

Terms of Reference for Local Consultant for developing out of school comprehensive sexuality education (CSE) manual and supporting materials

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA CO in Lao PDR
Purpose of consultancy:	<p>The United Nations Population Fund (UNFPA) has been jointly implementing the Noi-ecosystem approach with the government counterparts and other relevant stakeholders for empowering adolescents and young people to achieve their full potential. The ecosystem for Noi includes development of adolescent and youth policy, providing youth friendly services, comprehensive sexuality education (CSE) to students in primary, secondary schools and TVET colleges with systems strengthening approach, providing essential life-skills to adolescent girls through Nang-Noi Girls Groups and strengthening research evidence on adolescents and ending violence against women and girls. To leave no one behind, UNFPA is working with the National University of Laos to support empowerment of adolescents and young people (girls and boys) including vulnerable groups and key population groups to receive the skills and capabilities to make informed choices about their sexual and reproductive health and right, and well-being through implementation of out of school CSE.</p> <p>UNFPA and the National University of Laos are working together to develop an out of school CSE curriculum for adolescents and young people, communities and key population groups that are not in schools, colleges or any training institutes. This curriculum will be implemented around the new Laos- China railway line in Vientiane Capital and Luangprabang provinces to selected target groups such as migrants, LGBTIQ+ and sex workers (male and female) linkage will be developed with other initiatives such as youth friendly sexual and reproductive health services, MHPSS helplines and Noi Yakhoo Application. A consultative meeting was organised jointly by the NUOL and UNFPA wherein the key concepts, target groups, tools and methodologies were discussed and recommendations were provided.</p> <p>With this background, the purpose of this consultancy is to develop a standard out of school CSE curriculum and training materials for specific target groups as mentioned above with adaptation from the existing in school CSE and other relevant materials based on International Guidance on Out of School CSE.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>UNFPA will hire a national consultant who will work closely with UNFPA Youth team and technical team of the National University of Laos to perform the following tasks:</p> <ol style="list-style-type: none"> 1. Review the proposed concepts and methodologies for out of school CSE by a team of National University of Laos and other relevant stakeholders. 2. Review the existing relevant available documents including the existing curriculum of in-school CSE, CSE in TVET and out of school CSE curriculums from other countries, the new international technical guidance out of school CSE and other materials. 3. Elaborate the proposed concepts and methodologies and design a structure in Lao and English for out of school CSE curriculum and training manuals for delivering out of school CSE for specific groups in Laos. 4. Make Lao specific contextualization and local cultural appropriation of the existing materials and develop a full draft manual for out of school CSE with session plans, learning objectives, activities, and key messages to be delivered. As well as design of supporting materials as needed to support delivery of out of school CSE sessions for different target groups based on the developed curriculum and training manual. 5. Present the draft curriculum, manual and materials to UNFPA, NUOL, MOES and other stakeholders for review, receive feedback and revised the curriculum, manual and materials 6. Hire and work with an illustrator to put illustrations and graphics in the manual and supporting materials where appropriate and pay.

	<p>7. Conduct technical workshops with the core team of NUOL and other relevant organizations for validation and finalise the out of school CSE curriculum, manuals and training manuals in Lao including the graphics as needed.</p> <p>8. Provide training on the use of out of school CSE curriculum and training materials for delivering out of school CSE to specific groups of target population.</p>
Duration and working schedule:	<p>The consultancy will be for a total period of 35 days during a period of 3 months from the signing of the consultancy agreement. The consultant will work from home and will also work from the UNFPA office and National University of Laos as needed as per the following schedule:</p> <ul style="list-style-type: none"> - Review of existing materials and manuals and preparing the draft structure of the manual- 5 days - Writing the out of school CSE manual (in Lao) having at session plans with title, time, materials, key messages, activities, contents, sum up messages etc, guidelines for facilitators on how to use this manual along with supporting materials- 20 days - Present the draft manual and materials to UNFPA and NUOL teams for review and feedback, facilitate consultation on the draft manual, collect feedback and suggestions and incorporate feedback, inputs and recommendations from UNFPA and NUOL into the final draft- 5 days - Work with illustrator to put illustrations in the manual and supporting materials where appropriate, finalise the manual and supporting materials and submit the final manual and supporting materials in Lao languages and facilitate workshop for UNFPA, NUOL, MOES and other partners to build capacity on using this manual for delivering out of school CSE- 5 days
Place where services are to be delivered:	UNFPA Lao Country Office and National University of Laos, MOES.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The consultant will develop the out of school CSE manual based on the chapters on new international guidance for out of school comprehensive sexuality education and supporting materials with illustrations and facilitate a workshop for the NUOL, MOES, LYU, UNFPA and other partners on the use of manual and supporting materials.</p> <p>The deliverables will be delivered as follows:</p> <ul style="list-style-type: none"> - Review existing materials and manuals, prepare and submit the draft structure of the manual (20%) - Develop and submit the draft of full manual with facilitator's guidelines and supporting materials – (40%) - Submit the final full manual with facilitator's guidelines and supporting materials in Lao and facilitate workshop on the use of manual for delivering out of school CSE- (20%) <p>The deliverables will be submitted in hard copy and electronic form. Exact dates of delivery will be decided in discussion with the selected candidate.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Performing the above mentioned activities, the consultant will be responsible for the delivery of the following outputs:</p> <ul style="list-style-type: none"> ● Completion of tasks specified in ToR; ● Compliance with the established deadlines for submission of deliverables; ● Quality of work performed as expected by NUOL and UNFPA; ● Demonstration of high standards of work with UNFPA and counterparts' satisfaction <p>Milestones and timelines for the assignment will be agreed upon at the beginning of the contract and UNFPA will provide periodic follow up based on the working schedule to ensure timely delivery of the products as well as timely mitigation of any unexpected obstacles.</p>
Supervisory arrangements:	The consultant will work closely with the National Programme Officer of UNFPA CO in Laos and technical team of the NUOL with supervision from Programme Specialist ASRH, UNFPA.
Expected travel:	This assignment is home-based but requires local travel within Vientiane, Lao PDR for developing the manual and supporting materials and for facilitating training. If any travel

	is needed outside Vientiane, UNFPA will cover the cost of travel and DSA as per the rules.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • A university degree in public health/medicine/Sexual Reproductive Health and Rights (SRHR), social sciences or any other relevant area. • Previous experience in designing the curriculum and training manuals for education and health including training facilitation. • Familiarity with the CSE/MHPSS and the professional experience to work with the government (MoES/NUOL) of Lao PDR or government in any South/ South-East Asian Country on Sexual Reproductive Health education preferable. • Understanding of Lao development context especially on ASRH, CSE, adolescent empowerment and gender issues • Having an experience of working with UN agencies, particularly UNFPA, is an asset • Advanced Lao and English writing and communication skills required.
Inputs / services to be provided by UNFPA or implementing partner, if applicable:	UNFPA will facilitate the communication between the consultant and the NUOL, MOES and will provide the needful guidance and support.
Other relevant information or special conditions, if any:	<p>The budget for this assignment will be charged under COA: Project ID: UBRAFLAO, Activity:UBRAFCSE , Fund Code:UQA76</p> <ol style="list-style-type: none"> 1. The consultant will be paid a lump sum amount of USD 9,000 for this assignment that would include the fee for the consultant and fee for the illustrator to put illustrations in the manual and supporting materials where appropriate. 2. The payment will be made to the consultant as per the following schedule based on submission of the deliverables and to the satisfaction of the UNFPA and NUOL team: <ul style="list-style-type: none"> - Review existing materials and manuals, prepare and submit the draft structure of the manual (20%) - Develop and submit the draft of full manual with facilitator's guidelines and supporting materials – (40%) - Submit the final full manual with facilitator's guidelines and supporting materials in Lao and facilitate workshop on the use of manual for delivering out of school CSE- (20%) 3. Invoice request for payment is needed prior to the payment process.