## Annex 4: Sample ToRs for GBV coordinator, GBV co-chair and field coordinator

1. **Sample Terms of Reference for GBV Coordinator (national level)**

**Gender-Based Violence (GBV) Sub-Cluster Coordinator**

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| --- | --- |
| **Title: GBV Sub-Cluster Coordinator** | **Level: P3 or P4 depending on experience**  |
| **Requesting agency:** | **UNFPA** | **Country:**  | ***Madagascar*** |

***Background information/reason for request:***

Intense Tropical Cyclone Enawo, a category 4 on the Saffir-Simpson scale, made landfall in northeastern Madagascar’s Sava region on 7 March and then moved southward across central and south parts of the country while declining to a tropical depression before exiting the country on the morning of 10 March 2017. As of 17 March, the National Office for Risk and Disaster Management (BNGRC) reported around 433,985 people affected by the cyclone, including 247,219 people temporarily displaced by the cyclone in total and 5,293 who remain displaced. The number of deaths due to the cyclone has risen to 81 with 18 people missing and 253 injured. In total, nearly half of the country has been affected by the cyclone in some way, with 14 out of 22 regions in the country severely affected, and 58 of 119 districts reporting damages.

(*Abridged*)

The National Office for Disaster Risk and Management (BNGRC) and the Humanitarian Country Team (HCT) have activated the Multi-Hazard National Contingency Plan 2016/2017. The scope and magnitude of the current humanitarian situation correspond to the worst-case scenario (severe), requiring the activation of several sectors and coordination at national and local levels. Response activities had been initiated by the Government and humanitarian partners using in-country supplies, newly mobilized resources, and internal emergency response procedures.

Main humanitarian concerns for UNFPA are related to access to basic health services including reproductive health, and protection services. Damages to health facilities (104 damaged of which 16 totally destroyed) have led to disruption of the normal provision of health care and services for up to

250,000 people. Basic health services must be immediately re-established to ensure that the most vulnerable people, including pregnant women and victims of abuse and sexual violence, receive timely assistance.

*(Abridged)*

Therefore, Madagascar CO is seeking a dedicated full time GBV Coordinator for XX months.

***Role and Description:*** Under the overall supervision of the UNFPA CO Representative the incumbent facilitates and coordinates the rapid implementation of multi-sectoral, inter-agency GBV interventions in a humanitarian emergency*.* Comprehensive GBV prevention and response programming in humanitarian emergencies requires skilled coordination of a range of organizations and actors from the displaced and host communities, NGOs, government partners, UN agencies, and other national and international organizations. The GBV Coordinator’s duties include: building and sustaining partnerships, strategic planning, capacity development, advocacy, and information management. The GBV Coordinator will use the IASC’s *Guidelines for Integrating Gender-based Violence Interventions in Humanitarian Action: Reducing Risk, Promoting Resilience, and Aiding* Recovery, the GBV Area of Responsibility’s *Handbook for Coordination of GBV Interventions in Emergencies (2019)*, UNFPA’s *Managing GBV Programmes in Emergencies Guide* and *Inter-agency Minimum Standards for Prevention and Response to GBV in Emergencies* (GBV AoR) to facilitate planning, coordination, monitoring and evaluation of inter-agency GBV initiatives.

(Abridged)

**MAJOR DUTIES AND RESPONSIBILITIES:**

***Building and Sustaining Partnerships***

* Establish and facilitate inter-agency, multi-sectoral GBV Sub-Clusters (“sub-clusters”) at national and sub-national levels. Promote, respect and ensure that the *Principles of Partnership* are reflected in the day-to-day work of the GBV sub-cluster.
* Establish result-oriented, two-way communication channels between national and sub-national GBV Sub-clusters to ensure a standardized response to GBV.
* Proactively engage with all relevant stakeholders to ensure coordination bodies reflect the range of actors addressing GBV, including across multiple sectors (health, psychosocial, legal, security, etc.) and categories of actors (UN, NGO, civil society, government, etc.). As feasible, engage UN missions who may be active in addressing GBV, including but not limited to ensuring inter-agency inputs to the annual S-G’s report on conflict-related sexual violence.
* Regularly represent the GBV sub-cluster in Protection Cluster meetings, OCHA-led meetings (e.g. around development of the Strategic Response Plan or for Inter-Cluster Coordination), and other relevant meetings, including those called by the Humanitarian Coordinator.
* Coordinate and collaborate with other clusters/working groups such as the Health Cluster, Child Protection sub-cluster, Shelter Cluster, Food Security Cluster, Education Cluster, Mental Health and Psychosocial Support Working Group, etc. to ensure integration of GBV-related action in their Cluster plans and to advocate for joint awareness-raising for non-GBV specialists.
* Advocate with donors and mobilize resources for inter-agency GBV prevention and response in line with GBV sub-cluster work plan and SRP. As necessary, leverage resources within UNFPA to support inter-agency GBV activities under the sub-cluster.
* In consultation with non-governmental GBV actors and national civil society, identify appropriate mechanisms for working with and collaborating with national authorities on GBV issues.

***Strategic Planning***

* Facilitate rapid establishment of Standard Operating Procedures, initially emphasizing development of referral pathways in advance of full SOP completion. Regularly review and revisit SOPs at strategic points throughout the crisis response.
* In collaboration with national and international GBV actors, map current institutional response capacities, including facilitating mapping of GBV-specific 3Ws.
* Lead a process to develop a realistic, evidence-based multi-sectoral and inter-agency prevention and response plan. Promote engagement of a range of sectors and ensure realistic benchmarks and timelines for achieving set objectives. Regularly monitor progress against plan during coordination meetings. Allow space for new actors to engage with plan over the course of the crisis response.
* Work with partners to continually identify response gaps in line with proposed work plan (including geographic coverage and programmatic scope) and seek solutions to fill gaps. Advocate with UNFPA as sub-cluster lead to address gaps not yet filled by partners.

***Capacity Development***

* Work with partners to develop an inter-agency GBV capacity development strategy that meets the needs and priorities of key national and local stakeholders to facilitate implementation of agreed work plan.
* Revise existing training materials according to local context and ensure partners’ access to relevant training sessions.
* Support efforts to strengthen the capacity of sub-cluster members on planning and responding to GBV in emergencies and on safe and ethical GBV information management.
* Ensure all GBV sub-cluster partners and others are aware of relevant policy guidelines, technical standards, and other resource materials (go to [www.gbvaor.net](http://www.gbvaor.net) for the latest information).

***Advocacy***

* Provide technical support to the development of relevant advocacy and policy documents to address GBV in the context of broader gender inequality issues.
* Promote awareness of national laws and policies that inform action to address GBV.

***Information Management***

*In line with WHO’s Ethical and Safety Recommendations for Researching, Documenting and Monitoring Sexual Violence in Emergencies:*

* Engage in robust analyses of available secondary data to ensure readily-available information on known trends and patterns on GBV for inclusion at relevant points along the Humanitarian Programme Cycle, including the MIRA.
* Consolidate existing assessments on the GBV situation and/or work with relevant agencies, the displaced and host populations to conduct relevant participatory analyses of GBV.
* Undertake new assessment missions as necessary/appropriate to determine the magnitude and scope of GBV and identify strategic inter-sectoral approaches for addressing it.
* Work with the GBV Sub-clusters to adopt a standardized GBV incident report/intake form and other relevant forms as necessary. Train partner organizations and other sectors in the use of this form with particular emphasis to the *Guiding Principles for Working with GBV Survivors* and in line with the GBV Information Management System (GBVIMS).
* If necessary, develop monthly report formats that capture relevant information and that support the analysis and evaluation of program progress and outcomes.
* Document best practices and approaches for responding to issues of GBV in order to deepen the knowledge base among relevant partners.
* Prepare regular analytical reports on emerging issues.

***Administrative and Miscellaneous Duties***

* Write monthly reports documenting progress against work plan outputs.
* Proficiency in French.
* Other duties as required.
1. **Sample Terms of Reference for GBV Sub-Sector Co-Chair**

Note: The title of this position may vary in context.

**TERMS OF REFERENCE GBV Sub-Sector Co-Chair**

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**Context and Background**

The aim of the Cluster Approach in humanitarian settings is to ensure coherent and effective response through the mobilization of government agencies, international organizations, UN Agencies, Non-Governmental organizations (NGOs) and donors to respond in a strategic manner that closes gaps, increases predictability and strengthens the capacity of humanitarian actors across all key areas of activity in an emergency. GBV has been designated as one of the five Areas of Responsibility under the Protection Cluster.

In the wake of the on-going conflict in Libya, the plight of women and girls at risk of GBV is heightened. An unstable political environment, discriminative laws, social norms and the disregard for international conventions and treaties signed by Libya further exacerbate the problem. Recent reports have shown that migrant women and girls are exposed to sexual abuse, sexual slavery, physical abuse, arbitrary arrest and torture while kidnapping and abduction has been on the rise especially targeting children. Against this backdrop, the magnitude of GBV is not documented due to underreporting that is associated with weak reporting structures, cultural attributes and practices that leads to shame, stigma and fear of retaliation. The collapsing economy has led to the struggle to meet basic needs further increasing women and girls risk to sexual exploitation and abuse. GBV sub-clusters are non-existent while referral pathways are weak, further limiting access to safe and comprehensive GBV services and coordinated efforts for GBV prevention and risk mitigation.

*Abridged*

Owing to the sensitivities around GBV related issues and the need to ensure acceptance and accountability by the Libyan government line ministries and local associations, UNFPA continues to consult widely and advocates for the Ministry of Social Affairs to shadow the chair role of the sub-sector inside Libya with UNFPA providing technical support for the leadership role. In addition, the sub-sector recommends the identification of a local NGO to shadow the co-lead role with technical support provided by CESVI (current co-lead in the Tunis led working group). This would ensure capacity building and sustainability in the long run over a period of time. UNFPA envisage that this capacity building approach would strengthen capacities of local actors. Furthermore, the approach would facilitate swift transition from humanitarian to development in which the Ministry of Social Affairs and the designated local NGO would assume the leadership role of the GBV sub-sector working group in Libya at the national level. The sub-working groups will be more operational at the field level ensuring coordination for safe and timely access to GBV services and prevention activities, while the Tunis led Working Group will focus broadly on the strategic and advisory responsibilities until humanitarian partners fully relocate to Libya. By 2019, the TORs will be revised accordingly to constitute four operational GBV working groups inside Libya and a strategic advisory group established to provide advisory and strategic direction to the working groups.

**Objectives of GBV Sub-Sector**

The GBV sub-sector (GBV SS) in Libya aims, in collaboration with and in support of the relevant government ministries, UN agencies, and local and international NGOs, to consolidate and coordinate the activities of all relevant stakeholders so as to provide prompt, accessible, appropriate and confidential services for GBV survivors and put in place mechanisms to prevent GBV.

The GBV sub-sector will prioritize efforts around GBV mainstreaming, advocacy, resource mobilization, training and sensitization, assessments, data collection and monitoring, information sharing, IEC materials development and standard operating procedures that will guide activities on GBV prevention, response and risk mitigation in all geographical areas in Libya targeting the host communities, IDPs, migrants, asylum seekers and refugees.

**Membership:**

* In order to ensure a holistic and multi-sectoral approach in the prevention of and response to GBV, membership of the national sub sector will consist of government representatives from various ministries (in particular those involved in providing health, psychosocial, legal and security services), UN Agencies, UN Mission in Libya and donors.
* National and international NGOs working on GBV will be members of the national sub-sector. At the Mantika level, organizations shall be encouraged to initiate and participate in the GBV working group at Mantika level.
* National GBV SS will solicit participation of gender focal points from other sectors to ensure GBV is mainstreamed in all sectors.
* Chairs and co-chairs of Mantika level GBV working groups shall also be members of the national sub-sector.

**Leadership arrangements:**

The GBV SS will have a co-leadership structure of UN with INGO/NGO under the umbrella of the protection sector. At country level UNFPA may lead GBV SS coordination and act as provider of last resort, often in partnership with a government ministry or non-governmental organization. In the field, the aim of GBV coordination is to facilitate rapid implementation of GBV programming, including liaison and coordination with other sectors to facilitate integration of GBV interventions within their humanitarian response plans.

The co-chair will be elected from amongst members of the GBV SS on a one-year rotational basis. An evaluation of the performance of the Co-chair shall be done at the end of the year to facilitate improvements in its coordination group.

**Eligibility Criteria for NGO applying as a GBV SS Co-chair**

1. The NGO is operating in Libya and has GBV prevention and response programming for a minimum of 2 years as a core programme.
2. The NGO has relevant relations with other relevant GBV actors addressing GBV in the country.
3. The NGO has a suitable dedicated staff member to effectively meet the co-lead requirements for coordination and information management.
4. The NGO has the logistical support for convening meetings, circulating minutes and provide linkage with other coordination partners.

**Core responsibilities of the co-chair include:**

Coordination

In coordination with the GBV SS Coordinator:

* Co-facilitate Libya GBV SS meetings at national level in partnership with UNFPA
* Coordinate with other sectors to mainstream and integrate GBV concerns across the humanitarian response in Libya, including needs assessments, program planning, implementation and monitoring and evaluation

Standard Setting and Capacity Building

* Promote adherence to standards, including the IASC GBV Guidelines and the WHO Recommendations, and promote a survivor-centred approach to GBV prevention and response
* Support the development, implementation and monitoring of Standard Operating Procedures (SOPs) and referral pathways for all actors involved in GBV response

Strategic Planning

* Co-lead service mappings and assessments as needed
* Identify both immediate and longer-term recommended actions to improve response to GBV and to prevent further incidents of GBV
* Contribute to humanitarian response plans and develop GBV-specific plans as appropriate

Representation and Advocacy

In coordination with the GBV SS Coordinator:

* Represent the collective membership of the GBV sub-sector
* Share information on identified needs and recommendations of the GBV SS with government partners, UNSMIL, other sector leads, donors, and others as relevant
* Other duties as assigned

**Amendments**

This TORs is a working document and may be altered to meet emerging needs of all members by agreement of the majority of the members.

1. **Sample ToR for GBV Sub-Cluster Field Coordinator (sub-national)**

Job Title: GBV Sub-Cluster Field Coordinator

Employment Category: Fixed Term

Employment Type: Full-Time

Location: XXXX

Job Description

BACKGROUND

The Gender-Based Violence Sub-Cluster (GBV SC) is a working group under the Protection Cluster that coordinates GBV prevention and response activities for the humanitarian response in XXX. The GBV SC is Chaired by UNFPA and Co-chaired by an INGO partner on a rotational basis.

SCOPE OF WORK

The GBV Sub-Cluster Field Coordinator will report directly to the GBV SC Co-Chair and will be under the technical supervision of the GBV Sub-Cluster Coordinator and Co-chair at the national level. The GBV Sub-Cluster Field Coordinator facilitates and coordinates rapid implementation of GBV in Emergencies programming in accordance with the IASC GBV Guidelines and the Handbook for Coordination of GBV Interventions in Emergencies. The GBV Sub Cluster Field Coordinator will provide support to priority areas without GBV Coordinators, fill gaps in the GBV sub-national/SC leadership in the absence of the GBV Coordinators and conduct specific tasks especially in A, B and C locations. GBV programming in humanitarian emergencies is multi-sectoral, involving multiple organizations and actors from the displaced and host communities, NGO and government implementing partners, UN agencies, and other national and international organizations to engage in comprehensive prevention and response initiatives.

The GBV Sub-Cluster Field Coordinator’s duties include: establishing/reinforcing effective mechanisms for inter-agency and cross-sectoral coordination and operationalization of GBV-related interventions, in line with the IASC GBV Guidelines and related tools and guidance; providing technical leadership and ensuring awareness and usage of relevant global, regional and national tools for effective GBV programming including strengthening the capacity of GBV service providers; supporting inter-agency needs assessments; and monitoring the implementation and quality of GBV service provision, and, promoting effective data and information collection, sharing and analysis.

Specifically the duties entail;

**Coordination and Promoting Joint Action**

* Reinforce and/or establish GBV working groups; promote engagement of relevant humanitarian actors including government actors
* Promote shared knowledge and understanding of the GBV guiding principles and globally-endorsed tools for effective GBV programme management and inter-agency coordination
* Identify working group focal points to engage with other relevant sectors/clusters for GBV risk mitigation and survivor referral
* Develop/Review/Update GBV referral pathways
* Develop location-specific GBV working group work plans
* Draft key messages and advocacy notes to promote consistent communications that emphasize the life-saving nature of GBV-related interventions in the crisis-affected context
* Develop strategy for effective communications with affected populations on GBV services, risk mitigation strategies, and to promote gender equality
* Proactively fund-raise for joint programmes to support the work plan, including through relevant humanitarian funding mechanisms
* Participate in GBV Rapid Assessments and responses, review of data and reports in line with ethical guidelines.

**Technical Leadership**

* Promote awareness of, access to and use of relevant tools and guidelines across clusters to support effective GBV prevention and response
* Assess capacity gaps that hinder quality and/or coverage of GBV prevention and response interventions
* Develop/adapt and conduct trainings to address capacity gaps
* Support the development, implementation and monitoring of Standard Operating Procedures (SOPs) and referral pathway for all actors involved in GBV response.
* Facilitate GBV mainstreaming training for other sector response.
* Mentor other sectors (identified priority clusters) in the uptake of GBV mainstreaming tools and monitor their implementation and support implementation of action plans developed by GBV SC
* Monitor the implementation and quality of GBV service provision
* Provide technical expertise and guidance to partners on GBV trainings programmes and curriculum
* Facilitate GBV training to partners and institutions as required.

**Information Management**

* Lead and/or contribute to assessments and situational analyses including interagency assessments; ensure GBV concerns included in multi-cluster assessments and link to consolidated appeals
* Map actors who can support GBV-related interventions and identify gaps
* Ensure a standardized approach to data gathering, with an emphasis on ensuring safe and ethical practices as promoted by the Gender-Based Violence Information Management System (GBVIMS), the Guiding Principles for Working with GBV Survivors, and the WHO Ethical and Safety Recommendations for Researching, Documenting and Monitoring Sexual Violence in Emergencies
* Establish a system for information sharing and dissemination, including for advocacy purposes
* Develop and regularly update an inter-agency M&E framework to guide work of GBV Sub-cluster and support accountability
* Prepare standard periodic reports and progress updates on on-going GBV working group for inclusion in GBV SC updates, OCHA SitReps, Humanitarian Bulletins, Protection Advisories, Global GBV AoR Weekly Updates, UNFPA HQ internal and external meetings and advocacy, etc.

**Representation and Advocacy**

* In all actions represent the collective membership of the GBV WG
* Coordinate with the national GBV SC for advocacy action and support on identified needs and gaps
* In collaboration with the national GBV SC share information on identified needs and recommendations of the GBV WG with government partners, UN Mission, other sector leads, donors and others as relevant
* Coordinate with the national GBV SC to mobilize funds to identify gaps in GBV prevention and response.

**Other**

Undertake other relevant tasks as requested by the GBV SC Co- Chair.

**REQUIREMENTS**

* Master’s degree in social work or other social sciences, public health, community health, international relations, international law, human rights or related
* 5 years of experience in GBV programme management and experience working in humanitarian settings – preferably in an acute emergency
* Prior training in gender issues and their application in international humanitarian or development settings
* Awareness and demonstrable knowledge of gender issues and their relevance in humanitarian emergency settings
* Demonstrable knowledge of protection issues in humanitarian settings
* Knowledge of humanitarian emergency operations and roles/responsibilities of humanitarian actors
* Knowledge, skill, and experience in participatory methods for community development and mobilization
* Group facilitation skills and experience, training skills, coalition-building skill
* Diplomacy and assertiveness; the ability to respectfully and carefully confront and discuss sensitive issues with a wide range of actors, groups, and individuals
* Fluency in English.