

Terms of Reference

Consultant: Provide support to the Call to Action on Protection from Gender-Based Violence in Emergencies Ad Hoc Secretariat (full time)

Background

Gender-based violence (GBV) is a power, health, rights, and protection issue that is deeply rooted in gender inequality and structural norms that disempower and discriminate. The risk of violence, exploitation, and abuse is heightened during emergencies. Crises weaken national systems, such as health and legal systems, and community and social support networks. This breakdown of systems can reduce access to health services, including sexual and reproductive health services, and legal services, leading to an environment of impunity in which perpetrators are not held to account.

Forced displacement by conflict, natural disasters, climate change, or other crises may further compound the risks. GBV has significant and long-lasting impacts on the health and psychosocial and economic well-being of women and girls, and their families and communities. While women and girls are disproportionately affected by GBV, the risks of sexual violence against men and boys can also rise in crises.

Sexual violence is often used as a method of warfare. Conflict-related sexual violence is prohibited under international humanitarian law. Depending on the circumstances, sexual violence may be considered both as individual war crimes as well as crimes against humanity, and in certain situations it may also be considered a constituent act in the crime of genocide.

Call to Action initiative

The Call to Action on Protection from Gender-Based Violence in Emergencies (CtA) is a global initiative of governments and donors, international organisations (IOs) and non-governmental organisations (NGOs). The initiative was launched in 2013 to drive change and foster accountability so that every humanitarian effort, from the earliest stage of a crisis, includes the policies, systems and mechanisms to mitigate gender-based violence risks, especially violence against women and girls, and to provide safe and comprehensive services to those affected by GBV.

The CtA structure aims to leverage the multi-stakeholder membership, promote coordinated action, and foster mutual respect and collaboration among partners. As members of the CtA, partners affirm the goal, objectives, and core principles of the initiative.

Goal

The goal of the CtA is to drive change and foster accountability within the humanitarian sphere so that every humanitarian effort, from the start, includes the policies, systems, and mechanisms necessary to provide safe and comprehensive services to those affected by GBV, to prevent GBV, and mitigate GBV risks, especially violence against women and girls.

Objectives

1. Establish specialized GBV services and programs that are accessible to anyone affected by GBV and are available from the onset of an emergency.
2. Integrate and implement actions to prevent GBV and to mitigate GBV risk across all levels and sectors of humanitarian response from the earliest stages of an emergency and throughout the program cycle.
3. Mainstream gender equality and the empowerment of women and girls throughout humanitarian action.

CtA Core Principles

- Accountability to affected populations is paramount in implementing the Call to Action. The meaningful participation and leadership of affected populations, in particular women and girls, must be ensured.
- GBV and gender inequality are inextricably linked. To end GBV, systemic equality between women and men must be established.
- Women and girls are a priority focus for the Call to Action because of their documented higher risk of GBV, the overarching discrimination they experience, and their lack of safe and equitable access to humanitarian assistance.
- An intersectional approach is key for effective survivor-centred programming. This requires an understanding of how aspects of a person's social and political identities might combine or intersect to heighten protection risks.
- The engagement, leadership, and participation of local organizations and local leaders, particularly women and women's organizations, is critical to effective humanitarian action.
- Sustained collective action and accountability by all partners in the humanitarian system— every level and across all sectors—are essential to achieve the goal of the Call to Action

Scope of Work and Key Tasks

The purpose of this consultancy is to provide full-time Secretariat support to the Call to Action (CtA) and to support the implementation of the CtA annual workplan and roadmap.

- Support the planning and organization of high-level advocacy.
- Facilitate and coordinate cross-stakeholder communication.
- Provide Secretariat support to the Steering Committee and CtA working groups.
- Support consultation, dissemination, and rollout activities related to the development of the new CtA roadmap.

Deliverables

- Follow up on and consolidate feedback on the 2024 roadmap progress report.
- Map impact of funding cuts on gender/GBV capacity on CtA members.
- Draft and support the circulation of the 2025 Oslo Annual Partner Meeting report.
- Manage member applications based on direction from the Steering Committee/CtA lead.
- Organize, including logistics and event management, a side-event at the 70th Commission on the Status of Women (9 – 19 March 2026) in New York.
- Organize, including logistics and event management a session at the World Health Assembly in Geneva (18 – 23 May 2026) in Geneva (TBC).
- Organize, including logistics and event management, the 2026 Annual Partner Meeting in Oslo.
- Organize a high-level event to mobilize funding for GBV programming.
- Support consultation, dissemination, and rollout activities related to the development of the new CtA roadmap.
- Convene a launch event for the 2026-2030 roadmap, including pledges.
- Showcase the work of the Call to Action Working Groups and manage communication across different platforms
- Support Working Group as needed (e.g., calls and communication).
- Support the exploration of partnerships with other relevant GBV initiatives and platforms.
- Support any other undertakings associated with the delivery of the ad hoc CtA Secretariat

Duration and Timeline:

Period: February – December 2026

Qualifications and Experience

Advanced degree in international development and humanitarian emergencies,, international relations, international law, or related field.

- A minimum of 3 years of relevant experience in global humanitarian coordination, GBV (including SGBV) and/or gender equality.
- Practical experience in supporting and facilitating high level multi stakeholder platforms including event management.
- Experience working in inter-agency and inter-organizational settings (UN, NGOs, WLOs), including providing Secretariat support to high-level initiatives and coordination mechanisms.
- Knowledge of the humanitarian reform process and roles/responsibilities of humanitarian actors.
- Strong familiarity with the CtA, and the humanitarian architecture.
- Demonstrated commitment to participatory approaches.
- Knowledge of protection issues and of gender issues and their relevance in humanitarian emergency settings and roles/responsibilities of humanitarian actors.
- English proficiency. Additional UN languages an asset.

Reporting and Management

The consultant will report to NORCAP thematic manager GBV

Budget

Maximum daily fee: 330 USD

Application Process

Interested candidates are invited to submit:

Cover letter (max 1 page)

CV highlighting relevant experience (max 3 pages)

Two samples of relevant prior work

Please submit your proposal by **18 January 2026 to norcap.bids@nrc.no**

Should you have any questions or require clarification, do not hesitate to get in touch.

We look forward to receiving your proposal and thank you for your interest.

Regards,

Carina Hickling

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