

## SCOPE OF WORK

### COLLECTIVE ACTION TO REDUCE GBV (CARE-GBV)

#### Consultant – Developing How-To Notes

**Summary:** DPI is seeking multiple mid to senior level consultants to work on Gender Based Violence (GBV) programming guidance. Applications are preferred by Monday, August 9<sup>th</sup> but applications will be accepted and reviewed on a rolling basis until the right candidate(s) is identified.

**Background:** Collective Action to Reduce Gender-Based Violence (CARE-GBV) is a two-year USAID funded activity under the Analytical Services IV indefinite delivery, indefinite quantity contract implemented by Development Professionals Inc.-Making Cents International LLC, working with DPI, Making Cents, and FHI 360. The goal of CARE-GBV is strengthening USAID's collective gender-based violence (GBV) prevention and response work, or "collective action," in development programs globally.

**Summary of How-To Notes:** CARE-GBV is developing easily readable "How-To" notes that are 4 to 8 pages in length, for USAID staff to strengthen the GBV programming portfolio. The notes would leverage most recent research on specific topics that include international development programming, safeguarding policies, resilience/wellness strategies, etc. The How-To notes focus on how to implement an aspect of GBV programming, informed by a desk review of the most relevant literature and input from USAID, sectoral experts, and the CARE-GBV technical team.

**Role of Consultant:** Two to four consultants will be hired. The consultant(s) will conduct a desk review of peer reviewed literature, USAID publications and tools, and other grey literature; conduct select interviews with key subject matter experts; develop an annotated outline; a first draft; and final draft on how to implement an aspect of GBV programming.

How-to notes include:

- Providing Mental health and psychosocial services to GBV survivors in low resource settings
- Addressing GBV during COVID-19
- Integrating GBV into USAID site visits
- Incorporating self-care, wellness, and resiliency for GBV staff and institutions
- Developing a USAID mission-level GBV Strategy and Implementation Plan
- Integrating GBV into Gender Analyses

Each consultant will work under the direction of the CARE-GBV GBV Advisor and Chief of Party to draft the outlines and drafts of the how-to-notes.

Travel is not expected for this engagement.

Tasks:

- Work with a CARE-GBV designated team member to develop the conceptual framework for the How-To.
- Conduct a desk review of the peer-reviewed meta-analyses of evidence on the topic, USAID publications and tools, and other grey literature on how to implement an aspect of GBV programming

- Conduct interviews with key subject matter stakeholders and with USAID and CARE-GBV staff
- Develop an annotated outline and submit to CARE-GBV for comments
- Develop a draft of the how-to note for review by CARE-GBV and USAID using the CARE-GBV How-To note template
- Incorporate feedback and provide a final draft to CARE-GBV
- If requested, support the development of a 1-1/2 hour to 3 hour training on content in the how-to note.

**Minimum Requirements:**

- Master's degree and a minimum of 8 years of experience working on gender-based violence in developing countries
- Experience conducting desk reviews and applying evidence-based programming
- Sound understanding of ethical principles and quality standards of GBV programming
- Excellent speaking and writing skills in English and the ability to present complex ideas in easy-to-understand language.

**Preferred Qualifications:**

- Familiarity with USAID structure, processes, policies and GBV portfolio strongly preferred
- Excellent interpersonal skills, including ability to establish strong cooperative relationships with team members and to incorporate multiple rounds of feedback.

**Level of Effort:**

- Up to 12 days per How-To note (including 2 for training content where applicable)

**Deliverable:**

- Annotated outline of How-To note
- Draft of How-to note(s)
- Final draft with feedback incorporated
- Training support if requested

**How to Apply:**

To apply, submit a cover letter indicating relevant experience on topics specified above and a proposed daily rate and a CV to [contact@developmentpi.com](mailto:contact@developmentpi.com) by Monday, August 9th. However, applications will be accepted and reviewed on a rolling basis until the right candidate(s) is identified.

Applicants are welcome to apply for multiple How-To notes.