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## **CONSULTANCY TO DEVELOP A PROTOCOL FOR THE DOCUMENTATION OF HUMAN RIGHTS VIOLATIONS AGAINST LESBIAN, GAY, BISEXUAL AND TRANSGENDER (LGBT) PEOPLE AND VIOLENCE AGAINST WOMEN AND GIRLS**

*J-FLAG is seeking to contract the services of a dedicated and multifaceted individual to develop a protocol to be used by J-FLAG for the intake, documentation, and referral process for human rights violation documentation system, with inclusion of women and girls affected by HIV/AIDS and Violence Against Women.*

### **Background**

J-FLAG is the foremost organisation advocating for and working to improve the human rights situation of lesbian, gay, bisexual and transgender (LGBT) persons. The organisation promotes social change by empowering the LGBT community, and building tolerance for and acceptance of LGBT people to increase tolerance and create the foundation for policy and legislative reform. Throughout Jamaica's history, LGBT persons have been victims of hate crimes because of their sexual orientation, gender, or gender identity. Today, research and observation shows that LGBT persons are increasingly subject to these hate crimes. Reporting and documentation of hate crimes against the LGBT community is of utmost importance as this will allow us to expand our advocacy programmes and initiatives, strengthen our prevention and training programmes, and lobby for the creation of a Jamaican society that respects and protects the human rights and inherent dignity of all individuals irrespective of their sexual orientation and gender identity: A Jamaica where there is the *freedom to be*, for all people.

### **Objective of Consultancy**

To develop a protocol to be used by J-FLAG for the intake, documentation, and referrals for human rights violation documentation system, with inclusion of women and girls affected by HIV/AIDS and Violence Against Women.

### **Scope of Work**

J-FLAG is contracting the services of a consultant to conduct a comprehensive assessment of the intake, documentation, and referral system for human rights violations and women and girls affected by violence and HIV/AIDS, and to develop a protocol to guide the process.

- Revision of J-FLAG's current intake, documentation, and referral process for human rights violation and women and girls affected by violence and HIV vis-à-vis local and international standards.
- Auditing of documents that are currently used for intake, documentation, and referral of human rights violations

- Interviews with LGBT and women and girls affected by violence and HIV/AIDS to establish the needs that exist.
- Draft protocol for review by J-FLAG Executive Members

### **Deliverables**

- Revised intake form
- Protocol for the intake, documentation, and referral of all human rights violations and women and girls affected by violence and HIV/AIDS

### **Reporting relationship**

The consultant will report directly to Mr. Akeem Vassel, Crisis Support Officer/Outreach Officer and Mr. Jaevion Nelson, Programme & Advocacy Manager.

### **Desired competencies**

- Associates Degree in Social Work, Public Health Science or related Social Sciences.
- At least one year experience in research and experience in conducting project assessment and evaluations, with strong experience in data collection and the analysis of qualitative and quantitative data.
- Gender-sensitive approach to working key affected populations.
- Experience working with LGBT people.
- Good communication skills and ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts.
- Knowledge of laws and policies related to human rights and public health is desirable

### **Payment and Duration**

The payment for this consultancy is US\$600 for a total of six days.