

## TERMS OF REFERENCE FOR INDIVIDUAL INTERNATIONAL CONSULTANT

<b>TERMS OF REFERENCE (to be completed by the Hiring Office)</b>	
Hiring Office:	Lao Country Office
Purpose of consultancy:	To provide technical support to develop 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 <i>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.</i> 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 an international consultant to support the Ministry of Education and Sports in developing the out-of-school CSE curriculum 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 support of a national consultant.
Duration and working schedule:	The consultancy is envisioned for a tenure of 30 days spreading over from 4 <sup>st</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.):	The key tasks of the consultant include:

- 1.) Review of MoES’s current strategy, sector plans, policy, curriculum materials, and other frameworks for including and **prioritizing CSE for out-of-school young people**.
- 2.) Review and update existing out-of-school **CSE training manual and IEC resources available on CSE**.
- 3.) Supervise national consultant, who will primarily be responsible for conducting meetings/workshops with relevant stakeholders, reporting and supporting the international consultant in the local context.
- 4.) **Support consultations/ meetings** (moderated by the national consultant) with 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.
- 5.) Develop out-of-school **CSE curriculum framework** (identify CSE learning outcome, learning objectives, key contents/messages, etc for specific groups of adolescents and young people catering to various age groups and update the existing out-of-school CSE training manual/instructor’s guidelines and IEC materials based on overall designed curriculum framework-aligned with International Technical and Programmatic Guidance on Out-of-School CSE, ensuring innovative, creative, safe and engaging approaches. The developed CSE resources can be used for both offline and online platforms.
- 6.) **Conduct virtually the technical workshop** with MoES and UNFPA to validate the draft overall designed curriculum framework including updated out-of-school CSE training manual/instructor’s guidelines and IEC materials for inputs.
- 7.) **Finalize** the out-of-school CSE curriculum framework, out-of-school CSE training manual/Instructor’s guidelines and IEC materials.

No.	Deliverables/completed tasks	Timeline	Payment Schedule
1	Submission of inception report – detailing a concrete timeline of the tasks	April- 10	30%
2	Support consultations/ meetings with the relevant stakeholders to design curriculum and resources, with support from the national consultant	April -16	
3	Draft of non-formal CSE curriculum framework	May - 15	40%

	Updated out-of-school resources including: <ul style="list-style-type: none"> <li>- CSE training manual</li> <li>- Instructor's guidelines</li> <li>- IEC materials</li> </ul>		
4	Technically support the validation workshop in coordination with the national consultant	May-20	
5	Submission of: <ol style="list-style-type: none"> <li>1. Final formatted (with cover design) non-formal CSE curriculum framework</li> <li>2. Updated out-of-school CSE training manual</li> <li>3. Updated Instructor's guidelines and</li> <li>4. Updated IEC materials</li> </ol>	June – 4	30%
<p><i>Note: Payment of the assignment is deliverable-based and is subject to satisfactory quality deliverables.</i></p> <p>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>The consultant is expected to work closely with the UNFPA Programme Specialist and National Programme Analyst (AY-SRH) for matters related to relevant deliverables and coordination.</p> <p>While 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>		

Supervisory arrangements:	During the course of the assignment, the consultant will work under the immediate supervision of the Programme Specialist Adolescents and Youth SRHR of UNFPA, supported by the National Programme Analyst.
Expected travel:	None required
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>- University degree in education, public health/medicine/Sexual and Reproductive Health and Rights (SRHR), social sciences or any other relevant area required.</li> <li>- At least seven years of work experience in comprehensive sexuality education, with particular emphasis on curriculum development.</li> <li>- Significant country/regional experience and technical competency in the areas of education, and curriculum development focusing on out-of-school young people.</li> <li>- Familiarity with the CSE and technical competency in the areas of education, policy and programmes focusing on out-of-school young people preferable.</li> <li>- Publications on CSE or areas of adolescent and youth development are preferred.</li> <li>- Prior country and regional experience in the development of strategic plans in the informal education sector is preferred.</li> <li>- Advanced English writing and communication skills are required.</li> </ul>
Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<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>
Recommended	<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, <i>Link:</i> <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 <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></li> <li>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></li> </ol> <p>COA: UNFPA.LAO.FPA90.71205.-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>
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