

## TERMS OF REFERENCE FOR INDIVIDUAL NATIONAL CONSULTANT

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	Lao Country Office
Purpose of consultancy:	To facilitate development of out-of-school CSE curriculum framework including updating out-of-school CSE training manual, instructor’s guidelines and CSE IEC materials
Scope of work:  <i>(Description of services, activities, or outputs)</i>	UNFPA supports the Ministry of Education and Sports (MoES) to roll out the out-of-school CSE Roadmap in selected marginalised provinces in Lao PDR. This initiative aligns with the national commitment at the NCPD (2023) to fully integrate CSE into all levels of formal/ informal education. UNFPA supported the development of the Roadmap for Comprehensive Sexuality Education for Out-of-School Adolescents and Youth in Lao PDR (2025-2030), which is guided by the principles of youth leadership, human rights, gender transformation, and inclusion. It considers the diverse needs of specific groups of adolescents and youth, including girls, ethnic minority groups, adolescents and youth with disabilities, and LGBTQIA+ youth, ensuring that no one is left behind. The roadmap provides a strategic framework to increase access to comprehensive sexuality education for adolescents and youth aged 10 to 25 who are not enrolled in any formal education system. However, effective out-of-school CSE requires resources designed with meaningful input from adolescents and youth, aligned with global standards, addressing critical topics such as gender equality, health, and rights, and being adaptable to diverse contexts. UNFPA is looking for a national consultant to facilitate the development of out-of-school CSE curriculum framework including updating out-of-school CSE training manual, instructor’s guidelines and CSE IEC materials targeting out-of-school young people in diverse contexts with the support of an international consultant.
Duration and working schedule:	The consultation is for the tenure of 30 working days spreading over from 4 <sup>th</sup> April to 4 <sup>th</sup> June 2025
Place where services are to be delivered:	The consultancy follows a hybrid modality, with regular virtual meetings taking place with the international consultant and in-person meetings with the UNFPA Country Office Adolescent and Youth Team. The national consultant is required to remain available online, via phone and in person during the tenure of the consultancy.  In addition, the consultant has to be present in Vientiane during assignment to attend in-person meetings with the relevant stakeholders including the Ministry of Education and Sports, Provincial Education Departments, mass organisations, adolescents and youth groups, INGOs, UN Agencies and other development partners.

<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>The key tasks of the consultant will include:</p> <ol style="list-style-type: none"> <li>1.) <b>Collect relevant documents</b> such as MoES Education Sector Plan, policy, curriculum materials, etc of non-formal education for review.</li> <li>2.) <b>Conduct and facilitate</b> consultation workshops with the Ministry of Education and Sports, Provincial Education Departments, mass organisations, adolescents and youth groups, INGOs, UN Agencies and other development partners.</li> <li>3.) <b>Develop a report</b> on the consultation workshop including a summary of suggestions for the out-of-school CSE curriculum framework including updating the out-of-school CSE training manual, instructors' guidelines and CSE IEC materials.</li> <li>4.) <b>Conduct and facilitate</b> a validation workshop to validate OOS CSE curriculum, updated instructor's guidelines and IEC material with support from an international consultant.</li> <li>5.) <b>Develop a report</b> of the validation workshop including a summary of key recommendations and suggestions to finalize the out-of-school CSE curriculum framework including updating the out-of-school CSE training manual, instructors guidelines and CSE IEC materials.</li> <li>6.) Support to provide resources to the international consultant to draft/ finalise the out-of-school CSE curriculum framework including updating the out-of-school CSE training manual, instructors guidelines and CSE IEC materials</li> </ol> <table border="1" data-bbox="483 1218 1458 1837"> <thead> <tr> <th>No.</th> <th>Deliverables/completed tasks</th> <th>Timeline</th> <th>Payment Schedule</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Relevant documents related to CSE available for review</td> <td>April-10</td> <td rowspan="3">30%</td> </tr> <tr> <td>2</td> <td>Conduct and facilitate consultation workshop with key stakeholders, (agenda, presentation, background paper/ concept note developed)</td> <td>April- 16</td> </tr> <tr> <td>3</td> <td>Submission of the report of the consultation workshop.</td> <td>April - 20</td> </tr> <tr> <td></td> <td>Conduct and facilitate validation workshop (agenda, presentation, background paper/ concept note developed)</td> <td>May- 15</td> <td>40%</td> </tr> </tbody> </table>	No.	Deliverables/completed tasks	Timeline	Payment Schedule	1	Relevant documents related to CSE available for review	April-10	30%	2	Conduct and facilitate consultation workshop with key stakeholders, (agenda, presentation, background paper/ concept note developed)	April- 16	3	Submission of the report of the consultation workshop.	April - 20		Conduct and facilitate validation workshop (agenda, presentation, background paper/ concept note developed)	May- 15	40%
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	4	Submission of the report of the validation workshop	May-20	
	5	Support international consultant to finalize out-of-school CSE curriculum framework including updating out-of-school CSE training manual, instructor's guidelines and CSE IEC materials	June-04	30%
<p><i>Note: Payment of the assignment is deliverable based and is subject to satisfactory quality deliverables.</i></p> <p>In order to support smooth coordination between UNFPA, national and international consultants, weekly virtual meetings will be scheduled.</p>				
<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 assignment, the consultant will work under the immediate supervision of the Programme Specialist Adolescents and Youth SRHR of UNFPA with support from the National Programme Analyst.</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>- Advanced degree in education, social sciences, public health, policy development and sexual reproductive health</li> <li>- At least three years of work experience in education, with particular emphasis on curriculum development and facilitation of workshops.</li> <li>- Technical competency in the areas of GBV, health/ education focusing on out-of-school young people.</li> </ul>			

	<ul style="list-style-type: none"> <li>- Prior experience in supporting the development of education plans/ strategies in the informal education sector is an advantage.</li> <li>- Experience working in or familiarity with the education system/ social sector in Laos is an advantage.</li> <li>- Should possess effective communication skills.</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 assignment.</p>	
<p>Recommended</p>	<p>The successful applicant shall complete the following on-line training courses and submit the certificates to UNFPA before signing the contract:</p> <ol style="list-style-type: none"> <li>1. BSAFE, Link: <a href="https://training.dss.un.org/course/category/6">https://training.dss.un.org/course/category/6</a></li> <li>2. Fraud and Corruption Awareness and Prevention Link: <a href="https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html">https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html</a></li> <li>3. PSEA (Prevention of Sexual Exploitation and Abuse) Link: <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></li> </ol> <p>COA: UNFPA.LAO.FPA90.71305.-LAO07YRH, OSSCSE.0.PU0074.0</p>	
<p><b>Requested by:</b></p> <p>Oloth Sene-Asa</p> <p>National Programme Analyst</p> <p>Date:...../...../2025</p>	<p><b>Endorsed by:</b></p> <p>Vilaykham Lasasimma</p> <p>Operating Manager</p> <p>Date:...../...../2025</p>	<p><b>Approved by:</b></p> <p>Bakhtiyor Kadyrov</p> <p>Representative, UNFPA Lao PDR</p> <p>Date:...../...../2025</p>