

TERMS OF REFERENCE FOR INDIVIDUAL NATIONAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	Lao Country Office
Purpose of consultancy:	To support the process of integration of CSE content into the secondary curriculum and other supplementary resources on CSE such as teachers' guidelines on CSE and IEC materials on CSE by working in close collaboration with the international consultant and UNFPA Programme Team.
Scope of work: <i>(Description of services, activities, or outputs)</i>	UNFPA supports the Ministry of Education and Sports (MoES) to integrate CSE in the secondary curriculum. The intervention will be piloted in <i>selected marginalized provinces in Lao PDR. This is aligned with national commitment to fully integrating CSE into all levels of formal education by 2030 as part of its international and national obligations, including the Sustainable Development Goals (SDGs) and the ICPD Programme of Action.</i> Currently the secondary curriculum is being revised. Therefore, UNFPA is looking for a qualified national consultant to facilitate the process of integration of CSE content into the secondary curriculum and the development of other supplementary resources such as teachers' guidelines on CSE and IEC materials on CSE targeting secondary students. The national consultant will support the international consultant by conducting consultations with the stakeholders and supporting the validation workshop.
Duration and working schedule:	The consultation is for the tenure of 30 working days spreading over from 4 th April to 4 th 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 national consultant is required to remain available online and via phone during the tenure of the consultancy. Face to face meeting with Lao curriculum writers and relevant stakeholders.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The key tasks of the consultant will include: <ol style="list-style-type: none"> 1.) Consolidate relevant documents related to CSE, for example, secondary curriculum framework, existing CSE materials, relevant secondary subjects for review. 2.) Conduct and facilitate consultation workshop with Lao Curriculum Writers and other relevant stakeholders, with support from international consultant.

- 3.) **Develop a report** on the consultation workshop including a summary of suggestions to develop transformative CSE content, teachers' guidelines on CSE and IEC materials on CSE.
- 4.) **Conduct and facilitate** a validation workshop to validate the revised/ updated secondary curriculum with integrated CSE content, and transformative CSE content, teachers' guidelines on CSE and IEC materials on CSE with support from an international consultant. .
- 5.) **Develop a report** of the validation workshop including a summary of key recommendations and suggestions to finalize CSE contents, teachers' guidelines on CSE and IEC materials on CSE.
- 6.) **Support the Lao curriculum writers** to integrate CSE into the secondary curriculum.

No.	Deliverables/completed tasks	Timeline	Payment Schedule
1	Relevant documents related to CSE such as secondary curriculum framework, existing CSE materials, secondary subjects consolidated for review	April-10	30%
2	Conduct and facilitate consultation workshop with key stakeholders, (agenda, presentation, background paper/ concept note developed)	April- 15	
3	Submission of the report of the consultation workshop.	April - 20	40%
	Conduct and facilitate validation workshop (agenda, presentation, background paper/ concept note developed)	May- 20	
4	Submission of report on the validation workshop	May -25	30%
5	Supervision of Lao curriculum writers	June-04	

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"> - Completion of tasks specified in the ToR; - Compliance with the established deadlines for submission of deliverables. - Demonstration of accepted standards of work as per UNFPA and counterparts' satisfaction <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"> - Advanced degree in education, social sciences, public health, policy development and sexual reproductive health - At least three years of work experience in education, with particular emphasis on curriculum development and facilitation of workshops - Professional experience in the designing of Comprehensive Sexuality Education (CSE) required - Experience in developing and/or reviewing CSE preferable - Experience working in or familiarity with the education system/ social sector in Laos is an advantage. - Should possess effective communications skills.
<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>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> <p>1. BSAFE, <i>Link:</i> https://training.dss.un.org/course/category/6</p> <p>2. Fraud and Corruption Awareness and Prevention <i>Link:</i> https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html</p> <p>3. PSEA (Prevention of Sexual Exploitation and Abuse) <i>Link:</i> https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1</p> <p>COA: UNFPA.LAO.FPA90.71205.-LAO07YRH, CSEINSC.0.PU0074.0</p>	
<p>Requested by:</p> <p>Oloth Sene-Asa National Programme Analyst Date:...../...../2025</p>	<p>Endorsed by:</p> <p>Vilaykham Lasasimma Operating Manager Date:...../...../2025</p>	<p>Approved by:</p> <p>Bakhtiyor Kadyrov Representative, UNFPA Lao PDR Date:...../...../2025</p>