

TERMS OF REFERENCE

Job title:	4 National Consultants to strengthen capacities of professionals from specialized services which provide services in matter of Combating Domestic Violence, through specialized trainings, as follows: <ul style="list-style-type: none"> • 2 Consultants, Social Workers • 2 Consultants, Psychologists
Duty station:	Chisinau and field trips to Transnistria region
Reference to:	Joint Action to Strengthen Human Rights in the Transnistrian Region Project
Contract type:	Individual Contract (IC)
Contract Duration:	March – May 2018, estimated workload: 30 workdays /per consultant

A. BACKGROUND

Every second woman in Moldova has suffered different forms of domestic violence (DV) from the age of 15 upwards. Despite improvements in recent years, the situation in the Transnistrian (TN) region has worsened and requires immediate attention. The social services system from the left bank, is mainly based on the NGOs' efforts to prevent domestic violence and protect its victims. Most of the victims are left without psychological support and legal assistance, while the enforcement personnel are not prepared to handle cases of DV in the interest of the victim. The Transnistria region lacks a systemic and coherent programme to train professionals in the region. Most of the specialists have benefited of trainings on their own initiative and personal interest or when opportunities arise. Both education systems, formal and informal, do not offer needed qualifications to provision the assistance for victims of domestic violence or victims of the human trafficking, and the need for such qualifications in the field of health-care, social assistance, psychology, psychiatry, pedagogy and law is just beginning to take shape.

B. OBJECTIVE

The ***Joint Action to Strengthen Human Rights in the Transnistria region project*** with its 2nd component on ***Enhancing gender equality and combating violence against women*** aims at providing better services and opportunities to victims and potential victims of human trafficking and domestic violence. The objective of the intervention is to empower vulnerable women by developing new services – as the Residential Centre for Women (Crisis Shelter) and the regional Safety & Prevention Services for Women (hubs), both contributing to the rehabilitation of victims, but also to their economic empowerment. At the same time, specific attention will be paid to mainstream gender and Human-Rights Based Approach through their activities.

The objective shall be attained through the organization of thematic trainings that will improve the knowledge of practitioners in their work with victims of Domestic Violence, local institutions and partners and also serve as platforms for communication and establishment of partnerships between the participants.

The Consultants will work in two teams of 2 experts, under the supervision of the team leader and UNDP project staff. The services provided by the Consultants shall include, inter alia, a desk research, carrying out meetings, trainings and reports.

C. SCOPE OF WORK AND EXPECTED OUTPUT

1. Carry out a total of 3 training modules, in accordance with the defined methodology and below agenda:

Module 1: Basic understanding of the Social Worker (Assistant) profession

This module shall be comprised of one course of maximum 3 days and shall focus on 12 representatives of partner NGOs that currently administrate services to prevent and combat domestic violence in the Transnistria region.

Topics to be considered (and adjusted if needed):

- Understanding the mission, values, ethics, and roles of the social worker;
- Theories, methods and history of the social services;
- Role of the Social Worker in the community: required skills and competencies;
- Investigation and intervention techniques used in the social assistance;
- Interventions in the process of assistance. Planning the interventions and its stages;
- Case management: basic terms;
- Acquiring basic knowledge about social policies and components of the social protection system;
- Trends in social policies and actions: decentralization, participation of beneficiaries, involvement of local communities;

Module 2. Train Social Workers from partner NGOs to provide services of good quality

This module shall be comprised of maximum 2 courses, of 2 days each and it shall be designed to fit needs of social workers and representatives of NGOs who currently provide assistance services to victims of the Domestic Violence. Throughout the course, best practices and lessons learned shall be included, along with practical examples and cultivate specific abilities to identify– feasible solutions for assistance and social inclusion of the victims.

- Topics to be considered (and adjusted if needed): Identify main risks in the area of domestic violence;
- Interventions performed by social assistants in case of domestic violence;
- Design the action plan for families suffering from various forms of violence;
- The role of the social worker when assisting victims of domestic violence: victims' typology and intervention methodology. Framework of the client-professional relationship;

- Forms of Domestic Violence prevention: (1) primary prevention; (2) secondary prevention; and (3) tertiary prevention;
- Creation of the case management teams;
- Case management: basic terms;
- Monitoring cases of violence in the community;
- Existing programmes to prevent and combat domestic violence;
- Interacting with other assistance services and orienting survivors to such services.

Module 3. Train psychologists, to provide high quality services

This module shall be comprised of maximum 3 courses, of 3 days each, and shall focus on psychologists providing social services. The aim of this module is to equip the psychologists with basic practical and theoretical understandings, as well as basic professional skills in advising victims of Domestic Violence.

Topics to be considered (and adjusted if needed):

- Methods and techniques of social assistance counselling;
- Methods and techniques of working in the frame of client-professional relationship;
- Methodology of the psychosocial counselling process;
- Techniques applied in counselling;
- An example of counselling plan;
- Steps of the counselling process;
- Group counselling: development, process, interventions.

Develop a common Final Report for all modules, upon the conclusion of the assignment addressing the key findings, results, major conclusions and recommendations.

2. Methodology development: preparation of methodological approach and detailed work plan for the implementation of the trainings, which would include, inter alia, the following for each training:

- a. Development of training materials, in consultation with UNDP: draft agenda, topics, support materials, etc.;
- b. Methodology for monitoring/evaluation of achieved results, including evaluation forms.

The proposed methodology must be approved by UNDP at the initial phase. Ideally, the proposed training modules/methodologies should be based on already existing/tested training modules, which should be adapted to the specific needs of this sub-project.

3. Tasks of the Consultants

a) Common tasks for the Consultants

- Conduct a Workshop on the left bank of the Nistru River to get needed inputs from related NGOs for future trainings;
- Under the guidance of the Lead Consultant, to provide technical support to design and deliver targeted training modules;

- Provide a first draft outline of the final report;
- Develop the methodology, tools & work plan to carry out trainings and the list of topics to be discussed, etc.

b) Specific tasks for each Consultant

b.1. Consultant in Social Work (1 person with responsibilities of Lead Consultant)

- Organize and conduct a Workshop on the left Bank of Nistru (Transnistrian region) to obtain inputs from all partners NGO in matter of topics for future trainings.
- Organize the team of consultants to perform technical support to design and deliver targeted training modules;
- Develop the general methodological approach, compile and deliver the first draft outline of the final report; methodology, tools & work plan for carrying out trainings, list of topics to be discussed, etc.
- Supervise the quality of deliverables.

b.2. Consultant in Social Work

- Conduct a Workshop on the left Bank of Nistru (Transnistrian region) to obtain inputs from all partners NGO in matter of topics for future trainings;
- Under the guidance of the Lead Consultant, to provide technical support to design and deliver targeted training modules, to develop social work and social care competencies;
- Provide a first draft outline of the final report;
- Develop the methodology, tools & work plan for carrying out trainings, list of topics to be discussed, etc.
- provide qualitative inputs for the project deliverables.

b.3. Consultant in Psychology/psychotherapy

- Conduct a Workshop on the left Bank of Nistru (Transnistrian region) to obtain inputs from all partners NGO in matter of topics for future trainings;
- Under the guidance of the Lead Consultant, to provide technical support to design and deliver targeted training modules, to develop counseling competencies for psychologists;
- Provide a first draft outline of the final report;
- Develop the methodology, tools & work plan for carrying out trainings, list of topics to be discussed, etc.
- provide qualitative inputs for the project deliverables.

b.4. Consultant in Psychology/psychotherapy

- Conduct a Workshop on the left Bank of Nistru (Transnistrian region) to obtain inputs from all partners NGO in matter of topics for future trainings;
- Under the guidance of the Lead Consultant, to provide technical support to design and deliver targeted training modules, to develop counseling competencies for psychologists;
- Provide a first draft outline of the final report;
- Develop the methodology, tools & work plan for carrying out trainings, list of topics to be discussed, etc.
- provide qualitative inputs for the project deliverables.

D. EXPECTED DELIVERABLES, TENTATIVE TIMEFRAME AND OTHER ARRANGEMENTS

Deliverables, activities, and milestones will follow this tentative schedule:

Deliverable/milestone	Indicative timeframe		
	Team Leader/Social Worker (1 Consultant)	Social Worker (1 Consultant)	Psychologist (2 Consultants)
1. Preparatory Work - A detailed work plan, methodology and timeframe, draft training materials and monitoring & evaluation plan submitted to and agreed with UNDP;	5 working days	4 working days	4 working days
2. One workshop – to meet and discuss with the representatives of partner NGOs the possible topics of the courses and their feedback;	5 working days	4 working days	4 working days
3. Module 1: A three-days training for 12 Social Workers (Assistants) successfully carried out, based on the UNDP-approved work plan, methodology and timeframe;	6 working days	8 working days	
4. Module 2: 2 two-day trainings for 12 representatives of NGOs successfully carried out, based on the UNDP-approved work plan, methodology and timeframe;	6 working days	10 working days	
5. Module 3: 3 courses of three-day trainings for 5-7 psychologists, successfully carried out, based on the UNDP-approved work plan, methodology and timeframe;	2 working days		18 working days
6. One final report reflecting the achieved tangible results, major conclusions and recommendations drafted and submitted for approval;	6 working days	4 working days	4 working days

NOTE:

1. All written deliverables should be agreed with UNDP and be provided in English, hard and electronic copy;
2. All trainings should be carried out in Russian, and all materials provided to training participants should be available in Russian;
3. The deliverables require the endorsement by the UNDP Project Manager;
4. All reports shall include fact-sheets on disaggregated data (fact-sheet by sex, age, ethnicity, type of business, etc);
5. The Consultants are expected to work in close contact and cooperation with each other and shall present deliverables specified above jointly;
6. Payment will be made in several instalments upon the successful completion of the tasks assigned.

E. ORGANIZATIONAL SETTING

This is a part-time consultancy. The National Consultants will work under the direct supervision of and in cooperation with the UNDP Project/Programme Manager and project staff. The Consultants will work outside the project premises and will participate in all assignments related working meetings organised by the project.

The Consultants are expected to carry out field research that involves extensive travel into the Transnistrian region, and should budget the travel accordingly.

Performance evaluation

The Consultant's performance will be evaluated against such criteria as quality of the products delivered, timelines, responsibility, initiative, communication and accuracy.

Travel and other logistic arrangements

Travel outside duty station (Chisinau), other administrative costs and logistical aspects should be arranged by the Consultants and budgeted accordingly in the financial offer of the Lead Consultant.

UNDP will arrange the accommodation (including meals) of the participants in locations accessible to people from Transnistrian region, and for their transportation to the venue of the event. The training venues will be located in (3* +) facilities which are accessible to persons with disabilities.

Financial arrangements

Payments will be disbursed in instalments, upon submission and approval of deliverables, and certification by UNDP Project/Programme Manager that the services have been satisfactorily performed.

F. INPUTS

The UNDP will provide the Consultants with the available information and materials for the fulfilment of tasks and will provide support with the facilitation of meetings where necessary.

G. CONFIDENTIALITY

Materials provided to the Consultants and all the proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

Important Note: National Consultants shall clearly indicate the position/SECTOR AREA they are applying for.

H. QUALIFICATIONS AND SKILLS REQUIRED

For the Consultant in Social Work (with responsibilities of Leading Consultant)

- Advanced University degree in Social Sciences, Development Studies, Public Administration, Law, or other related areas;
- Professional certifications in project writing and management, including Civil Society Development projects;
- At least 5 years of experience in supervising/team leading, ability to analyse, plan, communicate effectively orally and in written form, draft reports, organize and meet the expected results;
- At least 5 years of relevant experience in the Social Protection/Social Work field, development of analytical reports in the socio-economic field, including programmes and projects;

- Experience in the field of gender equality and human rights issues, gender-sensitive, human-centred / human rights based approach and best practices particularly related to civil society and local development;
- Fluency in Russian is compulsory. Knowledge of English is an asset.
- **Proven familiarity with the Transnistrian region setting, knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges.**

For the Consultant in Social Work

- Advanced University degree in Social Sciences, Public Administration, or other related areas;
- Professional certifications in project writing and management, including Civil Society Development projects;
- At least 3 years of relevant experience in the Social Protection/Social Work field, development of analytical reports in the socio-economic field, including programmes and projects;
- Experience in the field of gender equality and human rights issues, gender-sensitive, human-centred / human rights based approach and best practices particularly related to civil society and local development;
- Strong communication and presentation skills;
- Fluency in Russian is compulsory. Knowledge of English is an asset.
- **Proven familiarity with the Transnistrian region setting, knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges.**

For the Consultants in Psychology/psychotherapy

- Advanced University degree in Psychology;
- Professional certifications in project writing and management, including Civil Society Development projects;
- At least 3 years of relevant experience in the Psychology, Family therapy, Family counselling, development of analytical reports in the socio-economic field, including programmes and projects;
- Experience in working with persons suffering of Post-Traumatic Stress Disorder (PTSD) symptoms, will constitute an advantage;
- Experience in the field of gender equality and human rights issues, gender-sensitive, human-centred / human rights based approach and best practices particularly related to civil society and local development;
- Strong communication and presentation skills;
- Fluency in Russian is compulsory. Knowledge of English is an asset;
- **Proven familiarity with the Transnistrian region setting, knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges.**

Personal qualities (for all candidates):

- Proven commitment to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Responsibility;
- Flexibility;
- Punctuality.

All the costs related to carrying out the **travel (for workshop) and other organizational issues, except the trainings**, shall be borne by the Lead Consultant and shall be included in his/her financial proposal.

Documents to be included when submitting the proposals:

This call is for individual applications only.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications (in separate files):

1. Proposal: explaining why they are the most suitable for the work and providing a list of relevant publications and a brief methodology on how they will approach and conduct the work;
2. Financial proposal in lump sum, USD. The individual travel related costs are required to be included in the financial proposal of each Consultant;
3. The duly filled Personal History Form (P11 – template attached to the announcement) including past experience in similar assignments and the contact details of at least 3 reference persons.

The United Nations Country Team in the Republic of Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.