**ANNEX 1. TERMS OF REFERENCE**

**Introduction**

According to the World Health Organization (WHO), 35 percent of women worldwide have experienced either physical and/or sexual Intimate Partner Violence (IPV) or non-partner sexual violence (WHO 2013). Gender Based Violence (GBV) is defined in many ways, including that violence that is directed at an individual based on his or her biological sex, gender identity, or perceived adherence to socially defined norms of masculinity and femininity. It includes physical, sexual, and psychological abuse; threats; coercion; arbitrary deprivation of liberty; and economic deprivation, whether occurring in public or private life. GBV takes on many forms and can occur throughout the life cycle. Types of gender-based violence can include harmful l practices such as female genital mutilation/cutting, and early and forced marriage; domestic violence; female infanticide; child sexual abuse; sex trafficking and forced labor; sexual coercion and abuse; etc. Violence against women and girls is one of the most widespread, persistent and devastating human rights violations in our world today. GBV knows no social, economic or national boundaries, and increases drastically during conflict and other humanitarian crises.

Norwegian Church Aid (NCA)’s GBV programme is set to work in an integrated manner, focusing on prevention and response, including empowering women and girls. The integrated approach will reduce gender-based violence and empower women and girls, in both long term development settings and in humanitarian contexts. Unequal power between women and men is the root cause of GBV and gender inequality which is resulting in oppression of women and girls. Gender inequality exists in individual relationships between men and women and exists in, and is reinforced by, political, economic and social systems, practices, and institutions. This is referred to as ‘structural’ inequality. Inter-personal violence is underpinned and exacerbated by structural violence. NCA wants to work towards closing the gender gap through addressing unequal power relationships as all gender equality programming must first and foremost address the power imbalance between women and men.

NCA works in 21 countries globally, and 19 out of these have chosen gender-based violence (GBV) as one of their priority programmes for the period 2020-2024. Countries implementing the GBV programme are Afghanistan, Bangladesh, DRC, Ethiopia, Guatemala, Iraq, Lebanon, Malawi, Mali, Myanmar, Nigeria, Pakistan, Palestine, Somalia, South Sudan, Sudan, Syria, Tanzania, and Zambia.

NCA is an ecumenical diaconal organization that works for global justice, helping the poorest and those in need, regardless of their political or religious affiliation. NCA’s vision is “Together for a Just World”. NCA being a faith-based organization implements some of our work through local faith actors.

NCA seeks to develop a toolkit to be used by our implementing country offices (COs), as well as partners, including religious leaders-, in their work to end all forms of GBV including harmful practices. The aim of the toolkit is also to enhance NCA and partners’ engagement with faith-based actors in conducting norm transformative work. The toolkit will focus on transforming dominant norms to protect women and girls from harm. Presently, NCA COs and partners use different methodologies and approaches to work with faith actors on ending GBV, including the Tamar campaign, SASA Faith, IMAGES and Created in God’s Image. Hence, NCA seeks to develop a consolidated toolkit composed of existing best practices and methodologies for engaging with faith actors and religious leaders on norm transformative work within communities.

The toolkit will contribute towards NCA’s Global Programme on GBV’s sub-goal 1: Dominant norms transformed to protect girls and women from violence and harmful practices. The sub-goal focuses on addressing harmful norms requires us to address unequal power relations, harmful masculinities, legal, social, moral, and religious norms. NCA will promote working with faith actors, religious leaders, community leaders, and the community at large to change norms, including support religious leaders to re-frame religious narratives which harm and hold girls and women back from realising their human rights. NCA will address laws, policies using international conventions that protect women and girls from all forms of GBV and promote gender equality (legal norms), group rules that promote healthy, non-violent relationships and ways of being a man (social norms), the belief that GBV is morally wrong (moral norms) and re-framing religious norms through structured dialogues, community conversations and evidence-based research. Changing norms must include a critical mass of people across all levels of society, from religious leaders, community leaders, teachers, police, women, men, boys and girls, to maintain a norm change. The ultimate goal of norms change is to create a healthier and safer community for women and girls, and safer relationships between men and women, starting from the relationship between girls and boys.

**contract purpose and Expected results**

**Overall objective:**

The overall objective is to develop a toolkit to enhance NCA's engagement and work with faith-based organisations using learning from existing material and ongoing practice and new development if needed. The aim of the consultancy is to consolidate existing methodologies on engaging faith-based actors to end GBV. The toolkit should be developed in such a way so as to engage different categories of faith actors including religious leaders, congregations and communities at large. Some of these materials/methodologies are Tamar, SASA Faith, IMAGES, Created in God's Image, methodologies already in use by the different country offices, and any other materials that may be available. The consultant will be expected to make recommendations on which sections of the toolkit should be used for the different audiences e.g religious leaders’ work with their congregations; NCA country office programme staff and non-faith partners work with communities, and any other uses.

The consultancy will be divided in two parts, and NCA will at this stage only commit to Part A due to the prevailing travel restrictions related to COVID-19.

**Purpose:**

Twofold purpose:

1. Develop a toolkit to enhance NCA's engagement and work with faith-based organisations to end GBV
2. Pilot the toolkit through in-country training on how to use the toolkit

**Results to be achieved by the Contractor:**

Main Part A deliverable: Toolkit

Main Part B deliverable: Participatory training package

**Deliverables:**

**Part A:**

**A1: Inception report**

Inception report must include:

* Work plan with specific dates of each delivery, including when drafts are to be submitted and review time.
* Suggested methodologies the consultant proposes to use in the development of the tool.
* The inception report must demonstrate a detailed understanding/interpretation of the TOR with a detailed roadmap on the methodology for carrying out the assignment.
* Each delivery should be broken down to smaller components and include dates when each smaller component is to be ready in draft, revised, and finalised from.
* Project milestones, including risk analysis for each milestone.
* Must demonstrate how the consultant(s) plans to involve faith actors in the development of the toolkit.
* Consultations with NCA country offices who implement GBV programmes (NCA will decide which countries to engage).
* Inception report should be submitted within 14 days upon signature of contract.

**A2. Literature Review**

* Literature review should be max 30 pages (excluding annexes), and draft submitted within 4 weeks upon signature of contract (or in agreement with NCA based on inception report milestones).
* The primary focus must be on the prevention, mitigation and response to GBV.
* Desk review, and due to Covid-19, online engagement with KIIs/FGDs with relevant country office staff, as well as any faith actors that may be identified for the interviews. Please note that due to the Covid-19 situation, these interviews will have to be online:
  + Including, but not limited to: TAMAR campaign; SASA Faith; IMAGES; Created in God’s image, methodologies already being used by CO colleagues, among others.
* Review literature on if and how the use of evaluations, reviews, gender analyses and assessments, gender mainstreaming in NCA programmes, and if addressing these through engagement with faith-based actors leads to change in dominant social norms that promote GBV.
* Review literature on the different types of GBV, where each type GBV might occur.
* Review literature on the legitimacy of faith-based actors especially religious leaders on their congregations to end GBV.
* Review literature on the theory that religious leaders command the respect, moral authority and following of the majority of their congregations.
* Review of drivers of GBV and how patriarchal norms influence the behaviour.
* Review literature on positive masculinities and relate this to faith based actors and how they address GBV.
* How religious scripts relate to GBV – both those supportive and those rejecting it.
* Review of customary laws and frameworks on GBV, alternative dispute resolutions and if these are in line with basic human rights laws.
* The literature review must include issues related to religious norms, moral norms, legal norms and social norms as described in annex 6, and contribute towards NCA’s Global Programme on GBV, annex 6.

**A3. Toolkit:**

* All toolkit parts shall be submitted to NCA in draft, revised and finalised forms on dates agreed upon in the inception report. An outline of the toolkit shall be submitted within 6 weeks upon signature of contract (or in agreement with NCA based on inception report milestones).
* **Theory of Change:**
  + Informed by literature review
  + Informed by norms theory (social, moral, legal norms)
  + Narrative and visual (maximum 2 pages narrative)
  + Potential set up: problem, catalysing strategy, outcomes, results, impact, vision
* **Outreach work:**
  + Awareness raising on all forms of GBV
  + Easy to understand theoretical framework of social norms
  + Community conversation guide, differentiated by target groups, including religious leaders
  + Rapid measure for norms change

**A4. Participatory Training Manual**

The participatory training manual will focus on how to implement the toolkit and shall be divided into 2 larger parts: a) ToC; b) and b) outreach work. Each part should be divided into smaller modules, allowing for a phased approach to the training meaning that countries can pull out one module for refresher training from time to time. The training package can as a maximum include 30% use of PowerPoint or other technical equipment such as laptops, projectors, etc., as the training should use participatory approaches. In addition to pre- and post-tests, the training manual must include a survey tool to be used 3 months post-training divided in the same modules to ensure that users are using the manual correctly.

All participatory training manual parts shall be submitted to NCA in draft, revised and finalised forms on dates agreed upon in the inception report. An outline of the participatory training manual shall be submitted within 8 weeks upon signature of contract (or in agreement with NCA based on inception report milestones).

2 larger parts of training manual:

1. Introduction to ToC,
   * Why ToCs are important
   * How to contextualise ToC for local context
2. Outreach work
   * Social, moral, legal norms – with primary focus on social norms
   * How to use the community conversation guide

**Part B:**

**B1: Facilitate a webinar on the Toolkit**

The consultant is responsible for ensuring that all materials are reviewed and available prior to the webinar, including:

* Presentations with talking points
* Discussion guide
* Methodology for how to carry out the webinar – e.g. have a plan for how potential group work is going to take place, have a plan for how to manage questions etc. during the webinar, adjust training based on type of participants during the webinar (if the webinar is taking place during Covid-19 restrictions, then it is likely that only Programme Managers and higher level staff will be able to participate)

**B2: Facilitate training using the Training Manual for the Toolkit in two selected countries**

The consultant is responsible for ensuring that all remote logistics are taken care of, such as:

* All materials for printing are shared 3 weeks prior to the training
* List of all materials needed is shared 3 weeks prior to the training
* Agree on what needs to be translated before the training, and provide such materials on a date agreed to ensure sufficient translation time
* Training report per country

**B3: Conduct a survey 3 months after the training. The consultant is responsible for:**

* Developing survey questions
* Inserting questions into KOBO or PIMS (software decided by NCA)
* Analysing results
* Write a report based on results

**B4: Revise the Package based on the pilots.**

The consultant is responsible for:

* Revise the full Toolkit and Participatory Training Manual based on pilots and survey
* **ASSUMPTIONS AND RISKS**

Given the current COVID-19 situation, NCA has divided this consultancy into two parts: Part A which can be achieved without travel to programme countries, and Part B which includes travel to programme countries. NCA will only commit to Part A at this time given the uncertainty related to travel.

* **timing, logisitics and facilities**

The consultancy can start as soon as possible, and upon agreement with the consultant(s). The consultancy is home-based, and potential travel to pilot countries will be decided upon based on the prevailing COVID-19 situation at that time. NCA will provide accommodation in the pilot countries.

* **reporting**

The consultant will provide brief weekly updates on progress and challenges through email, in addition to the deliverables below. All reports and deliverables will be in Oxford English. Reports, Packages and Training materials will be provided in word, excel and other Microsoft-based easily editable documents.

* **QUALIFICATION REQUIREMENTS**
* Educational background in gender, GBV, child protection, social work or similar
* Proven track record in developing manuals and packages on child marriage or harmful practices or social norms work
* Experience engaging and working with faith-based organizations and faith-based actors
* Experience working with social norms change
* Minimum of 5 years work experience from working on prevention, mitigation and response GBV
* Excellent English communication skills, both verbal and written. French and Arabic are an advantage
* Experience in facilitating participatory trainings