

**TERMS OF REFERENCE FOR INDIVIDUAL INTERNATIONAL AND NATIONAL CONSULTANTS FOR  
DEVELOPING A MANUAL ON ENGAGING MEN AND BOYS FOR GENDER-BASED VIOLENCE PREVENTION  
AND RESPONSE**

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Country Office Lao PDR
Purpose of consultancy:	<p>Addressing gender-based violence GBV and improving women’s and men’s sexual reproductive health require the full participation and cooperation of men, who hold more power and influence over decision-making in the society and can constrain women’s choices. The ICPD program for Action identified men as groups to be actively involved in preventing GVB and improving women’s and men’s reproductive health.</p> <p>UNFPA Lao CO sees men as a partner if men are sensitized and equipped with knowledge on gender-based violence and sexual reproductive health and rights, it will enable them to change their attitudes and behaviors toward these issues and take actions to prevent to gender-based violence and strive to improve women’s and their reproductive health and rights in their communities.</p> <p>Following this concept, UNFPA Lao CO is seeking to hire an individual international and national consultants to develop a manual for engaging male for gender-based violence prevention and sexual and reproductive health promotion by using already available materials of UNFPA and other relevant materials and making them Lao context-specific and culturally appropriate.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The international consultant will work closely with the teams of UNFPA, LWU, and relevant health departments and national consultant to develop the male engagement manual as per the below scope of work:</p> <p><b>International Consultant’s tasks:</b></p> <ul style="list-style-type: none"> <li>- Review studies/researches regarding gender and social and gender norms, especially in the context of Laos, including ethnicities, traditions, and harmful practices, including early marriage, etc.</li> <li>- Review the existing materials, manuals, publications, tools, guidelines on male engagement in GBV, sexual reproductive health information, and services from UNFPA and other partners to develop a male engagement manual.</li> <li>- Discuss with UNFPA, LWU teams, and relevant health officials to develop a structure, contents, methodologies, with focusing on community-based and transformative approaches, activities, time allocation, and material for each activity of the manual on male engagement for GBV prevention and reproductive health promotion. The manual will have at least 10 sessions based on the discussions with UNFPA and LWU teams.</li> <li>- Send the first draft manual to the national consultant to review and revise to ensure the manual is relevant, appropriate, and applicable in the Lao context.</li> <li>- Present the second draft manual to UNFPA, LWU teams, and other concerned stakeholders for review and feedback, facilitate consultation on the draft manual, collect feedback and suggestions and incorporate feedback, inputs, and recommendations from UNFPA and LWU teams into the final draft.</li> <li>- Put illustrations in the manual where appropriate.</li> <li>- Finalize the manual of male engagement and submit the final manual.</li> </ul>

	<p>The national consultant will work closely with the teams of UNFPA, LWU and relevant health departments and international consultant to review the developed, by international consultant, male engagement manual as per the below scope of works:</p> <p><b>National Consultant tasks:</b></p> <ul style="list-style-type: none"> <li>- Work closely with the international consultant to review, provide inputs, and make changes where appropriate to the manual to ensure it is appropriate, relevant, and applicable to the Lao context.</li> <li>- Facilitate three-day training of trainer (ToT) for LWU and Health officials provincial and district, village LWU and village health volunteers (equal number of male and female), who will facilitate sessions in the selected communities in Savannakhet province, on the use of the manual.</li> <li>- Prepare training report for the UNFPA and LWU</li> </ul>
<p>Duration and working schedule:</p>	<p><b>International consultant:</b></p> <p>The working day for international consultants is <b>15 days</b> from October to November 2020. The assignment will be home-based</p> <ul style="list-style-type: none"> <li>● Review of existing materials and manuals and preparing the draft structure of the manual- <b>3 days</b></li> <li>● Develop “<b>Male Engagement for GBV Prevention and Sexual and Reproductive Health Promotion</b>”, having at least 10 sessions with design, title, methodologies, time allocation, materials, key messages, activities, contents, sum up messages, etc and guidelines for facilitators on how to use this manual- <b>10 days</b></li> <li>● Present the draft manual to UNFPA, LWU teams and other concerned stakeholders for review and feedback <b>0,5 day</b></li> <li>● Revise and finalize the manual based on the comments and inputs from national consultant, UNFPA and LWU team <b>1,5 days</b></li> </ul> <p><b>National consultant:</b></p> <p>The working day for a national consultant is <b>10 days</b> during November 2020. The assignment will be home-based and in-office based if appropriate:</p> <ul style="list-style-type: none"> <li>● Revise the male engagement manual developed by the international consultant, especially on the contents, design, methodologies, activities, time allocation and materials to ensure the manual is relevant to the Lao context <b>5 days</b></li> <li>● Prepare materials, methodologies and activities for the training on the use of manual <b>1 day</b></li> <li>● Facilitate three-day training for LWU and Health officials provincial and district, village LWU and village health volunteers on the use of manual to enable them to implement the manual/sessions in the selected communities <b>3 days</b></li> <li>● Prepare a report of the training for UNFPA <b>1 day</b></li> </ul>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy, etc.):</p>	<p>The international consultant will deliver as follows:</p> <ul style="list-style-type: none"> <li>- Review existing materials and manuals, prepare and submit the draft structure of the manual and develop and submit the draft of the full manual with facilitator’s guidelines <b>(50%)</b></li> <li>- Revise the manual based on the comments and inputs from national consultant, UNFPA and LWU teams, and submit the final full manual with the provision of a clear guideline on the use of the manual <b>(50%)</b></li> </ul>

	<p>The deliverables will be submitted in hard copy and electronic form. The exact dates of delivery will be decided in discussion with the selected candidate.</p> <p>The national consultant will deliver as follows:</p> <ul style="list-style-type: none"> <li>- Submit the inputs to the male engagement manual developed by the international consultant, especially on the contents, design, methodologies, activities, time allocation and materials to ensure the manual is relevant to the Lao context <b>(50%)</b></li> <li>- Conduct the training for identified LWU, health, volunteers from the selected villages on the use of the manual and submit the training report <b>(50%)</b></li> </ul> <p>The deliverables will be submitted in hard copy and electronic form. The exact dates of delivery will be decided in discussion with the selected candidate</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<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>
<p>Supervisory arrangements:</p>	<p>The work will be supervised by the Programme Gender Analyst and Deputy Representative, UNFPA.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>The candidates for <b>both national and international consultants</b> should have the following qualifications:</p> <ul style="list-style-type: none"> <li>● A university degree in gender or women's studies, social sciences, public health, or one of the relevant areas</li> <li>● Demonstrated experience, at least 5 years, in working with gender and gender-based violence programming, particularly male engagement for GBV prevention and responses and improvement of women's and men's sexual reproductive health.</li> <li>● Demonstrated experience in developing the manual, guideline, curriculum-related to gender, GBV and sexual reproductive health issues</li> <li>● Understanding of Lao development context especially on gender, GBV, and sexual reproductive health issues</li> <li>● Have experience with working with UN agencies, particularly UNFPA, is an asset</li> <li>● Advanced English skills is a requirement</li> </ul>
<p>Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will facilitate the communication between the consultant and the LWU will provide needful guidance and support.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>The budget for this assignment will be charged under COA: Project ID: LAO06GEN, Activity: 1.3, Fund code 3FPBE &amp; FPA90</p>