



Terms of Reference:

International Consultancy: Assessment of existing Sexual Gender Based Violence (SGBV) data collection tools and Information Management Systems

1. Background and Context

The Spotlight Initiative (SI) is a global, multi-year partnership between the European Union (EU) and the United Nations (UN) to eliminate all forms of violence against women and girls by 2030. The initiative, launched in September 2017, targets countries in Asia Africa, Latin America, the Pacific and the Caribbean with a view to achieving significant improvements in the lives of women and girls. Zimbabwe is one of the eight countries in Africa to benefit from this transformative initiative.

In Zimbabwe, the SI Country Programme (CP) was developed and approved in September 2018 with six outcome areas namely: 1) legislative and policy framework; 2) strengthening institutions; 3) prevention and social norms; 4) delivery of quality, essential services; 5) data availability and capacities; and 6) supporting the women's movement. The CP seeks to ensure that women and girls realize their full potential in a violence-free, gender-responsive and inclusive Zimbabwe. It will directly contribute to Zimbabwe's achievement of Sustainable Development Goals (SDGs) 3 (ensure healthy lives and promote well-being for all ages) and 5 (achieve gender equality and empower all women and girls).

Outcome 5 of the CP seeks to ensure the availability of quality, disaggregated and globally comparable data on different forms of violence against women and girls (VAWG), including sexual gender-based violence (SGBV) and harmful practices (HP). The focus is to ensure data is collected, analysed, shared/ disseminated and used in line with international standards to inform laws, policies and programmes.

A situation analysis of this outcome area during the development of the CP showed that the Zimbabwe National Statistical System (NSS)¹ is generally strong, and many of its stakeholders have an established statistical infrastructure. The main sources of SGBV/ HP and SRH data in Zimbabwe were found to be population-based surveys, administrative and service based records² as well as community surveillance reports. Zimbabwe has several Management Information Systems (MIS) managed by different Government Departments, Civil Society Organizations and funded by several Agencies. For example, the Ministry of Women Affairs, Community and Small and Medium Enterprises Development (MoWACSMED) has the GBV IMS funded by UNFPA, Ministry of Public Service, Labour and Social Welfare (MoPSLSW) has the Child Protection National Case Management MIS funded by UNICEF, and Ministry of Justice, Legal and Parliamentary Affairs (MoJLPA) through the Judicial Service Commission (JSC) has the legal case management information system funded by

¹ The NSS comprises producers, users, and suppliers of data as well as academic and research institutions.

² The specific sources include the Zimbabwe Demographic and Health Survey (ZDHS); Multiple Indicator Cluster Survey (MICS); Prison Census; Population Census; and the Quarterly Digest of Statistics.

EU. In addition, CSOs such as Childline and Musasa have their own independent information systems.

However, gaps and challenges exist in the generation, storage, analysis, dissemination and use of SGBV survey and administrative data. There are a number of challenges related to SGBV Information Management in Zimbabwe. The current NSS does not have standardized or harmonized data collection tools for SGBV, VAWG and HP. Further to this, methodologies for SGBV data collection are not harmonised (and therefore make any compilation and comparison impossible). The CSO SGBV IMSs are not interoperable with Government Departments. Furthermore, those generating and/or using SGBV data lack adequate professional human and financial resources and undertake limited analysis and dissemination of collected data resulting in under-utilization of existing data. Inadequate coordination leads to duplication of effort, unnecessary waste of public resources and sometimes conflicting data. There is also insufficient national and subnational qualitative data on behaviour, norms and attitudes on SGBV and HP.

A strong SGBV Information Management strategy is an integral element for addressing SGBV as this allows for an in-depth and comprehension of the scale and scope of the problems, which in turn is essential for evidence-based programming. An effective SGBV Information Management framework will also permit all stakeholders to coordinate a holistic response, based on a common understanding of the needs and gaps on the ground.

The aim is to link development of data collection instruments with the development of the IMS so that it is interoperable, multi-sectoral, reduce duplicative processes, limits the amount of data that is collected and allows multiple stakeholders to interact with a common data set. By interoperability, the requires review of the business processes, to ensure that the system promotes traceability and accountability of data which is integrated to case management service provision, incident monitoring and programme monitoring. Through the Spotlight Intervention, in country data and information on SGBV, VAWG and HP must be reliable and consistent.

2. Objectives of the Consultancy

The main objectives of this consultancy are to

1. Conduct a comprehensive assessment of existing SGBV data collection tools and information management systems for prioritised sectors and service provider CSOs;
2. Develop concrete recommendations and tools/ approaches for harmonised SGBV data collection and management by prioritised sectors;
3. In line with case management systems, processes and principles, develop concrete recommendations and tools for harmonised SGBV/ HP data collection and management by prioritised civil society service providers; and
4. Develop recommendations for the design and implementation of an SGBV/HP Information Management National Framework.

3. Scope of Work

The scope of work is to set up a single architecture for the management of GBV so that both women and children do not slip through the cracks which poses a risk to the well-being of programme recipients. Working closely with a team of national consultants and under the oversight and guidance of the SI Technical Coordination Unit, and direct supervision of UNFPA Population and Development Programme Specialist, the international consultant will be expected to coordinate and provide leadership to the assessment and perform the following tasks, among others:

SGBV Data Collection Tools

- Review and identify gaps in existing SGBV/ HP tools and protocols for data collection, storage, analysis, reporting and sharing among the various sectors. that is, particularly health, social services, police, judiciary (courts), education and the community; and
- Review and identify gaps in the privacy and confidentiality conditions under which SGBV/ HP data is collected from survivors and subsequently stored and shared

Information Management System

- Review and identify workflow processes (both paper and computer based) for existing SGBV/ HP information management systems;
- Review and identify gaps in computer applications for the existing SGBV/ HP information management systems;
- Review and identify gaps in the inter-operability of existing SGBV/ HP information management systems;
- Propose recommendations for harmonizing tools and protocols for SGBV/ HP data collection, analysis, storage, reporting and sharing, as well as on establishing or improving inter-operability of SGBV/ HP information management systems

4. Expected Outputs/ Deliverables

The expected outputs/ deliverables are as shown on the table below.

Output/ Deliverable	Target Date
1. Inception report	09/08/2019
2. Draft report of the assessment	27/09/2019
3. Final Report of the assessment	11/10/2019
4. Power point presentations on findings of the assessment	15/10/2019



In order to meet the above key deliverables, the consultant will

- Prepare and submit an inception report, detailing proposed methodology, data collection tools, ethical considerations and plan of work;
- Conduct a review of existing SGBV/ HP information management systems and tools and protocols for data collection, storage, analysis, reporting and sharing.
- Interview officials from Government ministries, civil society organisations (CSOs) and other relevant stakeholders.
- Provide regular progress reports on the assessment
- Prepare and submit the draft report of the assessment and present it to stakeholders. The draft report should include a summary of the key findings.
- Incorporate comments from stakeholders, finalise and submit the final detailed report of the assessment, showing key findings and clear actionable recommendations
- Prepare and submit power point presentations of the findings of the assessment

5. Qualifications and Experience

Education

- Advanced social science university degree (Master's degree or PhD). A qualification in computer science and information technology will be an added advantage.

Experience

- At least seven years of relevant and proven regional and international level experience in development of GBV IMS with clear evidence of work, GBVMIS development and implementation.
- Exceptional command of the SGBV guiding principles and what it means to provide a survivor-centered response;
- Good computer skills: MS Word, Excel (including in depth knowledge of pivot table/chart and data analysis), Access and database software,
- Excellent communication, analytical, report writing and presentation skills;
- Ability to plan, organize, implement and report on work

Language

- English language is required.

6. Competencies

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to work under pressure and tight deadlines;
- Capacity to work effectively in a multi-cultural team;
- Strong results orientation and strategic thinking with a client-oriented approach.

7. Contract

The Consultant will be contracted by the United Nations Population Fund (UNFPA) in line with its policies and procedures on recruitment. The level of consultancy fees and conditions for payment will be determined in negotiation with UNFPA.

8. Documentation

The following documents shall be availed to the consultant for the assignment as an integral part of these terms of reference:

1. Zimbabwe Spotlight Initiative Country Programme and Results Matrix
2. Spotlight Initiative Indicators' Methodological notes

9. Period of Assignment

The performance period for the consultancy shall be from 5th August 2019 to 15th October 2019 (45 working days)



Annex 1:

Action Plan for the Assessment of SGBV/ HP Tools and Information Management Systems

Action/Specific Task	Responsible Person/s	Required No. of work Days (not calendar days)	Target Date
Prepare and submit an inception report, detailing proposed methodology, data collection tools, ethical considerations and plan of work	Consultant	3 days	09/08/2019
Conduct a desk review of existing SGBV/ HP information management systems and tools and protocols for data collection, storage, analysis, reporting and sharing	Consultants	25 days	13/09/2019
Interview officials from Government ministries, civil society organisations (CSOs) and other relevant stakeholders.	Consultant	5 days	20/09/2019
Provide regular progress reports on the assessment	Consultant	-	-
Prepare and submit the draft report of the assessment and present it to stakeholders. The draft report should include a summary of the key findings	Consultant	5 days	27/09/2019
Review draft assessment report	SI Technical Coordination Unit/ Stakeholders	-	04/10/2019
Incorporate comments from SI Technical Coordination Unit and present revised report to stakeholders	Consultant	3 days	09/10/2019
Finalise and submit final assessment report	Consultant	2 days	11/10/2019
Prepare and submit power point presentations of the findings of the assessment	Consultant	2 days	15/10/2019
Total Number of Working Days for the Consultant		45 days	