

**This tool is part of:
Building safer communities through systemic approaches to violence prevention -
A toolkit for participatory safety planning**

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The entire toolkit is available on: www.saferspaces.org.za

ANNEX 2 TO BOOK 3:

Terms of Reference (ToRs) for the Realisation of the Study

It is essential to be clear about the consultant's assignment in order to ensure the quality of his or her work. Precise terms of reference (TOR) form the basis of a contract. The template below can serve as a model for the TORs if it is adapted to the respective context.

Commissioning party: _____

Consultant/s: _____

1. Background

Violence represents a growing obstacle to the socio-economic development of (name of the area, community and region).

(Short summary of the available background information related to the general phenomenon of violence in the area, community or region. Information on the context of the still-to-be-planned violence-prevention measures, and the organisations involved so far.)

The project to be planned will therefore address the causes and consequences of the phenomenon of violence in (name of specific project region). The study will provide the foundation for a systemic planning process.

2. Objective of study

The consultant/s will carry out a study to serve as the basis for the subsequent analysis and planning of a violence- prevention measure, and this is an important element for a systemic approach.

On the one hand the study should analyse the causes, based on risk factors at the different levels (cf. list on p. 90), and on the other, it should examine the consequences and the extent of the phenomenon.

Embedded in the national context, the study will provide a description of the data and information relevant to youth violence in (specific project region/area/community). A gender-differentiated approach will be observed for both the collection of data and the documentation of results.

As far as possible, with the participation of all the relevant actors in the project region, the study will make proposals for measures to reduce violence, and suggest possible instruments and options for co-operation.

3. Approach and process of the study

The study will consist of four steps.

i. Literature research to assess available analyses, data and reports

A search for existing data, studies and analyses of the causes, consequences and extent of violence in the different contexts.

These include previously completed studies into violence and youth violence, as well as peace and conflict assessments (PCAs), project reports and evaluations of other relevant organisations and institutions.

The typically relevant 'lessons learned' gathered by locally active organisations and organisations should also be taken into account. If they are available, the following documents might be assessed:

At the country level

The latest updated reports from eg., ISS, SAPS (information can be found under: <http://www.issafrica.org/crimehub/>), actual crime statistics of South Africa under: <http://www.crimestatssa.com> on the homepage of the South African Police Service SAPS: http://www.saps.gov.za/statistics/reports/crimestats/2013/crime_stats.htm).

At local level

Any kind of assessments, including conflict analyses carried out in the project region, relevant project progress reports of organisations working in the area (NGOs and GOs), research reports by universities or other research bodies like CSIR, CJCP and CSVr.

ii. Supplementary interviews with experts and resource persons

For this survey the consultant/s will develop a questionnaire based on the risk factors in the respective list (p.90ff). Potential interviewees may come from the administration, civil society, schools, youth- promotion groups, non-school education centres, the health, security and business sectors, and from among social workers and youths themselves (be it perpetrators or victims).

The selection is to be agreed with the commissioning party. A further product of the interviews, especially those conducted with experts and resource persons, who work in the project region, should be a list of potential participants in the PUA.

iii. Carrying out a PUA

In a participatory process in the project region (based on the principles of participatory working as laid out in chapter C), previously collected data and information will be validated and if necessary corrected and complemented. However, the PUA is not only meant to produce information that is as complete and true to life as possible, it is also intended to give a voice to the people who should ultimately benefit from the measure as direct or indirect target groups. They play an important role with regard to possible solutions, and as actors in the implementation phase.

At the beginning of the PUA process it is essential to ensure the highest possible degree of transparency and clarity for the participants and respondents, regarding the objectives and background of the study. This is the responsibility of the consultant/s or the facilitator/s, who can, at this point, refer to members/employees of the commissioning party who might be present.

iv. Systematising and documenting the results

Using the available data, the consultant/s will write a study of up to 30 pages (excluding appendices), on the causes, characteristics and consequences of violence in the project region. An informative summary will provide an overview of the most important results.

The collection of the data and information should be carried out in a consistently gender-sensitive manner, and should as far as possible deliver gender-differentiated data. In a similarly gender-differentiated manner, the study will present suggested interventions for the measure or project that is to be planned.

4. Expected results

The study should provide meaningful information on the following points:

i. Analysis of the central factors

The following aspects should be presented in a differentiated manner, both in national and regional specifically local contexts, and related to the project region/community:

- Causes and risk factors of violence
- Forms and extent of violence
- Perpetrators and victims and their characteristics

The following aspects should be presented, specific to the local context.

- Basic demographic information and developments; stakeholder analysis, including a differentiated presentation of the youth (description of cliques, gangs, youth groups or organisations, networks, etc.)
- Relevant actors in the project region/community and their classification as ‘promoters’ or ‘containers’ of violence
- Relevant services in the project region and their accessibility
- Lines of conflict in the project region
- Geographical hotspots for violence
- Subjective perceptions among the people of the project region regarding their own victimhood – and their perception of feeling (un-)safe (PUA)

All these aspects should be examined, while gauged according to specific characteristics (geographical, demographical, gender-specific).

ii. A project overview...

...covering measures, activities, projects and programmes that address violence and specifically youth violence in the region. The most important points should be presented in a table: project/measure/service; implementing organisations/institutions; project regions; the most important instruments/project strategies/components; methodological approaches; direct and indirect target groups; the projects’ successes, failures and relevant lessons learned to date; identification of options for better networking and co-ordination of executing agencies and partner organisations, also between sectors.

5. Timing and procedural stipulations

The consultant will ensure close communication with the commissioning party regarding the content and orientation of the study.

The first draft of the study will be submitted to the project no later than **dd.mm.yyyy**.

The text with the commissioning party's comments will be returned to the consultant no later than **dd.mm.yyyy**.

The final and polished version of the study will be submitted to the project no later than **dd.mm.yyyy**.

A presentation of the results of the study by the consultant is planned for **dd.mm.yyyy**.

Specifically, this means:

- a written presentation of the results, up to 30 pages in length
- development of a questionnaire, if required
- conducting interviews, if required
- inclusion of comments from the commissioning party
- presentation of the results of the study to start the analysis workshop.

6. Breakdown of quantities

The consultant will complete the above-mentioned tasks in no more than 25 work-dedicated days.

If it is necessary to conduct interviews, up to a further five work-dedicated days will be added.

The consultant will also be paid a lump sum of Rand **XXX** to cover telephone, internet and travel costs.