5
Host Nation travel advice	Not available
Transportation	4
Security	4
Civil unrest	4
Violence/crime	4
Espionage	4
Terrorism	4
War	4
Hurricane	1
Earthquake	1
Flood	1
Medical services	1
Nature of Project/Intervention	3
*The Overall Risk rating is calculated using the MODE function which determines the most frequently occurring value.	

1 Very Low Risk	2 Low risk	3 Medium risk	4 High risk	5 Very High risk
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