

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **International consultancy for content evaluation of the CSE curriculum for adolescent girls (both unmarried and married adolescent girls)** | |
| Hiring Office: | Country Office of UNFPA Bangladesh |
| Purpose of consultancy: | The purpose of this consultancy is to evaluate and revise the existing Life skill and Livelihood curriculum developed under the Global Programme on the Elimination of Child Marriage (GPECM) in Bangladesh.  The current Life skill and Livelihood curriculum was developed by Population Council, one of the Implementing Partners (IPs) of UNFPA Bangladesh during GPECM Phase 1. The curriculum follows an asset-building approach, which offers life skills, gender rights awareness training, livelihood skills, including basic Information and Communication Technology (ICT) knowledge. The curriculum is delivered to adolescent girls through weekly sessions at the 122 Adolescent Girls Resource Centre established in Dhaka, Chattogram, Jamalpur and Bogura. Based on the overall Life Skills Education and Livelihoods curriculum, a shorter more targeted version has been later developed specifically for married adolescent girls, that focuses on gender rights awareness and SRHR knowledge.  UNFPA aims to evaluate the existing Life skill and Livelihood curriculum to assess its alignment with the ITGSE guideline and revise the curriculum where required. Also, to build capacity of the club facilitators on the revised life skills and livelihood curriculum and the proper age-appropriate delivery of CSE content. In this regard, the Adolescent and Youth unit is seeking to engage a consultant to review and revise the life skills and livelihood curriculum and build capacity of the adolescent club facilitators. |
| Scope of work:  *(Description of services, activities, or outputs)* | **Description of Activities**  The following is an indicative but not exhaustive list of tasks to be undertaken by the consultant:  a. Review the existing Life skill and Livelihood curricula, one for unmarried girls and one for married girls, and all relevant materials. The proposed tool to conduct this evaluation is the SERAT tool.  b. Conduct consultation with adolescent girls who graduated from the adolescent girl’s resource centres, both unmarried and married girls, to assess further needs on CSE.  c. Conduct a technical revision of both the curricula with the potential addition of sessions in line with ITGSE guidance and needs of adolescent girls in programme areas.  d. Field test the revised curricula with the target audience, unmarried and married adolescent girls.  d. Share with the UNFPA A&Y team and the Department of Women Affairs for review and comments.  e. Finalize the revised curriculum based on the feedback from the Department of Women Affairs and UNFPA and consultations with adolescent girls.  f. Facilitate training of adolescent club facilitators (gender promoters) on the revised curriculum.  **Outputs:**   1. **The** Life skill and Livelihood curriculum r**evised in alignment with the ITGSE guideline.** 2. **Training module and agenda developed, and training conducted.** |
| Duration and working schedule: | This consultancy will be for **30 working days and will commence as soon as possible and end on 15th December 2022**. The consultant will perform, at a minimum, the following tasks during this period:   |  |  | | --- | --- | | **Task** | **Working Days** | | Review of the existing Life skill and Livelihood curricula and all relevant materials. | 2 | | Consultation with adolescent girls who graduated from the adolescent girl’s resource centres, both unmarried and married girls, to assess further needs on CSE | 2 | | Conduct a technical review of the curriculum and update accordingly, including potentially the creation of additional sessions per ITGSE guidance | 5 | | Revision of the curriculum with the potential addition of sessions in line with ITGSE guidance, including updating scenarios, information, and methodologies. | 10 | | Field testing of the revised curricula with the target audience, unmarried and married adolescent girls. | 5 | | Second round of revisions based on feedback from the Department of Women Affairs and UNFPA and consultations with adolescent girls. | 4 | | Final presentation to UNFPA staff | 1 | | Final training report | 1 | | **TOTAL WORKING DAYS** | **30** | |
| Place where services are to be delivered: | The services are to be delivered to the UNFPA Country Office. All versions of the final documents should be delivered in electronic format, using Microsoft Word. |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | 1. Submission of both the revised Life skill and Livelihood curricula by October 2022. 2. Training dates will be confirmed upon signing of contract.   All versions of the final documents should be delivered in electronic format, proofread, spell checked, using the appropriate software, together with one hard copy to the UNFPA Office if possible.  The quality of the deliverables will be evaluated by the Unit Chief – A&Y unit, Programme Analyst- Adolescent and Youth/Child Marriage and other relevant team members of the A&Y team. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | The consultant will work closely with the Programme Analyst - Adolescent and Youth/Child Marriage in carrying out the duties detailed above.  The consultant will provide written updates on a regular basis and organize online meetings to share work updates, needs and challenges as needed.  The consultant should inform UNFPA of any anticipated delays, well in advance of the deadlines.  The final deadline for the consultancy is 15th December 2022 by when the consultant should complete all activities detailed in the ToR. |
| Supervisory arrangements: | The consultant will work under the direct guidance of and will also be supported by the Programme Analyst - Adolescent and Youth/Child Marriage to carry out the activities mentioned above. |
| Expected travel: | The consultant will not be paid for any travel within Dhaka, nor will any pick up or drop off facility will be provided for any travel in Dhaka. S/he is expected to arrange for all transport to and from meetings with all relevant offices to undertake the detailed discussions.  If applicable, travel outside of Dhaka for official work, UNFPA will pay travel and DSA as per standard UN policy and procedure. |
| Required expertise, qualifications, and competencies, including language requirements: | * Bachelor’s degree in social sciences or any other related degree to the consultancy. * At least 7 years of relevant working experience in the development or academic sector. * Experience in UNFPA’s core areas of sexual and reproductive health, gender and life skills preferred. * Strong facilitation skills and ability to conduct workshops. * Familiarity with procedures and requirements of UNFPA will be an asset. * Good negotiation, communication, decision-making and interpersonal skills, and ability to work as part of a multicultural team. * Good organisational skills, including time management, and ability to meet deadlines. * Fluency in written and spoken English. * Information and communication technology literate. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | The Consultant will be responsible for arranging his/her own computer and other working aid equipment. |
| Payment Instruction: | As per the UNFPA policy and procedure, and as per a contract based on the payment by deliverables, the payments for this consultancy will be made as follows:   * 30% upon delivery of the draft revised version of the curriculum and training materials. * 70% upon the delivery of the final revised version of the curriculum and training materials and acceptance of the overall summary report. |
| **Application instruction:**  Applicants with the required qualifications and experience stated above (required expertise, qualifications, and competencies, including language requirements) should submit a copy of curriculum vitae (CV) with a cover letter.  Please send your application electronically to dedicated email addresses of: [radas@unfpa.org](mailto:radas@unfpa.org)  Note: Only those candidates who meet all qualifications and experience will be contacted for further consideration.  The application deadline is 01 August 2022  **Female candidates are encouraged to apply.** | |