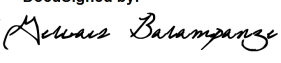


## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE</b>	
Hiring Office:	UNFPA BURUNDI COUNTRY OFFICE
Purpose of consultancy:	GBV Sub-Cluster Interagency Coordinator
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>As lead agency of the GBV Sub-Sector, UNFPA is coordinating the prevention and response to GBV. As such, UNFPA ensures: the organization of bi-weekly GBV-SS meetings, the capacity building of member organizations (UN agencies, international NGOs, national NGOs, Embassies, Ministries, etc.); regularly update the 3Ws matrix, referral pathways; list of contact of GBV services providers, etc. UNFPA assists UNHCR in the coordination of the Protection Sector and the SAG (Strategic Action Group); UNFPA leads GBV aspects in MIRA surveys, ensures that GBV and SRH aspects are clearly reflected in important Humanitarian Response planning documents: HNO/HRP, the Contingency plan, UNDAF, Sitreps, briefing note, the RPM, the National Disaster Prevention Strategy, etc. UNFPA strongly play the role of relay between the country humanitarian team in Burundi and the GBV AoR team as well as the IASC-GBV team at the global level to ensure that international standard and global GBV Guidelines are applied in Burundi. UNFPA is also currently working with the entire humanitarian country team in Burundi via OCHA to respond to the immediate and urgent needs of women and girls among flood victims, food insecurity, cholera, asylum seekers, etc. To ensure UNFPA plays its role as GBV Sub Sector leader, the CO is seeking to recruit GBV Sub Cluster Coordinator.</p> <p>The main objective of the GBV coordinator mission is to support the country office to better assume its role of lead of GBV sub cluster in Burundi plunged in cyclic conflicts, political instability, and violence.</p> <p>The specific objectives are to support the CO to:</p> <ul style="list-style-type: none"> <li>- Develop relevant strategies, tools and documents for a better preparedness and coordination of GBV response.</li> <li>- Coordinate the GBV working group;</li> <li>- Provide good understanding of Gender and GBV issues to other sectors;</li> <li>- Ensure GBV priorities inclusion in the different humanitarian documents produced and in HCT's decisions.</li> <li>- Be better positioned in UN System and with humanitarian community in general as lead of GBV response coordination.</li> </ul> <p>The expected results are the following:</p> <ul style="list-style-type: none"> <li>- The GBV working group is well-coordinated;</li> <li>- Gender and GBV issues are well understood and taken into account in others sectors;</li> <li>- GBV priorities are included in different humanitarian documents produced and considered in HCT's decisions.</li> <li>- UNFPA is better prepared for GBV response and coordination in any crisis, which may occur, with relevant strategies, tools and documents;</li> <li>- The CO continue to be well positioned in the UN System and with humanitarian community in general as lead of GBV response coordination.</li> </ul>
Duration and working schedule:	The consultant is supposed to be assigned for 6 months, beginning 20 <sup>th</sup> February through 19 <sup>th</sup> August 2023
Place where services are to be delivered:	Bujumbura, with frequent missions in provinces
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Monthly in electronic, hard copy formats
Monitoring and progress control, including reporting	- Accurate analysis and reports

requirements, periodicity format and deadline:	- Reports (monthly/weekly/quarter/) generated from the main and regular activities as above mentioned.
Supervisory arrangements:	The consultant will report to Assistant Representative or the designated person
Expected travel:	The Consultant will be based in Bujumbura with possibility of travelling to all provinces as needed to provide technical support to IPs.
Required expertise, qualifications and competencies, including language requirements:	<p><b>Profile:</b></p> <p><b>Education:</b> University diploma/ master degree in Social Sciences or related technical field. Any certifications in Humanitarian would be preferred.</p> <p><b>Working experience:</b> Minimum of 3 years work experience in Humanitarian settings.</p> <p><b>Languages:</b> Fluency in French, working in English would be an asset.</p> <p><b>Competencies and responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Significant experience analyzing humanitarian situations and producing reports,</li> <li>- Lead and coordinate the GBV sub-Cluster;</li> <li>- Liaise with other sectors/Clusters (such as health, protection, WASH, camp management, education, logistics, early recovery) to ensure inclusion of relevant GBV and gender elements in their cluster response.</li> <li>- Follow up of the REGA mission;</li> <li>- Assist in the developing of relevant strategies, tools and documents for a better preparedness of GBV response;</li> <li>- Assist in the preparation of and participate in coordination meetings relating to emergency response, and ensure follow up;</li> <li>- Participate and ensure inclusion of GBV and gender concerns in joint UNCT/UNDAC missions and other rapid assessments;</li> <li>- Ensure inclusion of UNFPA mandate through participation in existing Clusters;</li> <li>- Assist the CO in preparing relevant advocacy materials and updates for relevant stakeholders and partners including donors.</li> <li>- Assist in work with media focal points to help publicize UNFPA's work via press releases, articles, documentaries, TV interviews and radio.</li> <li>- Assist in providing regular updates to OCHA and/or Cluster leads on UNFPA's humanitarian interventions to be included in situation reports (i.e. OCHA SitReps and 3Ws).</li> <li>- Assist in tracking and regularly update supported humanitarian interventions (i.e. status of funding proposals, distribution of supplies, training).</li> <li>- Assist in preparing of proposals for resources mobilization (CHF, flash appeal, CERF etc.).</li> <li>- Maturity and professional ability to handle sensitive information and ability to respect the confidentiality of such information while working with UNFPA and even after the contract ends.</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Support services, office space and equipment.
Other relevant information or special conditions, if any:	
Funding	BDI08GEN/FPA90/PU0074/B4050
Signature of Requesting Officer in Hiring Office: Gervais Barampanze Date: 9 february 2023	<p>DocuSigned by:    D77D72A795F74F9...</p>