

TERMS OF REFERENCE

Project:

***Jordanian women and youth resilient in the face of poverty
and multidimensional crisis promote violence-free
economic recovery.***

(2023/PRYC/000266)

June 2024

1. Introduction. General information:

The Jordanian Hashemite Fund for Human Development (hereafter JOHUD) and its partner Fundación Promoción Social de la Cultura (FPS), wish to contract for the implementation of the activities associated with the outcome 3 “Technical and human capacities generated in TR for specialised multidisciplinary response (VdG)” of the project *Jordanian women and youth resilient in the face of poverty and multidimensional crisis promote violence-free economic recovery*, co-financed by the Spanish Agency for International Development Cooperation (hereafter AECID).

Purpose

The purpose of these Terms of Reference (ToR) is to provide a framework to plan and define the scope and requirements for the correct implementation of the following activities associated with outcome 3 of the project:

Act. 3.1: Training for TR in methods for detecting cases of violence and sexual abuse (minors, women, PwD).

Act. 3.2: Monitoring, advice and support to TR for the correct application of the methodology/training.

Act. 3.3. Manual on detection of sexual abuse and sexual violence including persons with functional disability.

The **overall objectives** of the Outcome 3 are the following:

- Strengthen the capacities of JOHUD and its staff through a methodology to detect potential cases of sexual abuse or harassment.
- Improve capabilities to refer cases of violence against women and people with functional diversity in a safe and professional manner.
- Teach tools that help the field team of JOHUD to track case files and their documentation.
- Allow the JOHUD team to learn new methodologies to conduct individual sessions with RH to discuss their performance and how to improve it.

The provision of services by the person hired must be useful and practical and their recommendations constructive and oriented to the professional future of the JOHUD staff, whose capacity building is one of the central objectives of the project in which these activities are framed.

2. Basic data of the project

TITLE OF THE PROJECT	<i>Jordanian women and youth resilient in the face of poverty and multidimensional crisis promote violence-free economic recovery (2023/PRYC/000266).</i>
EXECUTING AGENCY IN THE FIELD	Jordanian Hashemite Fund for Human Development (JOHUD)

PROJECT DURATION	March 2024- March 2026
EXPECTED DATES OF ACITIVITIES RELATED WITH THE ToR	June – September 2024
FUNDERS	Spanish Agency for International Development Cooperation (AECID)
OBJECTIVES	General Objective: Increased jordanian women and youth resilience's in the face of poverty and multidimensional crisis.
	Specific Objective: Improved access as rights holders to inclusive and GbV-free employment for in Irbid, Mafraq and Karak.
RESULTS * Note: R.3 Will be the one related specifically with the present ToR	R1: Increased RH capabilities and skills aimed at employment and sustainable entrepreneurship.
	R2. Promoted inclusive TD access to secure financial resources.
	R3*. Technical and human capabilities generated in RH for specialized multidisciplinary response (VdG).

Socio-economic context

The fragile Jordanian economy and high unemployment rates specially among the most vulnerable population such as women and youth are leading to high levels of collective pressure and anxiety. Irbid is the most populated region of the country (1274 inhabitants/km²). It welcomes 19.6% of the Syrian population (54.4% women) and the majority age group is between 20-34 years (56.3% women). It has an active population of 34%, with a significant gap between the % of men who are part of the active population (56%) and that of women (13%). The female unemployment rate is 37%.

Mafraq is the largest in area, so the population density is much lower. On the contrary, more than 30% of the population live in rural areas. Likewise, the majority age group is between 20-34 years (54% women) and only 17% of women are part of the active population (with an unemployment rate of 28%). It hosts 25.6% of the Syrian refugee population.

Finally, Karak is characterized by having the youngest population, with the majority being the percentage of the population under 24 years of age. The female unemployment rate stands at 28.1% and the illiteracy rate also for women over 15 years of age is 8.8%. The Syrian host population is limited to 1.3% of the country's total.

Target group of the project

The target group of the intervention is distributed among the following:

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The intervention focuses on Irbid, Mafraq and Karak, regions with a very high unemployment rate, as mentioned, especially among young people and women (65% among women aged 20 to 24). Directly, 160 people will participate: 60 rural women (19-35 years old) who are part of the RH of the project being implemented in Irbid and Mafraq and another 100 people from Karak between 18 and 40 years old, will be women at social and economic risk, including GBV survivors, young people and people with functional diversity.

The comprehensive vulnerability criteria for the selection process will be developed involving members of JOHUD's Protection and Inclusion, Women's Empowerment, and Natural Resources Management programs. Its territorial and continued implementation in the area guarantees the perfect analysis of the context and data.

Regarding the ToR described here, the target group to whom the activities associated with result 3 are directed refers to the JOHUD staff as a whole, and more specifically those attending the training workshops (between 15 and 18 employees) as well as the Case Managers and social workers of the three Centers of Development (CDCs) located in the three regions mentioned.

Partner

JOHUD Jordan Hashemite Fund for Human Development is one of the largest and oldest NGOs in Jordan, dedicated to promoting human rights. Their work focuses on sustainable human development and improving the quality of life for individuals and communities, particularly those in situations of extreme poverty and vulnerability. Since its establishment in 1977, JOHUD has built an extensive support network, establishing a strong local presence through a community empowerment approach. With a national reach spanning 60 locations, JOHUD is at the forefront of development efforts in many remote communities with high poverty rates, giving them profound knowledge of the target population and sectors, they work with. In terms of management, they work in partnership with duty Bearers (DB) and Responsibility Bearers (RB). A notable aspect is their development network consisting of 50 Community Development Centers (CDCs), through which they collaborate with community organizations, societies, and local councils, with a focus on impoverished rural areas. They actively participate in municipal development plans and are a reflection of the local environment, with their administration and staff coming from the communities themselves. The CDCs serve as centers for community activism and will play a key role in implementing this project, as the activities will take place in the CDCs located in Mafraq and Irbid, integrating the work of the targeted women into Women's Committees. These committees comprise voluntary personnel who will receive training from JOHUD to actively participate in the activities, making combined efforts to strengthen both RB and RH (Technical Development) for sustainability. JOHUD will ensure to overcome volunteer and TH access barriers by providing transportation assistance to attend the activities. Notably, their experience working with community-based associations and RH gives them firsthand knowledge of the logistical and coordination challenges, ensuring that the activities are designed to overcome these barriers.

FUNDACIÓN PROMOCIÓN SOCIAL: A private, non-profit institution working for human development and the promotion of culture. Their actions are centered on people and the need to achieve better and more dignified living, working, and social participation conditions for all.

Founded in 1987, their mission of Fundación Promoción Social (FPS) is to ensure that all individuals can live according to their human dignity, being protagonists of their lives and drivers of their own development. FPS have been working in the Middle East region since the beginning of their activities in International Cooperation, with a presence and activity in Jordan,

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Lebanon, Palestine, and Egypt. Their first cooperation project in Jordan began in 1994, focusing on women's training and job creation. Since this initial intervention, FPS has managed 15 more Development Cooperation projects in Jordan with the support and financing from AECID (Spanish Agency for International Development Cooperation), Generalitat Valenciana (Valencian regional government), Fundación Reina Sofía, Pontifical Council Cor Unum, and Fondazione Terzo Pilastro.

3. Details of activities to implement for the selected candidate:

Outcome 3: Technical and human capacities generated in TR for specialized multidisciplinary response (VdG).	
Activities	Description
3.1 Training for RH in methods for detecting cases of violence and sexual abuse (minors, women, PwD).	It will be divided in two complementary training processes and same staff will receive both trainings: 1. Case management training for survivors of gender violence. The methodology used will be based on standard national procedures for dealing with survivors of gender violence and will rely on the creation of interview and communication skills. The duration of the training will be 8 days of training, for 5 hours each day, aimed at 15 students. 2. Training in specific gender violence concepts, including concepts for working with people with functional diversity, and methods of working with survivors of gender violence with disabilities. The duration of the training is 3 days of training (it will be 3 days finally), during
Outputs	Training material; final training report;
3.2 Monitoring, advice and support to TR for the correct application of the methodology/training.	Supervision and practical application to coordinators of case management by JOHUD and psychological support to GBV survivors under a structured methodology: 1. Develop tools that help the team in the field. 2. Direct observation sessions on the ground of the performance of workers in the field of protection. 3. Monitoring of case files and their documentation 4. Conduct individual sessions with TR to discuss their performance and how to improve it. For the monitoring plan to be applied through: A. A field visit once a month to each of the JOHUD centers (Irbid, Mafrq and Karak) for a period of 6 months. B. Online update session for all 3 JOHUD centers once a quarter to discuss real cases of GBV survivors, their challenges and how to deal with them; as well as to confirm and remember the guiding principles in dealing with GBV survivors.
Outputs	Training material; final training report.
3.3 Manual on detection of sexual abuse and sexual violence including persons	It will include detailed response instructions making it easier for professionals to assess the specific needs of those who have suffered GBV, create a multi-sector network of services

<p>with functional disability.</p>	<p>and an agreed path for case management to ensure integrated support. It will include practical tools such as screening and risk assessment forms. The chapters identified that will be confirmed after the training are:</p> <ol style="list-style-type: none"> 1. Understanding of VdG main concepts. 2. Root causes of GBV and factors that contribute to violence, differentiated for women and girls with disabilities. 3. Case management of GBV survivors (including PwD), detection of GBV and how it is treated by social workers. 4. Prevention of GBV, awareness and sensitization in the community. 5. Legal frameworks: national and international instruments on GBV.
<p>Outputs</p>	<p>Handbook/Guidelines.</p>

4. Times for implementation of the activities and expected deliverables

Once the consultant expert has been selected and before the implementation from FPS and JOHUD will meet with the candidate finally selected.

The **deadline for the final submission of the Guideline (Manual) to JOHUD and FPS will be on September 30, 2024.** The minimum extension of it will be 15 pages and maximum 25 pages.

The final report should be delivered in both English and Arabic languages. The consultants are responsible for obtaining the relevant translations.

The consultant will develop a detailed budget and work plan based on the details in the ToR. The consultant shall be paid the consultancy fee upon completion of the following milestones.

1. 30% after signing of the contract
2. 40% in the middle of the activities' implementation
3. 30% after the approval of the final report.

The consultancy fee will be subjected to income tax in accordance with the Jordanian Government law.

5. Required expertise and qualification

The expert must have the following expertise and qualifications:

- 1- Demonstrable experience in VbG training.
- 2- Training experience in methodologies and application of social and gender research techniques.
- 3 - Fluency in English and local language (Arabic) of the project area.

6. Selection Criteria

The consultants will be evaluated by using the Quality and Cost approach (combined scoring method). The Methodological Proposal (technical proposal) will be evaluated and will account for 70% of the total score whereas the training and experience of the selected candidate will account for 30% of the total score.

a) Methodological proposal (70 points). It must include at least:

- The objectives and scope of the training which must reflect the expectations and stakeholder concerns.
- The general methodological approach, with justification of its relevance.
- Incorporation of cross-cutting approaches beyond gender.
- The participation of JOHUD staff in the training sessions.

- A list of the end users of the Guideline and pre and post evaluation of the training sessions.
- A list of the products to be delivered and their content (detailed).
- A list of the key concepts, indicating their relevance to the training sessions.
- A detailed schedule with the action plan.

We will consider the following selection criteria for the highest quality technical proposal. Quality of the technical proposal presented (70 % total score. 70 points):

- Adaptation of the technical proposal to the ToR (40 points)
- Adaptation of the methodology to the intervention context. (20 points)
- Detail of the proposal for the presentation of the results information (10 points).

Accepted the Methodological Proposal by the governing body with competence in matters of development cooperation –AECID- the selected candidate will be able to adjust collaboratively the definitive methodological proposal, in order that the process and the products of the training sessions meet the expectations of all interested parties.

b) Training experience of the candidate (30 % total score. 30 points)

- Candidate's CV (10 points).
- Experience in VdG higher than that established as a requirement (10 points).
- Experience training and consulting of international cooperation projects in Jordan (10 points).

The proposals will be evaluated according to the criteria and scores mentioned above.

7. Premises of the training sessions, authorship and publication of the Guideline

The following basic premises are required for ethical, professional behaviour by the selected candidate:

- Anonymity and confidentiality: The assessment must uphold people's right to provide information anonymously and in confidence.
- Responsibility: Any disagreement or difference of opinion that may arise among the members of the group or between them and those in charge of the intervention regarding the conclusions or recommendations should be mentioned in the report. Any claims made must be sustained by the selected candidate and any disagreement reported.
- Integrity: The selected candidate will be expected to cover any issues not specifically mentioned in the ToR, if doing so will help a fuller analysis of the interventions to be arrived at
- Data protection: The selected candidate firm undertakes to maintain the strictest professional secrecy and confidentiality in respect of any personal data to which it has access in consequence of his participation in the project to duly comply with the duty of custody of such data required under the Personal Data Protection Act 1999 (15/99, of 13 December). This requirement shall apply to the selected candidate throughout the terms of the service contract and subsequent to its

expiry for any related cause. The candidate firm further expressly undertakes to take the necessary technical and organisational steps to protect the security of any personal data to which it has access and to prevent any alteration, loss, unauthorised processing of or access to such data, taking into account the current technology available, the nature of the data stored and the risks to which it is exposed, whether from human action or from the physical or natural environment, complying in this respect with the relevant provisions of the Personal Data Protection Act 1999 at all times.

- Verification of information: The selected candidate is responsible for assuring the accuracy of the information compiled for the preparation of its reports and shall be responsible in the last instance for the information presented in the final Guideline.
- Incidents: Any problems arising during the training must be communicated immediately to the NGDOs, which at its own discretion will forward the relevant information to the funding agency. Otherwise, the existence of any such problems may not be used to justify any failure to obtain the results established by the NGDOs under these ToR.
- Copyright and dissemination. It should be clear that all copyright corresponds to the entities contracting the training sessions. The dissemination of the information compiled, and the final report remains the prerogative of the NGDOs. However, AECID reserves the right to reproduce, distribute or communicate the outputs generated.

The contracting party will be the owner of the consulting products, being able to freely reproduce and modify the materials. The consultant must keep due confidentiality regarding the progress of the work that is being developed, until its publication is authorized.

8. How to apply: Deadline for CVs, references and work samples.

Applications should be submitted electronically to **FPS** using the following e-mail address: a.seco@promocionsocial.org y g.talavan@promocionsocial.org before **23 of June of 2024** at 12 pm Jordanian time.

Interested consultants and experts are required to submit the following documents to undertake the assignment:

- Methodological and financial proposal (according to this ToR).
- Detailed CV and documentation (certificates, qualifications and CV) must be submitted to prove compliance with the requirements (according to this ToR).

For inquiries regarding the advert, please contact the referenced e-mails.