



Every Home a Safe Home: Supporting Thailand Towards Effective Implementation of Protection of Domestic Violence Victims Act BE 2550 (2007)

REQUEST FOR PROPOSALS

1. BACKGROUND

The Joint Programme “Every Home a Safe Home” funded by UNTF, the collaboration among UNDP, UNFPA, UNOHCHR, and UNIFEM has been created to facilitate the implementation of the concerned government agencies to be able to protect and provide necessary support services according with human rights and gender perspective to DV survivors more. Given its responsibility according to the Act for the implementation of the Act, the Ministry of Social Development and Human Security is the major implementing partner.

This Joint Programme focuses on 1) development of inter-sectoral coordination mechanism and guidelines to be used among the responsible and involved organizations at all levels; 2) Capacity building in terms of knowledge, skills and awareness of the multi-sectoral officers and civil society to handle the cases with gender sensitivity and human rights perspective. In implementing the Joint Programme, the pilot areas have been selected. They are the communities in Dusit and Klongsaan districts of Bangkok, and sub-districts in Taimuang and Takuapa districts of Phang Nga.

In order to increase knowledge of both the government personnel and civil society, on gender based and domestic violence and DV Act, and build up the capacity of the officers involved in providing response system and enforcing the law with gender sensitivity and women’s human right perspectives, the development of training modules, facilitator guide, participant’s manual and toolkit for multi-sectoral agencies responsible for DV Act implementation in the pilot areas and the central administration is thus one of the key activities.

2. OBJECTIVES

The objective of this request is to develop the training modules and accompanying materials for the multi-sectoral agencies involved in DV Act implementation in order to enhance the capacity of these organisations in the pilot areas and the central administration to effectively implement DV Act with gender sensitivity and right-based approach and for future use in the wider areas.

3. SCOPE OF WORK AND SPECIFIC TASKS

Under the direct supervision and guidance of the National Programme Officer in consultations with Team Leader, the selected organization will undertake the following tasks:

- 3.1) Conduct rapid-training need assessment with different groups of stakeholders;
- 3.2) Prepare a draft outline of the training modules for different groups of trainees;

- 3.3) Develop draft core and specific training modules that encourage reflection, learning culture, dialogue and inclusion;
- 3.4) Develop facilitator guide to supplement the training modules and participant's manual and toolkit to facilitate the application of knowledge in the field and receive feedback from related stakeholders to meet a standard acceptable to key agencies responsible for DV Act implementation and UN participating agencies;
- 3.5) Validate the draft modules, facilitator guide, participant's manual and toolkit through a series of trainings with relevant agencies staff and civil society in the central administration and in the pilot areas respectively as details in the TOR, including evaluation of each training;
- 3.6) Monitor the ability of the participants in applying the knowledge gain from the trainings to effectively implement the DV Act;
- 3.7) Finalize the modules, facilitator guide, participant's manual and toolkit;

4. EXPECTED DELIVERABLES

The selected agency is expected to deliver the following outputs both soft and hard copies:

- 4.1) A rapid-training need assessment report;
- 4.2) Validation report of each training module as shown in 3-3.5) in pg.5, and accompanying materials describing methodology, contributors, challenges, problem solving, remaining gaps; including evaluation of each training by the participants;
- 4.3) Monitoring report on the ability of the participants in applying the knowledge gain from the trainings;
- 4.4) Training modules and facilitator guide to supplement the training modules with detailed pedagogy and illustrations;
- 4.5) Participant's manual and toolkit with detailed pedagogy and illustrations to facilitate the trainees in their daily work.

5. GUIDELINES FOR PREPARING A PROPOSAL

The proposal must contain 1) a technical section and 2) a time-cost section. In the technical section, the proposal must include time-lines, outline of each module, list of projected developer teams and key informants for rapid-training need assessment and schedules for completing the project. In the Time-Cost section, the proposal must details the time and related expenditures e.g. data and information collection, meetings, reporting, documentation, drafting, traveling etc. as per the details of proposed work that will be required to complete the project. The interested organizations must include short additional documents or other publications of their previous work related to the required tasks with demonstrates their production capacities.

6. SELECTION CRITERIA

The selection will be conducted largely on the basis of quality of both technical (70%) and financial (30%) proposals submitted. The selection criteria of technical proposal to be considered for the appropriate organization to carry out this study activity are as follows:

- 6.1) Feasibility and appropriateness of the proposal in responding to the expected results, including the recruitment of developer team, design of training modules, training need assessment, major sources of feedback and comments for validation of modules and relevant materials (40 scores)
- 6.2) Experiences of the organization/ agency, including its professional personnel with the expertise relevant to the assigned tasks and experiencing in the conduct of similar or related tasks, particularly on women's human rights and gender based violence (40 scores)
- 6.3) Experience in organizing and coordinating meeting with the governmental agencies and non-governmental organizations (10 scores)
- 6.4) Effective administration and management of the organization (10 scores)

7. REFERENCES

The proposal submitted must be in line with the framework and key contents set out in the Joint Programme Document attached herewith.

- 7.1) The terms of reference
- 7.2) The Joint Programme document

8. SUBMISSION DEADLINE: 31 January 2012

9. SUBMISSION OF PROPOSAL: hr.bangkok@unwomen.org

10. ADDITIONAL INFORMATION OR CLARIFICATION:

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11. AWARD DATE: by 29 February 2012

TERMS OF REFERENCE

Project Title	Development of Training Modules and Accompanying Materials for the Multi-sectoral Agencies Involved in DV Act Implementation
Location	Bangkok and Phang-Nga, Thailand
Duration	1 February– 31 December 2012
Supervision	National Programme Officer

1. RATIONALE

The Ministry of Social Development and Human Security (SDHS) is the main organization responsible for reporting to the Cabinet and Parliament the results on the implementation of “Protection of Domestic Violence Victims Act of Thailand BE 2550” (DV Act). MSDHS established the Center for Coordination of DV Act Implementation and also developed collaboration guidelines for involved agencies. Although the implementation has been progressed in many areas e.g. integration of the ministerial action plans, capacity building, and supporting to the Center of DV Prevention, the results of the UNCT meeting together with MSDHS, organized in 2009, indicated that there is neither official coordination mechanism established at all levels, from national level down to community level, nor inter-sectoral agencies guidelines for officers of different agencies responsible for justice process and health-related support services to effectively manage DV cases with CEDAW compliance. Moreover, the personnel of involved organizations have inadequate knowledge and understanding on women’s human rights and gender equality. Most the survivors, community volunteers, local leaders and other CBOs/CSOs do not know nor understand the rights of the survivors protected by the Act. Thus, the protection of women and girls from DV has not been effectively responded.

The Joint Programme “Every Home a Safe Home” among UNDP, UNFPA, UNOHCHR, and UN Women (previously known as UNIFEM) funded by UNTF, therefore, has been created to facilitate the implementation of the concerned government agencies to be able to protect and provide necessary support services according to human rights and gender perspective to DV survivors more effectively. Given its responsibility according to the Act for the implementation of the Act, the Ministry of Social Development and Human Security is the major implementing partner.

This Joint Programme focuses on 1) development of inter-sectoral coordination mechanism and guidelines to be used among the responsible and involved organizations at all levels; 2) Capacity building in terms of knowledge, skills and awareness of the multi-sectoral officers and civil society to handle the cases with gender sensitivity and human rights perspective. In implementing the Joint Programme, the pilot areas have been selected. They are the communities in Dusit and Klongsaan districts of Bangkok, and sub-districts in Taimuang and Takuapa districts of Phang Nga.

In order to increase knowledge of both the government personnel and civil society, on gender based and domestic violence and DV Act, and build up the capacity of the officers involved in providing response system and enforcing the law with gender sensitivity and women’s human right perspectives, the development of training modules, manual and materials for multi-sectoral agencies responsible for DV Act implementation in the pilot areas and the central administration is one of the key activities.

2. OBJECTIVES

The objective of this project is to enhance the capacity of the multi-sectoral organisations in the pilot areas and the central administration to effectively implement DV Act with gender sensitivity and right-based approach and for future use in the wider areas.

3. SCOPE OF WORK AND SPECIFIC TASKS

Under the direct supervision and guidance of the National Programme Officer in consultations with Team Leader, the selected organization will undertake the following tasks:

- 3.1) Conduct rapid-training need assessment with different groups of stakeholders such as multi-sectoral agencies staff, community-based volunteers and leaders, survivors and perpetrators; (Note that relevant documents under this Joint Programme done previously could be used to serve this purpose);
- 3.2) Prepare a draft outline of the training modules for different groups of trainees such as **the multi-sectoral agencies staff** and **community peer educators/CBOs/ CSOs**;
- 3.3) Develop draft core and specific training modules using a variety of methodologies such as lectures, case stories/studies, figure, statistics, group discussions, audio visual aid, group works, discussion questions at the end of each chapter, etc; that encourage reflection, learning culture, dialogue and inclusion. The draft training modules must introduce the usefulness of the training in terms of its significance for the capacity development of multi-sectoral agencies and its practical utility in everyday operations, including but not limited to introduction to gender-based violence, domestic violence and DV Act; rights-based DV prevention and response system, State obligation under CEDAW on gender-based violence, establishing an individual, intra-agency and inter-sectoral agencies commitment and action plan. It must consist of the core modules for general trainees and specific modules for trainees from different sectors;
- 3.4) Develop facilitator guide to supplement the training modules and participant's manual and toolkit to facilitate the application of knowledge in the field and receive feedback from related stakeholders to meet a standard acceptable to key agencies responsible for DV Act implementation and UN participating agencies; The facilitator guide must explain how to conduct the training workshops for participants from different sectors. The participant's manual and toolkit must be written in an encouraging and inspiring way and user-friendly;
- 3.5) Validate the draft modules, facilitator guide, participant's manual and toolkit through a series of trainings with relevant agencies staff and civil society in the central administration and in the pilot areas as the approximate number of the participants below.

Training	Pilot areas				Central Admin. Staff Approx. 60 persons	Potential trainers/facilitators (selected from multi-sectoral agencies) Approx. 30 persons
	Multi-sectoral agencies		Community peer educators/CBOs/ CSOs			
	BKK Approx. 70 persons	P-Nga Approx. 40 persons	BKK Approx. 30 persons	P-Nga Approx. 30 persons		
1. Core Module on GVB/DV and DV Act	√	√	√	√	√	-
2. Specific Modules on <u>Gender Responsive Protection and Support Services for DV survivors for multi-sectoral agencies</u>	√	√	-	-	-	-
3. Training of trainers/facilitators on DBV/DV&DV Act	-	-	-	-	-	√

- 3.6 Monitor the ability of the participants in applying the knowledge gain from the trainings to effectively implement the DV Act within 6 months after trainings;
- 3.7 Finalize the modules, facilitator guide, participant's manual and toolkit.

4. EXPECTED DELIVERABLES

The selected agency is expected to deliver the following outputs both soft and hard copies:

- 4.1) A rapid-training need assessment report;
- 4.2) Validation report of each training module as shown in 3-3.5) in pg.5, and accompanying materials describing methodology, contributors, challenges, problem solving, remaining gaps; including evaluation of each training by the participants;
- 4.3) Monitoring report on the ability of the participants in applying the knowledge gain from the trainings;
- 4.4) Training modules and facilitator guide to supplement the training modules with detailed pedagogy and illustrations;
- 4.5) Participant's manual and toolkit with detailed pedagogy and illustrations to facilitate the trainees in their daily work.

5. QUALIFICATION

The interested agencies must have the following qualifications:

- 5.1) Agencies with experience and background of social and health policies, WHR and gender equality;
- 5.2) Proven solid experience of designing, developing training modules and relevant materials of a similar kind, and conducting training workshops to finalised status is desirable. Preference would be given to the agencies having conducted trainings in the field of knowledge and behavior change communication;
- 5.3) Good track record of delivering quality services within the time-frame with financial capability;
- 5.4) Proven experience in writing training modules, manuals or similar training materials.

6. DELIVERABLES AND TIMEFRAME

The selected agency will perform the required duties within a period of 11 months starting from 1 February-31 December 2012.

Deliverables (Outputs)	Deadline
6.1) Submission of a rapid-training need assessment report	Within 1 month after the contract signed
6.2) Submission of a final work plan and detailed outlines of the manual content and accompanying materials	Within 2 weeks after organizing need assessment
6.3) Submission of the draft training modules, facilitator guide, participant's manual and toolkit for feedback and comments	Within 3 months after submitting the workplan and detailed outlines
6.4) Submission of the validation report of each training module and accompanying materials, including evaluation of each training by the participants;	Within 2 months after receiving feedback from relevant stakeholders
6.5) Submission of the monitoring report on the ability of the participants in applying the knowledge gain from the trainings	Within 6 months after completing the validation trainings
6.5) Submission of the final training modules, facilitator guide, participant's manual and toolkit	Within 6 months after completing the validation trainings
6.6) Submission of the final narrative report and financial report	Within 2 months after submitting the final documents

7. BUDGET: All costs shall be quoted in THB and shall be exclusive of VAT.