

**TERMS OF REFERENCE**  
**NATIONAL INDIVIDUAL CONSULTANT FOR TECHNICAL PROOFREADING OF THE ENGLISH**  
**VERSION OF THE CHINA CSE TECHNICAL GUIDELINE**

<b>TERMS OF REFERENCE</b>	
Hiring Office:	The United Nations Population Fund (UNFPA) China Office
Purpose of consultancy:	The purpose of the consultancy is to edit and proofread the English translation of the China Comprehensive Sexuality Education Technical Guideline and provide quality assurance of the translation in line with the UN writing and editorial guidelines and the International Technical Guidance on Sexuality Education
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p><b><u>About UNFPA</u></b>  UNFPA is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.</p> <p>UNFPA in China has been working with the Government and other national counterparts for more than 40 years and implementing programmes for improving women's health, preventing maternal deaths, conducting research on health and population issues, promoting healthy and productive ageing, preventing women's cancers, and enhancing reproductive health, information and education for young people.</p> <p>UNFPA works with governments, civil society organizations (CSOs), academia, the private sector and young people to improve adolescents' sexual and reproductive health (ASRH), including life-skills-based sexuality education. UNFPA also promotes policies for, and investment in, sexuality education programmes that meet internationally agreed-upon standards.</p> <p><b><u>About the China Comprehensive Sexuality Education Technical Guideline</u></b>  Every young person will one day have life-changing decisions to make about their sexual and reproductive health. Yet research shows that the majority of adolescents lack the knowledge required to make those decisions responsibly, leaving them vulnerable to coercion, sexually transmitted infections, and unintended pregnancy.</p> <p>Comprehensive sexuality education (CSE) enables young people to protect and advocate for their health, well-being, and dignity by providing them with a necessary toolkit of knowledge, attitudes, and skills. It is a precondition for exercising full bodily autonomy, which requires not only the right to make choices about one's body but also the information to make these choices in a meaningful way. And because CSE programmes are based on human rights principles, they advance gender equality and the rights and empowerment of young people.</p> <p>The International Technical Guidance on Sexuality Education (ITGSE), co-published by UNESCO, UNFPA, and other UN agencies, promotes structured learning about sex and relationships in a manner that is positive, affirming, and centered on the best interest of the young person. By outlining the essential components of effective sexuality education programmes, the ITGSE enables national authorities to design comprehensive curricula that will have a positive impact on young people's health and well-being.</p> <p>In China, the term, "sexuality education" has been officially written and addressed in various laws and national programmes, including the Law on Protection of Minors, China's Mid-to-Long Term Youth Development Plan (2016-2025), China National Program for Women's Development (2021-2030) and China National Program for Children's Development (2021-2030).</p> <p>To support China's effective implementation of sexuality education programmes adapting the Chinese context and the latest scientific evidence, UNFPA and UNESCO supported the development of the China CSE Technical Guideline (hereafter referred to as the Guideline) in 2018-2022. The development of the Guideline was led by Professor Liu Wenli of the sexuality education project team of Beijing Normal University, through engaging with a</p>

	<p>technical advisory group consisting of relevant specialists and resource persons from diverse backgrounds. The process included an extensive literature review and technical consultations, with the ITGSE being used as the main reference. The Guideline also took reference to updated national laws, policies, and guidance related to sexuality education, health education, and child development.</p> <p>The development of the Guideline is in line with the Chinese Government's strategies for children, adolescents, youth, and women's development, which will contribute to the promotion and implementation of quality sexuality education and sexual and reproductive health services through a holistic, scientific, localized, and standardized approach.</p> <p>The Guideline is designed as a reference source for policymakers, CSE practitioners, programme managers, professional associations, education institutions, CSOs, youth groups and young people, and the general public in designing, implementing, and monitoring scientific, gender responsible, culturally sensitive, and age-appropriate sexuality education for children and young people of all ages both in China and through knowledge exchange in South-South Cooperation.</p> <p>The Guideline is being translated from Chinese to English, and is expected to share with international experts for feedback, finalization, and publishing. The Guideline will be launched in both languages and will be used widely in China.</p> <p><b>Scope of work:</b> To ensure a quality translation of the Guideline in language and technical aspects, the national consultant will be responsible for:</p> <ol style="list-style-type: none"> <li>1. providing quality track-changed editing, proofreading and polishing for the Guideline based on the final Chinese version of the Guideline, according to the UN writing and editorial guidelines and the ITGSE</li> <li>2. comprehending the technical content of CSE included in the Guideline; be able to identify and resolve any mistakes and ensure consistencies between the Chinese and English versions of the Guideline</li> <li>3. checking spelling and grammar, and making sure technical terms are accurately and consistently used/translated in line with the ITGSE and its Chinese translations ((include correct grammar and usage for the situation)</li> <li>4. ensuring the translated concepts are accurate, straightforward and understandable for non-Chinese speakers</li> <li>5. checking all the facts and figures in the translation, and making sure they are presented correctly</li> <li>6. seeking clarifications with the translators, the Guideline authors, and UNFPA as needed while proofreading and editing the English version of the Guideline</li> </ol> <p><b>Expected deliverable:</b> an edited, proofread and polished Guideline in English with track changes by the deadline</p>
Duration and working schedule:	From the start of the contract to 4 <sup>th</sup> May 2022 (tentative)
Place where services are to be delivered:	Home-based
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	4 <sup>th</sup> May 2022 in electronic copy
Monitoring and progress control, including reporting requirements, and deadline:	Daily work monitoring will be done by the Programme Analyst for the adolescent and youth programme of UNFPA China
Supervisory arrangements:	The consultant will be directly supervised by the Programme Analyst on Adolescent and Youth under the overall guidance of the Deputy Representative of UNFPA China
Expected travel:	No
Required expertise, qualifications and	<b>Knowledge and Experience:</b>

<p>competencies, including language requirements:</p>	<ul style="list-style-type: none"> <li>• experience in copy editing, proofreading publications</li> <li>• ability to work rapidly and effectively; ability to coordinate with UNFPA, the translators and the Guideline authors</li> <li>• expertise in CSE for children and youth; ability to digest technical content and reframe language to make it accurate, consistent, and accessible to the public</li> <li>• Proven familiarity with the ITGSE</li> <li>• Familiarity with the social, cultural, and political context of China</li> <li>• Strong communication skills in Chinese and English</li> </ul> <p><b>Language:</b></p> <ul style="list-style-type: none"> <li>• Professional writing and fluent speaking skills in Chinese and English</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results</li> <li>• Being accountable</li> <li>• Developing and applying professional expertise/ business acumen</li> </ul>
<p>Inputs / services to be provided by UN or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>UNFPA will ensure the consultant's access to relevant publications for reviewing and editing, and facilitate ascertaining the exact meaning of the documents to avoid ambiguities and misstatements.</p>
<p>Other relevant information or special conditions, if any:</p>	

For applications, please send your CV, a motivation letter and past editing/proofreading work samples to Ms. Lin Xianxian, [xlin@unfpa.org](mailto:xlin@unfpa.org), and copy Ms. Haoran Zheng, [haoran@unfpa.org](mailto:haoran@unfpa.org) by April 25, 2022 at 10:00 AM Beijing time.