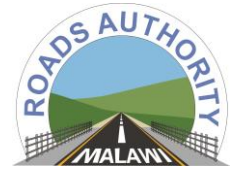




Government of the Republic of Malawi

R o a d s A u t h o r i t y (M a l a w i)



TERMS OF REFERENCE

CONSULTANCY FOR GENDER BASED VIOLENCE (GBV) SERVICE PROVIDER FOR GBV PREVENTION AND RESPONSE SERVICES ON INFRASTRUCTURE PROJECTS UNDER THE SOUTHERN AFRICA TRADE AND CONNECTIVITY PROJECT (SATCP)

1.0 Background and Justification

The World Bank Group (the “Bank” hereinafter) works with its client countries to support the promotion of gender equality through its projects and policy dialogue activities. The Bank’s Environmental and Social Policy (2017) covers both the environmental and social dimensions of sustainable development and includes gender equality as one of the key aspects to consider while the Bank’s Gender Strategy (2016-2023) outlines how the Bank can promote gender equality and women’s empowerment in its countries where it operates, as an important contributor to reducing poverty and promoting shared prosperity.

Thirty-five percent of women worldwide have experienced either physical and/or sexual violence by intimate partners or other actors (WHO 2013). The World Bank recognizes that combating gender-based violence (GBV) globally is critical for closing gaps between men and women, ensuring a lasting impact on poverty, and promoting inclusive and sustainable economic growth.

There are well-founded concerns that projects involving major civil works can increase the risk of Gender-Based Violence (GBV), and in particular, Sexual Exploitation and Abuse (SEA). Projects can create a power differential between those who are engaged in civil works and the project-affected communities, which can increase the opportunities for the members of the project-affected communities to be sexually exploited and abused. The risk of incidents of sex between laborers and minors, both girls and boys, can also increase. Besides the risks of SEA, incidents of Sexual Harassment (SH) can occur within project related entities. Perpetrators could be fellow workers and supervisors. Labor influx can also increase risk of sex-trafficking.

The recent Good Practice Note on Addressing Gender-Based Violence in Investment Project Financing involving Major Civil Works¹ (GBV Good Practice Note) recognizes that major civil works may exacerbate GBV risks, notably risks for sexual exploitation and abuse (SEA) as well as sexual harassment (SH), by a range of perpetrators linked to project implementation in both public and private spheres in a number of ways, such as the following:

¹ <http://documents.worldbank.org/curated/en/399881538336159607/Environment-and-Social-Framework-ESF-Good-Practice-Note-on-Gender-based-Violence-English.pdf>

- a. Projects with a large influx of workers may increase the demand for sex work—even increase the risk for sex trafficking of women—or the risk of early marriage in a community where marriage to an employed man is seen as the best strategy for an adolescent girl’s livelihood. Furthermore, higher wages for workers in a community can lead to an increase in transactional sex. The risk of sexual relations between laborers and minors, even when it is not transactional, can also increase.
- b. Projects create changes in the communities in which they operate and can cause shifts in power dynamics between community members and within households. For example, men in the community may be agitated when they think that workers are interacting with women in the community or when female project employees begin to bring more income than usual back to the household. Hence, abusive behaviour can occur not only between project staff and those living in and around the project site, but also within the homes of those affected by the project.

Under SATCP four infrastructure projects have been planned for implementation in areas of road rehabilitation, border post construction, weigh bridge construction and construction of inland scanning and examination centres. These projects will result into an influx of migrant workers into the respective areas especially skilled labour. The labour influx associated with infrastructure projects, when not well managed, can have serious negative consequences on host community (USAID 2015, World Bank Guidance Note on Labour influx, 2016). This influx of labour may have a bearing on the Gender Based Violence (GBV), Violence Against Children (VAC), HIV and Sexually Transmitted Infections (STIs) depending on the way the receiving population relates with the migrant workers. The groups that will be at high risk of GBV, VAC and Sexual Exploitation and Abuse (SEA) are women and girls. The receiving population may also try to use under aged children in selling some food items and other merchandise to the workers at the time when the children are supposed to be in school. This may induce child labour. The Project affected people, the communities and the workers may have GBV grievances and they need to be provided with avenues for launching and resolving GBV grievances. In addition to relevant national and local government structures, prevention and response to GBV can be strengthened by the presence of a full time GBV Service Provider available at the project sites. In view of the foregoing, the Roads Authority would like to engage the services of a firm or organization to support the Program Implementation Unit (PIU) by providing services for prevention and response to GBV. The firm should have local knowledge of the project areas.

2.0 The Project Background

The following infrastructure projects will be constructed under the SATCP; (a) Liwonde- Matawale road (b) Muloza One Stop Border Post (OSBP) (c) Inland Examination Centres (IEC) for Malawi Revenue Authority in Blantyre and Lilongwe and (d) an inland weigh station for Directorate of Road Traffic and Safety Services (DRTSS) along Liwonde – Zomba road.

3.0 Nature and scope of the projects

Liwonde – Matawale road rehabilitation

The total road length to be rehabilitated is approximately 45km. The road rehabilitation will include reworking the existing base layer to become the new sub base and construction of a new base layer with crushed stone and asphalt concrete surface treatment to the prescribed level of service. The project is expected to be implemented for 18 months.

Muloza OSBP

The Muloza OSBP will establish infrastructure that will respond to the modern needs of border posts and traders. The different infrastructure that shall be constructed at the border post include passenger terminal buildings; public facilities such as shops, toilets and houses; health buildings; inspection sheds; warehouses; scanning buildings; control rooms for scanners; veterinary facilities;

enclosed pens for animal holding; freight terminal and clearing agent buildings; car inspection sheds; weighbridges; generator, transformer and electrical buildings; truck parking areas; and future expansion spaces. The project is expected to be implemented for 12 months.

The Inland Examination Centres

The inland examination centres will establish Customs and border agency examination facility that enables to open, unpack, mark, weigh, unload any container or goods presented for import or export, at a designated location away from the prescribed land borders, airports and other approved places, under regulatory control. These IECs will be established in Lilongwe and Blantyre. The project is expected to be implemented for 12 months.

Construction of Weigh station

In order to control overloading of heavy vehicles along the Nacala Corridor, an inland weigh station will be constructed along the Liwonde – Zomba road and will include the following facilities, an office block, a weighing platform, approach roads and holding yard in reinforcement concrete, and dwelling houses for staff. The project is expected to be implemented for 12 months.

4.0 National Context for Gender Based Violence

All the four main types of GBV (emotional or psychosocial, sexual, physical and economic) are prevalent in Malawi with varying degrees. Incidence of physical violence is quite high. According to the Gender Based Violence Study the most common form of physical violence experienced among both females and males in Malawi was beating, hitting, or battering. Experience of this form of violence was twice as high among females as compared to males 24.5% versus 12.4%. (National Statistics Office et al 2012)

Generally data on all the types of violence show that two in five women, representing 41%, experience either physical or sexual violence. 16% experience physical violence only; 13% experience sexual violence only and 12% experience both physical and sexual violence. 65% of girls and 35% of boys experience some form of child abuse during their lifetime. About 23% of girls and less than 2% of boys aged 15 to 19 years are married before their 20th birthday. (Government of Malawi Multiple cluster survey, 2006). Malawi Demographic Health Survey 2010² shows the sexual violence for women aged 15 -49 years as follows: Northern Region: 32.2%, Central Region: 25.2% and Southern Region 23.7%.

The common kinds of sexual violence within civil works are rape; defilement; coerced sexual intercourse; attempted rape; defilement; sexual harassment, unwanted sexual touch or any forced sexual touching that the other person may find degrading or humiliating. The prevalence of common forms of sexual violence such as rape and defilement according to the NSO Study 2013³ was 0.8 % for males for rape against 1.3 percent for females. The figures were almost the same for defilement at 0.5 % for females and 1.3 % for males. Unfortunately, women who are sexually abused have to deal with a number of potential consequences e.g. pregnancy, STIs and HIV/AIDS. (Pelser et al, 2005)⁴

² National Statistical Office (NSO) and ICF Macro. 2011. *Malawi Demographic and Health Survey 2010*. Zomba, Malawi, and Calverton, MD: NSO and ICF Macro.

³ National Statistical Office; Ministry of Gender, Children and Community Services; European Union; UN Women; and UNFPA. 2012. *Gender Based Violence Baseline Survey Report*. Lilongwe, Malawi.

⁴ Pelser, E., L. Gondwe, C. Mayamba, T. Mhango, W. Phiri, et al. 2005. *Intimate Partner Violence: Results from a National Gender-Based Violence Study in Malawi*. Crime & Justice Statistical Division, National Statistical Office. Pretoria, South Africa: Institute for Security Studies.

This poses challenges to a survivor to cope due to stigma and discrimination from the society. Most survivors in school end up dropping and this has adverse effects and leaves girls and women in a vicious cycle of poverty.

The government of Malawi recognizes the problem of gender-based violence (GBV) and acknowledges its impact on vulnerable groups, gender equality, and poverty reduction efforts (Ministry of Gender, Children, Disability and Social Welfare, 2014). The government is committed to preventing and responding to GBV through a variety of actions, including laws, policies, international commitments, programs, and services. The Ministry of Gender, Community Development and Social Welfare (MoGCDSW) has the mandate to coordinate Malawi's national GBV response. The MoGCDSW has Technical Working Groups (TWGs) at both national and district level. The TWGs are comprised of government and civil society representatives from various sectors (i.e., health, social welfare, education, justice, and faith). The role of the TWG is to consolidate and coordinate the activities of all relevant stakeholders to improve and support the prevention of and response to GBV amongst Malawian population in line with the National Response to Gender based Violence.⁵ The GBV Service provider is supposed to network with the district TWG in order to have an efficient and effective system to prevent and respond to GBV within the project sites.

5.0 Objectives

The objectives of the assignment are;

- i) To enhance mechanisms to prevent and respond to GBV/ SEA/ SH/ VAC due to labour influx.
- ii) To enhance partnerships and coordination mechanisms at district and community levels for effective implementation of GBV/SEA/SH/VAC.
- iii) To monitor implementation of various measures to address risks of GBV/ SEA/SH/ VAC associated with civil works in the project area.
- iv) To support community-based prevention of GBV, SEA, SH and VAC in the project area, including supporting at risk groups.

6.0 Scope of work

6.1. Long –term impact of this project

Zero tolerance to GBV/VAC/SEA/SH will be attained mainly through the approach of challenging and creating awareness on negative practices and attitudes attached to GBV/VAC/SEA/SH to both construction workers and community target population. For workers this will be enhanced through enforcement of workers' code of conduct. For the community, this will be enhanced through sensitizing the community in general, women, girls, men and boys in order to equip them with knowledge on prevention and reporting GBV/VAC/SEA/SH. The project will target several actors including school teachers/head teachers, religious leaders, community leaders, child protection structures, out of school youth leaders for awareness on GBV/VAC/SEA/SH. The hot spots for potential cases of GBV/SEA/VAC/SH will be the main target and example of these hotspots include contractors' camp site, surrounding villages of active sites, trading centres along the project site, schools etc.

6.2. Short term Outcome

The project will change the workers and community's harmful practices about child, gender and sexual abuses through challenging the negative cultural practices and attitudes that

perpetuate the acts within the project area. Identified hot spot areas will be the main target for most of the interventions on prevention of child, gender and sexual abuse.

6.3. Overall Tasks

- i. Enhancing mechanisms to mitigate risks of GBV, VAC and SEA due to the project.
- ii. Designing and implementing a GBV, VAC and SEA community prevention program in the project area.
- iii. Strengthen mechanism for surveillance, detection and reporting GBV/VAC/SEA incidence along the project area.
- iv. Strengthen coordination with national and district authorities to monitor implementation of mitigation measures within the project area.
- v. Respond to GBV/VAC/SEA survivors' remedial and support services within the project area.

7.0 Key Activities

- a. **Enhancing mechanisms to mitigate risks of GBV, VAC and SEA-SH due to the project.** This task will include implementing and monitoring compliance with guidelines to mitigate risks of GBV,SEA, SH and VAC, particularly those associated with labour influx through the following activities:
 - i. Development of the training materials based on World Bank's Good Practice Note on addressing SEA/SH in Investment Project Finance involving Major Works, and other best practice guidelines on GBV/SEA-SH such as USAID GBV Toolkits:⁵ Violence Against Women and Girls, Stepping Stones HIV/Gender,
 - ii. Develop specific mitigation measures relating to children because of schools that will be impacted along the corridor;
 - iii. Advise the PIU on the design of an independent GRM or customizing the existing GRM for GBV cases; propose various possible modalities of designating and running the GRM, as relevant. Whatever is the GRM modality, the Consultant must have a direct responsibility for running it.
 - iv. Ensure that GRM process embraces GBV/SEA-SH and handling of GBV/SEA-SH cases uses survivor centred approach.
 - v. Ensure that the GRM provides multiple, easily accessible and trusted channels through which grievances can be registered safely and confidentially, and ensures a survivor centred approach as well as a speedy resolution of the case.
 - a. Ensure that the GRM does not ask for, or record, information on more than three aspects related to the GBV incident. These are: The nature of the complaint (what the complainant says in her/his own words without direct questioning);
 - b. If, to the best of their knowledge, the perpetrator was associated with the project; and,
 - c. If possible, the age and sex of the survivor.
 - vi. Training the Workers for both contractors and sub-contractors and sensitize the communities on Grievance Redress Mechanism Train the GRM Operators on how to receive and process GBV cases confidentially and empathetically, what referral pathways to follow and how to collect and report cases. Report to the GRM Operators on the outcomes of the GBV-related grievances made.

⁵<https://www.usaid.gov/documents/1865/building-safer-worldtoolkit-integrating-gbv-prevention-and-response>;
<http://www.vawgresourceguide.org/integrate>,
<http://steppingstonesfeedback.org/index.php/page/Home/www.theroadtogoodhealth.org> .

- vii. Develop tools that can be used to train and sensitize GRCs and communities on GBV and prevention of Violence against Children (VAC), Sexual Exploitation and Abuse.
- viii. Undertake training of the staff in GBV, SEA-SH, VAC and Grievance Redress Mechanism (GRM).
- ix. The service provider will also be required to deliver training to the employees (skilled and unskilled labourers for both contractors and sub-contractors) based on the training tool kits developed.
- x. Review contractors 'code of conduct to make sure it embraces GBV/SEA-SH/VAC issues.
- xi. Timely responding to GBV cases and compiling reports as necessary

b. Designing and implementing a GBV, VAC and SEA-SH community prevention program in the project area. The proposed activities seek to increase the resilience of communities to prevent and respond to risks of GBV associated with the project:

- i. Conducting a rapid assessment of GBV and VAC in the project area in order to identify population at risk, hot spot areas, key risks and protective factors, institutional response and mapping programs and services available for survivors of GBV and VAC in the project area;
- ii. Developing a prevention program that focuses on:
 - a) Strengthening resilience and safety of population at risk of GBV/SEA-SH/VAC
 - b) Community mobilization to reduce tolerance to GBV/SEA-SH/ VAC. This must include engaging with men, women, boys, girls, religious leaders, community leaders, teacher/head teachers, child protection office and social welfare office
 - c) Engaging with schools along the project corridor;
- iii. Develop IEC Materials (posters, pamphlets, etc.) on Gender Based Violence, VAC Child Labour and SEA-SH;
- iv. Undertake public awareness campaigns on Gender Based Violence, SEA-SH, VAC through various methods e.g. public meetings, drama, radio programs etc. Include GBV-specific considerations into the Project Stakeholder Engagement Plan (SEP) and support the PIU in undertaking public consultations to ensure that i) women, girls and boys and other at-risk groups are consulted; ii) convenient time, safe transportation and culturally-acceptable setting are provided to these groups to enable their meaningful participation in consultations; iii) consultations with girls⁶ are conducted by a facilitator trained in child consultations; iv) consultations are conducted periodically, particularly when Contractors prepare the Environmental and Social Management Plan, and, v) consultations follow the Ethical and Safety Recommendations⁷ for GBV interventions to avoid inadvertently causing harm to the consulted.
- v. Once the GBV mitigation measures⁸ are put in place, make stakeholders aware of them. As a minimum, inform them of i) the Code of Conduct, its mandatory nature and consequences of its violation; ii) the local GBV service providers (including the Consultant itself), their contacts and services offered and the referral pathway; iii) channels available to lodge complaints including through Project's GBV Grievance Redress Mechanism (GRM) and iv) ways in which complaints will be addressed. Provide opportunities for feedback immediately after the consultations and later
- vi. Devise a strategy to create awareness on GBV, sensitize communities and question norms and attitudes that underline GBV in a culturally appropriate manner. It is important that the strategy is an evolving one based on feedback from the stakeholders.
- vii. Reach all members of the community. People need to know that they have a right to complain and how they can do so. They need to know what their rights are and what the mandate of each organization is. Be clear on what the Project can and cannot deal with - this will help manage community expectations.

⁶ Where feasible, adolescent girls and boys should also be provided with opportunities to participate in consultations

⁷ http://www.vawgresourceguide.org/ethics#footnote39_xiuow1x

⁸ This refers to the outputs to be produced, e.g. CoC, Referral Pathways, GBV GRM, etc.

- viii. Engage men and boys both within the community and at men working within the construction force, taking into account the cultural context, to help raise awareness around preventing GBV and promoting positive social norms in support of gender equality. Make efforts to appeal to male leaders, especially religious and community leaders, and to identify strategic allies for prevention of and response to GBV risks.
 - ix. Consult men and boys to ensure that services are appropriate to the needs of male survivors, and to develop strategies to mitigate their risk of experiencing GBV. Ensure that the consultations with boys are conducted by a facilitator trained in child consultations, with an understanding of local culture and customs.
- c. Strengthen mechanism for surveillance, detection and reporting GBV/VAC/SEA-SH incidence along the project area.** The following activities will enhance proper handling of GBV/VAC/SEA-SH cases using survivor centred approach:
- i. Training GRC members on how to handle /refer /SEA-SH/VAC cases using survivor Centred Approach.
 - ii. Development of Mechanisms to hold accountable alleged perpetrators associated to the project.
 - iii. Development of a mechanism for receiving and handling GBV/VAC/SEA-SH complaints and cases.
 - iv. To provide access to safe, ethical, survivor centric services for GBV survivors.
- d. Strengthen coordination with national and district authorities to monitor implementation of mitigation measures the project area.**
- i. Conducting GBV stakeholders' mapping and analysis to facilitate collaboration and networking with other stakeholders.
 - ii. Strengthen existing mechanisms or assist authorities to establish a new mechanism to coordinate monitoring of the project management of GBV and VAC risks. This will include community feedback.
 - iii. Joint GBV/VAC programming with Ministry of Gender, Children, Disability and Social Welfare and District stakeholders.
 - iv. Conducting quarterly district coordination meetings.
 - v. Technical capacity building for district duty bearers including but not limited to Police, Health, Magistrates, technical departments, councillors and selected NGOs.
 - vi. Coordination with stakeholders involved in project implementation eg contractors
- e. Respond to GBV/VAC/SEA-SH survivors' remedial and support services within the project area. The activities will help to provide guidance when there are GBV incidents in terms of steps to be taken and the institutions to be engaged.**
- i. Developing a GBV survivors' referral pathway and supporting protocols with identified service providers to meet survivors.
 - ii. Implement service delivery models for VAC/GBV/SEA-SH survivors mainly based on developed referral pathways and protocol for supporting survivors.
 - iii. Provide technical support to GBV survivors to access necessary; psychosocial, police, medical and legal support on time.
 - iv. Support One stop Centre wherever it is available and revamp OSC where it's not functional.
 - v. Provide GBV Case Management support including, but not limited to acting as a victim's advocate, providing referral services, respecting confidentiality and providing support without discrimination.

f. Service Provider Mapping and setting up of referral pathway

Undertake rapid assessment/mapping of the GBV prevention and response actors (GBV service providers and community organizations) available to the Project-affected communities. Assess their capacity to provide quality survivor-centred services (also factor the Consultant's role/functions in GBV service provision). The assessment should seek the following questions: what services exist? Are they safe, accessible and adequately staffed? Are minimum standards of GBV service delivery met or is further capacity building required? Identify already existing directories of service providers prepared by various organizations to create a fuller picture of all relevant stakeholders on the ground.

Identify all currently functioning shelters for the GBV survivors in Project area of influence and assess their quality, availability and accessibility; identify basic services they provide (e.g. food and other supplies, health care, economic empowerment initiatives, counselling and therapeutic activities, referral to legal aid services); their staffing (number of full time and part time staff and services offered); define their eligibility criteria for admission; whether children are accepted; any education opportunities for children (informal/formal); identify how long they have been in service; number of residents being served; type of the facilities (government, private) and their sources of funding. As with all other activities, collect only secondary data from the management of shelters so as not to increase distress to the survivors and to protect their privacy - in line with the ethical recommendations of the World Health Organization regarding research on violence against women.

Find out if Standard Operating Procedures (SOPs) for managing GBV and HIV are in place, and if and which of the service providers mapped are integrated into these SOPs. The Standard operating procedures are specific procedures and agreements among organizations that reflect the plan of action and individual organizations' roles and responsibilities. Identify if and which agency/ies lead the development of the SOPs locally; reach out to them, inform them of the Project's activities and seek feedback.

Identify barriers to GBV survivors accessing multi-sector services: e.g. transport, language, literacy; fear of discrimination; knowledge of services, etc. Particularly focus on the barriers faced by minorities, e.g. displaced women, women living in particularly difficult to reach areas, transgender, etc. Reflect these barriers into the design of the referral pathway and complaints channels.

Regularly monitor the service providers that are part of the GBV Referral Pathway, their capacity and coverage as some of them might weaken or disappear over time. Ask the questions: are they still safe, accessible and adequately staffed? Update the referral pathway accordingly and inform stakeholders

Subject to the results of the assessment of the existing referral system, coordinate the establishment of a new/updated GBV referral pathway; Try to build the pathway on existing GBV services and community-based structures, as much as possible.

Outcomes under this activity will include but not limited to:

- i. GBV Service providers mapped vis-à-vis the international standards; shortfalls clearly identified.
- ii. The GBV SOPs identified including communication protocols for reporting incidents.
- iii. The Referral Pathway is in place and functional.
- iv. Training delivered to other GBV Service Providers on how to follow the appropriate protocols for treating GBV survivors (as needed).

g. Code of Conduct (CoC) in the Project

Review the draft GBV Action Plan including sanctions for the Accountability and Response Framework and the Code of Conduct (provided by the contractor to the PIU) and revise them so that they include all the necessary arrangements for the project by which GBV risks will be addressed.

Work closely with the PIU and the contractor to ensure the contractor complies with the Code of Conduct (CoC) by undertaking the following:

- i. Review the contractor's CoC to ensure it meets the minimum requirements articulated in the World Bank's 2017 Standard Procurement Documents (SPD) and the suggestions made in the World Bank's GBV Good Practice Note. Provide suggested edits as needed. Ensure text considers applicable labour legislation.
- ii. Check the contractor's training material to ensure the training material reflect cultural norms and local habits (e.g. certain times of the day that women usually go out, etc.). Provide suggested revisions, as needed.
- iii. Attend the contractor's CoC trainings to ensure its delivery to satisfactory standards: ensure that the contractor delivers CoC orientation where the employees are rigorously taken through the CoC and the sanctions in case of breaches and are provided with gender awareness training where they discuss what constitutes SEA, SH and Human trafficking, cultural context and appropriate behaviour expected of them.
- iv. Ensure that the contractor has obtained signatures on CoCs by all its staff that confirms that the staff have read the code, understood the consequences of the breaches, and agreed to conduct themselves in accordance.
- v. Ensure the CoC is discussed with the local communities (please see the Stakeholder Engagement and Community Awareness component for more information).
- vi. Ensure that the contractor delivers refresher courses on SEA and SH periodically.
- vii. Ensure that the contractor reaffirms its commitment to the Code of Conduct in its job advertisements. Suggest necessary wording to the contractor if needed.
- viii. In cases of confirmed breaches, follow up with all responsible stakeholders to ensure that commensurate disciplinary action, such as dismissal, suspension, written censure or other administrative/criminal measure are exercised.
- ix. Support the contractor to develop an internal database of disciplinary measures on staff, including dismissals, to avoid rehiring transgressors at a later point in time.
- x. Train the members of the Supervision Consultant and the PIU members on the CoC to ensure they are fully aware of the consequences of the breaches.⁹

8.0 Roles and Responsibility

8.1 Roles and Responsibilities of Roads Authority/Client

- i. Supervise the services of the GBV service provider/firm in accordance with the agreed plans.
- ii. Receive, review and approve programmes and reports.
- iii. Process and make timely payments to the firm.
- iv. Provide timely communications related to the services of the firm.

⁹ It is the responsibility of the contractor to deliver training to all the personnel contracted or sub-contracted by the contractor. However, the Consultant will be responsible for CoC orientation/ GBV training of all other staff engaged in the Project (e.g. PIU, Supervision Consultant, Security Force etc.) and for ensuring that the contractor's trainings for the workers is of satisfactory standards/cover all pertinent areas.

8.2 Roles and Responsibilities of the Firm

- i. Perform the Services under the contract with due care, efficiency and diligence, in accordance with best professional practices.
- ii. Submit to the client the reports and other deliverables specified in the contract.
- iii. Respect and abide by the laws and regulations in force and ensure that its personnel, their dependants, and its local employees also respect and abide by all such laws and regulations.
- iv. Treat all documents and information received in connection with the contract as confidential.
- v. Participate in client's organized meetings related to the project services.
- vi. Obtain client's prior approval in writing before taking any of the following actions:
 - a. Appointing any member of the personnel that are not named in the contract.
 - b. Entering into a sub-contract that is not specified in the contract, for the performance of any part of the services, it being understood that the consultant shall remain fully liable for the performance of the services by sub-contractor and it's pursuant to the contract.

9.0 Duration

The assignment is for a period of a project implementation period of 24 months with total time input of 82 Person Months for key personnel. The contract will be renewable on annual basis depending on performance. It should be noted the start dates for subcontracts may vary and will depend on commencement of infrastructure projects.

10.0 Qualifications of Key Staff

Qualification of team members

The firm or organization shall provide a team of experts who shall be adequately qualified and experienced in issues of Gender and Development, Child protection and/or labour issues. The following expertise will be required to carry out the consultancy services: For each expert proposed, curriculum vitae of no more than four pages shall be submitted. Each curriculum vitae shall be signed by the expert and shall be supported by copies of certificates and a list of at least three contactable references. The key professional staff input is expected to be approximately 82 Person Months as listed below:

Item	Description	Person Months
1	Team Leader	10
2	Child Protection Specialist	9
3	Communication Specialist	9
4	GBV Officers	54
Total		82

(i) Team leader/Gender Specialist

Shall have the following Core functions, Competencies and Experience:

- a. At least a Master's Degree in Gender studies, development studies or related field with at least 10 years' experience in leading a team of experts in undertaking gender and development projects.

- b. At least 7 years proven experience in managing implementation of GBV/SEA/SH/VAC prevention projects.
- c. Strong experience and track record of working with children and adolescents and child protection programming.
- d. Demonstrated understanding of Malawi's legal, policy and institutional framework for GBV, Child protection and related issues.
- e. Demonstrated experience in applying behavioural change approaches in programming.
- f. Demonstrated experience of working in partnership with National and District stakeholders in implementing projects.
- g. Monitoring and Evaluation expertise especially tracking progress, preparing quality reports and documentation of good practice.

(ii) Child Protection Specialist

Shall have the following Core Functions, competencies and Experience:

- a. At least a Bachelor's Degree in socio sciences, social anthropology or related studies with 8 years post graduate experience
- b. At least 5 years in Child labor or child protection experience.
- c. Stakeholder engagement and representation and networking with respect to GBV and child protection at community and district level.
- d. Ability to facilitating GBV and Child protection Awareness and training activities for the targeted communities and workers for the contractor.
- e. Capacity building of; child protection, GBV and Gender, including facilitation of key training packages.

(iii) Communication Specialist

Shall have the following Core Functions, competencies and Experience:

- a. At least a Bachelor's Degree in mass communication and relevant experience in community sensitization, public awareness and production of radio programmes and development of IEC materials in local language with 8 years post graduate experience
- b. At least 5 years' experience in community sensitization through different media platforms.

(iv) GBV Officers (5No.)

The Consultant shall allocate a GBV officer for each project site. There will be 5 officers required under the assignment. The officer will be deployed on full time basis at the start of the implementation of the respective project.

Shall have the following Core Functions, competencies and Experience:

- a. A diploma in Gender/ Social/Community Development and related studies
- b. At least 5 years practical experience in community development/mobilization
- c. Experience of working in gender and child protection issues preferred.
- d. Experience in providing assistance in facilitation of training and project activities is an added advantage.

11.0 Implementation Strategy

Implementation of the service will be done as four separate subcontracts under the main contract. Therefore the consultant shall submit for each subcontract deliverables under item 12 below.

Effectiveness of each subcontract shall be subjected to commencement of infrastructure listed under item 2.

12.0 Deliverables

The Service Provider is expected to deliver the following outputs:

1. An inception report outlining the detailed methodology and work plan/Action plan within 10 working days of signing the contract.
2. Stakeholder mapping and Analysis report 30 days after submission of inception report.
3. GBV cases referral pathway in narration and diagram 30 days after submission of inception report.
4. A report on the Integration of GBV in Grievance redress mechanism in terms of membership, Terms of Reference and activities 30 days after submission of inception report.
5. Training materials for GRMC 30 days after submission of inception report.
6. Training materials for relevant stakeholders for GBV 30 days after submission of inception report.
7. IEC Materials for communities on GBV, SEA, SH, CEA and GRM in form of brochures, posters and leaflets 30 days after submission of inception report.
8. IEC materials for workers in form of posters and leaflets 30 days after submission of inception report.
9. Training reports.
10. Monthly reports
11. Quarterly reports

13.0 Payment

Payment for the services shall be on monthly basis and shall depend on the actual time inputs of the various staff on site supported by time sheets confirmed by the respective Resident Engineer and countersigned by the Client's representative.