

## TERMS OF REFERENCE FOR INDIVIDUAL INTERNATIONAL CONSULTANT

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	Lao Country Office
Purpose of consultancy:	To provide technical support for integration of transformative CSE content into secondary level curriculum (Grades 6-12), and development of other resources such as teachers' guidelines on CSE and IEC materials on CSE targeting in-school secondary students
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>UNFPA supports the Ministry of Education and Sports (MoES) to integrate CSE into the secondary curriculum. The intervention will be piloted in <i>selected marginalized provinces in Lao PDR. This is aligned with the national commitment to fully integrate CSE into all levels of formal education by 2030</i> as part of its international and national obligations, including the Sustainable Development Goals (SDGs) and the ICPD Programme of Action. Currently, the secondary curriculum is being reviewed, providing an opportunity for integration of age-appropriate and gender-sensitive CSE content.</p> <p>UNFPA is looking for a qualified international consultant to provide technical assistance to support Lao Curriculum Writers to integrate CSE into the revised secondary curriculum as well as develop other supplementary resources as mentioned above.</p>
Duration and working schedule:	The consultation is for the tenure of 30 days spreading over from 4 <sup>th</sup> April to 4 <sup>th</sup> June 2025
Place where services are to be delivered:	This is a home-based assignment, with regular virtual meetings taking place with the UNFPA Country Office. The international consultant is required to remain available online and via phone during the tenure of the consultancy.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The key tasks of the consultant will include:</p> <ol style="list-style-type: none"> <li>1. Review the current secondary curriculum by looking at the overall curriculum framework, learners outcomes, and lessons plan among others.</li> <li>2. <b>Determine specific student learning outcomes</b> on CSE for students grade by grade.</li> <li>3. <b>Initiate the development of transformative CSE content</b> to be integrated at the appropriate levels through consultation workshops with Lao curriculum writers and relevant stakeholders, supported by the national consultant.</li> <li>4. <b>Develop supplementary resources</b> such as teachers' guidelines on CSE and IEC materials on CSE targeting secondary students</li> </ol>

5. **Conduct virtually the technical workshop** with MoES and UNFPA to validate the transformative CSE content, draft teachers' guidelines on CSE and IEC materials on CSE, supported by the national consultant.
6. **Finalize** transformative CSE content for integration into secondary curriculum grade by grade (6-12), teachers' guidelines on CSE and IEC materials on CSE.
7. **Work closely with the national consultant** to provide technical support to the Lao curriculum writers for integration of the transformative CSE content into secondary level curriculum and utilization of developed teachers' guidelines on CSE and IEC materials on CSE.

No.	Deliverables/completed tasks	Timeline	Payment Schedule
1	Submission of inception Report – Detailing concrete timeline of the tasks	April- 10	30%
2	Consultation workshop with curriculum writers and other relevant stakeholders, with the support of national consultant	April - 15	
	Draft student learning outcome on CSE	May - 15	40%
5	Draft transformative CSE content for integration of CSE into the secondary curriculum		
6	Draft teachers' guidelines on CSE and IEC materials on CSE		
7	Technically support the validation workshop in coordination with the national consultant	May - 20	
5	Submission of: <ol style="list-style-type: none"> <li>1. The final version of student learning outcome on CSE</li> <li>2. Final version of the suggested transformative CSE content</li> <li>3. Final, teachers' guidelines on CSE and IEC materials on CSE</li> </ol>	June – 4	30%

*Note: Payment of the assignment is deliverable based and is subject to satisfactory quality deliverables.*

In order to support smooth coordination between UNFPA, national and international consultants, weekly virtual meetings will be scheduled.

<p>monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The consultant is expected to work closely with UNFPA International and National Programme Analyst (AY-SRH) for matters related to relevant deliverables and coordination.</p> <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"> <li>- Completion of tasks specified in the ToR;</li> <li>- Compliance with the established deadlines for submission of deliverables.</li> <li>- Demonstration of accepted standards of work as per UNFPA and counterparts' satisfaction</li> </ul> <p>Milestones and timelines for the assignment will be agreed upon at the beginning of the contract, 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>
<p>Supervisory arrangements:</p>	<p>During the course of the assignment, the consultant will work under the immediate supervision of the Programme Specialist Adolescents and Youth SRHR of UNFPA.</p>
<p>Expected travel:</p>	<p>None required</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<ul style="list-style-type: none"> <li>- Post-graduate academic qualification in Adolescent and Sexual Reproductive Health (ASRH), education, social sciences or relevant areas required</li> <li>- At least seven years of work experience in comprehensive sexuality education, with particular emphasis on curriculum development</li> <li>- Professional experience in the designing of Comprehensive Sexuality Education (CSE) required</li> <li>- Experience in developing and/or reviewing CSE preferable</li> <li>- Familiarity with the CSE and the professional experience to work with the government (MoES) on Sexual Reproductive Health education preferable</li> <li>- Publications on CSE or areas of adolescents and youth development is preferred.</li> <li>- Prior country and regional experience in development of strategic plans in informal education sector is preferred.</li> <li>- Advanced in English writing and communication skills required.</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>The consultant will be expected to have his/her own computer and other equipment needed for this assignment.</p> <p>The consultant is required to stay connected with the relevant UNFPA staff member during the course of the assignment.</p>

<p><b>Recommended</b></p>	<p>The successful applicant shall complete the following on-line training courses and submit the certificates to UNFPA before signing the contract:</p> <p>1. BSAFE, <i>Link:</i> <a href="https://training.dss.un.org/course/category/6">https://training.dss.un.org/course/category/6</a></p> <p>2. Fraud and Corruption Awareness and Prevention <i>Link:</i> <a href="https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html">https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html</a></p> <p>3. PSEA (Prevention of Sexual Exploitation and Abuse) <i>Link:</i> <a href="https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1">https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1</a></p> <p>COA: UNFPA.LAO.FPA90.71305.-LAO07YRH, CSEINSC.0.PU0074.0</p>	
<p><b>Requested by:</b></p> <p>Oloth Sene-Asa National Programme Analyst Date:...../...../2025</p>	<p><b>Endorsed by:</b></p> <p>Vilaykham Lasasimma Operating Manager Date:...../...../2025</p>	<p><b>Approved by:</b></p> <p>Bakhtiyor Kadyrov Representative, UNFPA Lao PDR Date:...../...../2025</p>