

TERMS OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	United Nation Population Fund (UNFPA)
Purpose of consultancy:	Hiring a local consultant to support development of CSE subject's textbook/guidebook for teacher training curricular and develop supplementary teaching CSE materials.
Background:	<p>According to ICPD commitments by the Lao Government at the Nairobi summit to fully integrate CSE into the educational curriculum nationwide by 2030. CSE is also reflected in the 9th Education Sector Development Plan (2021-2025) and national youth strategy. United National Population Fund (UNFPA) is implementing Noi-ecosystem approach of programming in collaboration with the government of Laos, especially the Ministry of Education and Sports (MoES) to provide information on sexual reproductive health and rights for adolescents and young people in schools and out of school settings. Comprehensive Sexuality Education (CSE) is a rights-based and gender-focused approach to sexuality education. CSE has been fully integrated into the primary and partially integrated in secondary, non-formal education, teacher training and CSE is delivered as a stand-alone course in TVET. Further to make CSE mandatory in the teacher training curriculum, the Ministry of Education and Sports has a plan to include CSE subject as mandatory institutionalising into the overall teacher training curriculum. In 2023, the Teacher Training Department, MoES, requested UNFPA to provide technical assistance to support for development of CSE subject's textbook/guidebook and other supplementary teaching materials based on a standard CSE "International Technical Guidance on Sexuality Education (ITGSE)" and roll out implementation in 8 teacher training colleges nationwide. Therefore, UNFPA is looking for a qualified national consultant to support the teacher training department for development of CSE subject's textbook/guidebook as one subject belongs to teacher training curriculum and other supplementary teaching materials.</p> <p>With this background, the purpose of this consultancy is to hire qualified national consultant to:</p> <ol style="list-style-type: none"> 1. Develop CSE subject's textbook/guidebook by Identifying key session plans, objectives, contents, activities, and key messages on CSE at the appropriate levels through consultation workshops with relevant stakeholders and teachers as well as to develop supplementary teaching CSE materials. 2. Provide training on CSE for the teachers from teacher training colleges.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ol style="list-style-type: none"> 1.) Desk review of International Technical Guidance on Sexuality Education (ITGSE) and the existing overall teacher training curriculum identifying space for CSE subject to be included. 2.) Design a structure of CSE subject's textbook/guidebook with identification of session plans, objectives, time, contents, activities, and key messages including illustrations based on Lao specific contextualization and local cultural appropriation aligned with ITGSE.

	<p>3.) Design supplementary CSE materials as needed to supplement delivery of CSE along with CSE subject’s textbook/guidebook such as flipcharts, posters, leaflets, etc.</p> <p>4.) Conduct technical workshops with the core team of Teacher Training Department, MOES and other relevant stakeholders for validation and finalisation of the CSE subject’s textbook/guidebook and supplementary CSE materials.</p> <p>5.) Provide training on CSE for teachers from teacher training colleges.</p>																	
Duration and working schedule:	Consultation is for the tenure of 60 days (spread over 3 months May – June-July 2024)																	
Place where services are to be delivered:	Consultant is required to work with the Department of Teacher Training and UNFPA team on a regular basis.																	
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The consultant will submit deliverables as follows:</p> <table border="1" data-bbox="571 853 1520 1794"> <thead> <tr> <th data-bbox="571 853 667 920">No</th> <th data-bbox="667 853 1278 920">Deliverables</th> <th data-bbox="1278 853 1520 920">Payments</th> </tr> </thead> <tbody> <tr> <td data-bbox="571 920 667 1167">1</td> <td data-bbox="667 920 1278 1167">Based on desk review, submit a structure of CSE to develop as the CSE subject’s textbook/guidebook and supplementary CSE materials for the team of teacher training departments, MoES and UNFPA for review and agree up. This would form the inception report.</td> <td data-bbox="1278 920 1520 1473" rowspan="3">70% of payment</td> </tr> <tr> <td data-bbox="571 1167 667 1339">2</td> <td data-bbox="667 1167 1278 1339">Develop CSE curriculum’ subject textbook/guidebook and supplementary CSE materials based on agreement with the team of teacher training department and UNFPA.</td> </tr> <tr> <td data-bbox="571 1339 667 1473">3</td> <td data-bbox="667 1339 1278 1473">Validation of CSE subject’s textbook/guidebook and supplementary CSE materials with relevant stakeholders and teachers</td> </tr> <tr> <td data-bbox="571 1473 667 1574">4</td> <td data-bbox="667 1473 1278 1574">Incorporate inputs/comments from validation workshop</td> <td data-bbox="1278 1473 1520 1794" rowspan="3">Remaining 30% payment will be processed</td> </tr> <tr> <td data-bbox="571 1574 667 1709">5</td> <td data-bbox="667 1574 1278 1709">Submit the final developed CSE subject’s textbook/guidebook and supplementary CSE materials</td> </tr> <tr> <td data-bbox="571 1709 667 1794">6</td> <td data-bbox="667 1709 1278 1794">Provide training on CSE for teachers</td> </tr> </tbody> </table> <p>Invoice request for payment is needed prior to the payment process.</p>	No	Deliverables	Payments	1	Based on desk review, submit a structure of CSE to develop as the CSE subject’s textbook/guidebook and supplementary CSE materials for the team of teacher training departments, MoES and UNFPA for review and agree up. This would form the inception report.	70% of payment	2	Develop CSE curriculum’ subject textbook/guidebook and supplementary CSE materials based on agreement with the team of teacher training department and UNFPA.	3	Validation of CSE subject’s textbook/guidebook and supplementary CSE materials with relevant stakeholders and teachers	4	Incorporate inputs/comments from validation workshop	Remaining 30% payment will be processed	5	Submit the final developed CSE subject’s textbook/guidebook and supplementary CSE materials	6	Provide training on CSE for teachers
No	Deliverables	Payments																
1	Based on desk review, submit a structure of CSE to develop as the CSE subject’s textbook/guidebook and supplementary CSE materials for the team of teacher training departments, MoES and UNFPA for review and agree up. This would form the inception report.	70% of payment																
2	Develop CSE curriculum’ subject textbook/guidebook and supplementary CSE materials based on agreement with the team of teacher training department and UNFPA.																	
3	Validation of CSE subject’s textbook/guidebook and supplementary CSE materials with relevant stakeholders and teachers																	
4	Incorporate inputs/comments from validation workshop	Remaining 30% payment will be processed																
5	Submit the final developed CSE subject’s textbook/guidebook and supplementary CSE materials																	
6	Provide training on CSE for teachers																	
Monitoring and progress control, including reporting	<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 ToR; 																	

<p>requirements, periodicity format and deadline:</p>	<ul style="list-style-type: none"> - Compliance with the established deadlines for submission of deliverables. - Quality of work performed as expected by UNFPA. - Demonstration of high standards of work with UNFPA and counterparts' satisfaction - Milestones and timelines for the assignment will be agreed upon at the beginning of the contract, UNFPA AY-Programme team will conduct periodic follow up to ensure quality and timely deliverables as well as timely mitigation of any unexpected obstacles. - All the technical resources will be developed in English and subsequently translated in local languages.
<p>Supervisory arrangements:</p>	<p>The consultant will work closely with the CSE Programme Analyst of UNFPA, with overall oversight role of AY - Programme Specialist</p>
<p>Expected travel:</p>	<p>Assignment is based in Vientiane for developing CSE 'subject's textbook/guidebook for teacher training curricular and developing supplementary teaching CSE materials. Travel is required when providing training on CSE for teachers. DSA is based on standard UN rate as per the policy and regulations.</p>
<p>Required expertise, qualifications and competencies, including language requirements</p>	<ul style="list-style-type: none"> - University degree in, public health/medicine/Sexual Reproductive Health and Rights (SRHR), social sciences or any other relevant area required. - At least seven years of work experience in comprehensive sexuality education, with particular emphasis on curriculum development and training. - Professional experience in the designing of Comprehensive Sexuality Education (CSE) required. - Familiarity with the CSE and the professional experience to work with the government (MoES) on Sexual Reproductive Health and education preferable. - Strong English writing and communication skills required.
<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>