



TERMS OF REFERENCE

DEVELOPMENT OF SIMPLIFIED GUIDELINES ON GBV CASE MANAGEMENT DURING THE COVID-19 PANDEMIC IN KENYA

Contract Type: Consultancy
Duration: 28 Days
Duty station: Nairobi

About Gender Violence Recovery Centre (GVRC)

The GVRC was established in 2001 and registered as a non-profit making, non-partisan charitable trust of the Nairobi Women's Hospital (NWH). We are the pioneer organization on Gender Based Violence (GBV) management in Kenya and the East African region. GVRC's purpose is to bring back meaning to the lives of GBV survivors and their families with a vision of creating a society free of GBV. Our mission is that we are the centre of excellence in the management and prevention of GBV in Africa. The GVRC has nine (9) centres with its headquarters at Nairobi. The previous and current primary prevention reach is in 37 counties in Kenya, having provided medical and psycho-social support to over 46,000 survivors of GBV. The organization is a strong voice on GBV and as a leader and source of credible data in the sector influences GBV related policies; mainly contributed to national medical management of GBV guidelines in Kenya including psycho-social support services, co-convenor and co-chair of National GBV technical working groups such as the Africa Unite Kenyan Chapter and State Department for Gender. The GVRC- NWH head office is at Malik Heights, 8th floor, Ngong Road in Nairobi County. Other branches include Hurlingham and Adams (Nairobi County); Kitengela and Ongata-Rongai (Kajiado County); Nakuru Hyrax, Nakuru CBD and Naivasha (Nakuru County), Meru (Meru County) and Mombasa (Mombasa County).

Background

In the wake of COVID-19, the first case was confirmed on March 13th, 2020, in Kenya. In early June, Kenya's Ministry of Health released guidelines on how people with mild or asymptomatic cases of COVID-19 could self-isolate at home. The new guidelines were drafted in accordance with the World Health Organization's recommendations. Previously, authorities forcibly quarantined tens of thousands of people in facilities that lacked proper sanitation, were crowded and confined, and did not provide personal protective equipment like face masks. These conditions increased the risk of COVID-19 transmission, rather than protecting those who were in quarantine.

The Government of Kenya developed COVID-19 guidelines for both health facilities (symptomatic) and home-based isolation care for the asymptomatic patients that have been received well across the country. However, enforcement has been largely on a case-by-case basis and exact details on implementation are unavailable. As the COVID-19 pandemic continues to pose a risk to Kenyans, authorities should ensure that law enforcement does not abuse the policy by imposing it in a discriminatory or arbitrary manner and that patients' rights are respected.

Rationale



This is fundamental to how GBV is addressed during this pandemic both at public health quarantine facilities and within the home-based care support isolation and treatment programs. The guidelines will facilitate effective response to GBV related cases in view of the COVID-19 challenges.

Within the facilities set aside for the victims of COVID-19, the shadow pandemic of Gender Based Violence has had a sharp increase during the main period of COVID-19. It's in this context therefore, that this project aims to simplify (use of very simple language) the existing COVID-19 guidelines for both public health facilities and home-based care programs to include;

- Referral pathways
- Step by step guide for humanitarian practitioners
- GBV case management protocols
- Existing partners database

Purpose of Assignment

The purpose of this assignment is simplifying the existing COVID-19 guidelines and and developing an electronic version of the simplified guidelines. The simplified version should include the GBV management and response aspect highlighted in the rationale. The simplified guidelines should be clear, expressly direct and focus on how case management of GBV is mainstreamed and guided within Home-based set ups and quarantine facilities.

Expected Deliverables

The consultant working in collaboration with GVRC, will review and analyze existing guidelines on COVID-19 and mainstream a GBV component into it, ensuring that;

1. The language in the guidelines is simplified; guidelines are easy to understand
2. Develop an electronic version of the simplified guidelines
3. Ensure that GBV case management, psychosocial support, referral pathways and step by step guide during humanitarian crisis and existing partners' database are well captured in both the simplified and electronic version
4. Work with GVRC to plan and conduct a validation forum

The guidelines will be validated by the Gender Violence Recovery Center and partners and feedback incorporated in the final document.

Specific Deliverables:

1. Inception Report
2. A clear workplan to identify milestones of the development of simplified COVID-19 guidelines that incorporate GBV aspects
3. Final simplified COVID-19 guidelines that highlight GBV aspects mainstreamed into the document after incorporating feedback from the validation workshop
4. The simplified guidelines provided in electronic version
5. The consultant will provide 100 hard copies of the simplified guidelines reflecting GBV case management at quarantine facilities and home-based care programs
6. Carry out validation exercise (s)

Deliverables/Outputs	Target Indicative Due Dates	Review and approvals Required
1. Develop outline for the assignment/ Inception Report	November 6th 2020	Discussion between GVRC and the consultant(s)
2. Development of the draft Guidelines	November 7th 2020	Dialogue between GVRC and the consultant(s)
3. Validation forum and incorporation of inputs into the harmonized guidelines	November 27th , 2020	Dialogue between partner\ stakeholders, GVRC and the consultant(s)
4. Design, print 100 copies and handover the guidelines to GVRC.	December 9th 2020	GVRC, Partners, Consultants

Duty Station

The consultant (s) should be based in Nairobi for ease of scheduling and attending meetings without incurring extra costs.

Duration of the assignment

The duration is for 28 days expected to start on October 26, 2020 and should be completed by December 8th, 2020.

Fee Proposal

The consultant is required to provide a broken down cost for each specific item and proposal including a budget for the services. The proposal should consist of broken down budget for the development of the guidelines that will include but not limited to:

- a) Consultancy service fee
- b) Composition of the consultancy team
- c) Number of working days
- d) Any other cost

Required Qualifications and Expertise

1. Over 3 years experience working with gender and development organizations and or government agencies
2. Advanced degree relevant to the assignment
3. Ability to develop high quality documents within tight deadlines
4. Excellent planning and organizational skills
5. The consultants should provide proof of experience alongside the bid for application.
6. Flexibility to accommodate any new timely contributions

Required Competencies

- Proven knowledge and experience in Gender work, Gender Based Violence and child protection
- Demonstrated experience in providing training/ capacity building on child protection
- Excellent communication skills
- Professionalism

Payment Terms

Below is a tabulation of the payment schedule.

Payment Schedule	
40%	Upon submission and approval of work plan
40%	Upon submission and approval of draft guidelines for validation
20%	Upon completion of all deliverables

Evaluation and Selection Criteria

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR)/ Scope of Work (SOW) as per the evaluation criteria set by GVRC. The consultancy will be evaluated based on GVRC's cumulative analysis method. When using this weighted scoring method, the award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- I. Responsive/compliant/acceptable- Company profile, Technical Functionality, Personnel, Methodology, Demo presentation, Financial presentation and
- II. Having received the highest score out of a predetermined set of weighted technical (70%) and financial (30%) criteria specific to the TOR

Submission of Proposal

Interested consultants should submit a proposal in response to the TORs, which should include the following;

1. Cover letter stating how the consultant meets the client expectations
2. Technical proposal that includes:
 - a. *Crew composition (Names; Address, Telephone/fax number, Email address) if applicable;*
 - b. *Related projects in the last 3 years (Name of project/clients, Project size/amount in Kes., Project Duration or contract duration (start to end),*
 - c. *Scope of work –brief description of tasks and achievements)*
3. Detailed financial proposal with breakdown of different budget lines
4. Three referees with full recent contact details

All applications must be submitted by **5:00pm, Wednesday, October 28th, 2020** via electronic transmission to gvrcc@nwch.co.ke

Important Note: No hard copies will be accepted. Only shortlisted applicants will be contacted.