

# **Terms of Reference for the Gender-based Violence Information Management System (GBVIMS) Training**

## **Consultancy**

<b>Location:</b>	<b>Puntland, Somalia</b>
<b>Travel:</b>	<b>Yes</b>
<b>Duration of Contract:</b>	<b>30 days (01 October 2021- 31 October 2021)</b>
<b>Application Deadline:</b>	<b>30 September 2021</b>

## **SUMMARY**

This document defines the scope of training to be delivered to Puntland Office of the Attorney General. It describes the relevant requirements that a Consultant Firm needs to demonstrate that they are capable of delivering to meet the full objectives stated by the Office of the Attorney General.

The purpose of this document is to equip the service provider with relevant information on the expectations of the Office of the Attorney General and that the service provider has to demonstrate they can deliver the services required. After evaluation of the proposals will result in selection of the most qualified partner in both business and technical terms.

The Consultant Firm must provide a detailed description of their proposal particularizing capabilities and features supported, any auxiliary capabilities and potential value-adds that can enrich the capacity and equip the participants with the required skills.

## **Introduction**

The mandate of the Office of the Attorney General include observing the application of the laws, preventing all forms of crimes and violations including SGPV in Puntland, directing the investigation of crimes, and instituting and prosecuting criminal charges before the court, impeachment of the high ranking officers of the Government before the Courts, overseeing the condition of prisons and rehabilitation centers as well as safeguarding and protecting the rights of vulnerable groups including women, orphans, children, IDPs, refugees and the mentally disabled peoples.

The legal services provided by the Office of the Attorney General Puntland enhance confidence for stability and growth for a peaceful and prosperous. The Office of the Attorney General provides independent, and ethical legal services and ensures the rule of law to the Puntland State, and protect the rights of its people. The Office of the Attorney General prosecutes criminal offenses; assist in the investigation of criminal cases, prosecuting those committed of crime before the Puntland state courts.

Office of the Attorney General and some institutions such as the Government, UN, NGO's use The Gender-based Violence Information Management System (GBVIMS) which was created to

provide GBV programme managers with one simple system to manage their data on reported GBV cases, including through a safe and ethical sharing of reported incident data. Effective utilization of the GBVIMS can also assist service providers to better understand reported GBV cases they receive in order to: adjust their programming to more effectively respond to the needs of survivors; aggregate data to analyse wider trends and threats; and enable safe sharing for improved inter-agency coordination on GBV data collection.

The GBV online database was developed by the Specialized Prosecutor's Unit on Gender-Based Violence in the Attorney-General's Office of Puntland, with support from UN Women and the UN Population Fund (UNFPA), and the UN Multi-Partner Trust Fund for Somalia.

## **OBJECTIVES**

The objective of the training is to equip and enhance Office of the Attorney General Regional staff with skills in Gender-based Violence Information Management System (GBVIMS) that will enable them;

1. Creation of cases and optimization of data models
2. Share Realtime date for the ease of decision making
3. Generate Report
4. Keep secure data

## **Targeted Audience**

The proposed training will target Karkaar, Mudug, Bari and Nugal as well as IT staff some of whom already have some basic knowledge in GBVIMS.

The participants will be trained as Tots (Trainers of Trainers) and will be expected to train Office of the Attorney General staff in the future when there's a need.

## **Consultant Firm Deliverables**

The consultant firm shall be expected to;

1. Prepare and develop GBVIMS Training contents as per the objectives outlined above
2. Prepare teaching materials for the training program which the firm and trainees will use during the training
3. Equip the Trainers of Trainers with adequate GBVIMS knowledge and skills that will allow them to confidently process and use the system.
4. End of Assignment Report
5. provide certificates

## Qualification

### EVALUATION CRITERIA

#### Mandatory Requirements

- Provide a certified copy of business registration(company/organization)
- Provide at least 3 references including names and contact information from previous clients who can be contacted regarding relevant experience.
- The Consultant firm must have at least over 5 years' experience in providing System/Database Development.
- Provide a financial proposal with a detailed breakdown of costs quoted in **USD** for the all training including any other anticipated cost to be incurred while undertaking the training.

#### Technical Proposal Evaluation

**Applicants need to clearly articulate on the following, but not limited to: –**

- A cover letter outlining the suitability of the service provider in providing the training and summarizing relevant experience
- Company profile in case of a company
- Training content and schedule
- Detailed CVs of key personnel who will be conducting the training (including any formal qualifications)
- References including names and contact information from previous clients who can be contacted regarding relevant experience

#### Financial Proposal Evaluation

Financial proposal should **not be part** of the technical proposal; it should be a separate document. \*\*

#### Submission of Proposals:

Interested consultant firms should submit their proposal accompanied with a cover letter, in English and by email to **Email** on or before **31<sup>st</sup> of September 2021**.

Proposals should be submitted in three distinct/separate attachments, namely Mandatory Requirements, Technical Proposal and Financial Proposal.