

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA China Office
Purpose of consultancy:	To develop 8-session comprehensive sexuality education (CSE) courses for middle schools students in the rural areas in China, and to provide technical input for the project, "Provision of Sexuality Education Using Live Streaming".
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>UNFPA will contract a consultant to undertake the assignment as described in this ToR. Working closely with the project team made of UNFPA and MSIC, the consultant will be responsible for the design and development of the 8-session CSE courses.</p> <p>The consultant will conduct research and consultations, design course content and develop a full set of teaching and learning materials, which will be used by teachers and students in the live streaming CSE courses.</p> <p>In addition, the consultant shall lead the discussion of two consultation meetings for content revision and improvement, namely to collect feedback and suggestions from the stakeholders, reflect the users' needs and perspectives in the content revision, and refine the CSE courses and relevant materials.</p> <p>The CSE course shall:</p> <ol style="list-style-type: none"> 1) Be in line with the concept, terms and mandate of the International Technical Guidance on Sexuality Education (ITGSE), with reference to the context of China; 2) Consist of 8 sessions to cover diverse topics of SRHR to ensure comprehensiveness; 3) Be age-appropriate and meet the needs of the target ultimate users—13-15 years old middle school students who have never received CSE before in rural areas; 4) Include interactive elements and activities to enhance engagement of students in class, such as games, interactive activities, video clips etc.; 5) Reflect the needs and perspectives of the targeted users, based on the feedback and interviews collected in the research and consultation meetings. <p>Expected outputs / deliverables:</p> <ol style="list-style-type: none"> 1) Deliverable 1: Completion of the design and development of the 8-session live streaming CSE course based on the above requirements 2) Deliverable 2: Discussion lead of two consultation meetings (with experts and young people); revision of the content based on the feedback received from research and the consultation meetings 3) Deliverable 3: Detailed full set of course package in both English and Chinese, including a users' guide, teaching and learning materials, teachers' handbook, teaching plan, training materials, materials to be distributed to students (if any), materials for in-class activities, etc.
Duration and working schedule:	50 working days during 16 Sep-22 Nov 2019
Place where services are to be delivered:	The consultant is expected to conduct at least 2 times face-to-face meetings with the project management team in Beijing to ensure the implementation progress. In addition, the consultant should personally attend the consultation meetings in Beijing and conduct discussions with stakeholders. Home-based work is acceptable only when it is not affecting the quality and the progress of the deliverables.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The first draft design of the 8-session courses shall be delivered according to the criteria listed above in electronic format by 31st October</p> <p>The consultation meetings will be conducted in the first week of November in Beijing.</p> <p>The finalized 8-session courses and a complete set of teaching and learning materials shall be delivered on November 22nd in both English and Chinese, accepted by UNFPA</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The project team will remain active communication with the consultant during the implementation process.</p> <p>Two consultation evaluation meetings will be conducted by Marie Stopes and UNFPA in Beijing, after the first design of the course content. Stakeholders of sexuality education, such</p>

	as young people, teachers, academia, school administrators and government officials will be invited to review and discuss the draft design and to provide feedback. The content design shall be revised and improved based on the feedback collected from the consultation meetings.
Supervisory arrangements:	Under the overall supervision of the Deputy Representative of UNFPA China, the consultant will directly report to the project lead during the contract period.
Expected travel:	If the consultant is not based in Beijing, she/he should conduct at least 2 times face-to-face meetings with the project team in Beijing. In addition, the consultant should participate two consultation meetings in Beijing. All travel cost is included in the consultation fee and will be arranged by the consultant.
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <ul style="list-style-type: none"> Postgraduate or other advanced university degree (at least M. Sc. or equivalent) in Public Health, Education, Social Science, International Development, Monitoring and Evaluation or a related field. <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> At least 5 years of professional experience in CSE development and promotion in China; Demonstrated experience in education curriculum design, particularly in development of CSE content for adolescents aged 13-15; Extensive conceptual and practical knowledge in sexuality and reproductive health and rights; Experience of working and collaborating with stakeholders including schools, communities, NGOs and grassroots organizations in rural areas in China; Proven familiarity with the International Technical Guideline of Sexuality Education (IEGSE), the work of UNFPA and knowledge of the social, cultural and political context of China. <p>Language:</p> <ul style="list-style-type: none"> Proficiency in Chinese, with excellent writing and editing skills; Working knowledge of English will be an added advantage. <p>Competencies and Values:</p> <ul style="list-style-type: none"> Ability to work under a tight schedule to deliver timely and high quality outputs; Demonstrates integrity by modelling the UN's values and ethical standards; Proved writing skills with strong communication and analytical capabilities; Adaptability and flexibility to establish and maintain good working relations with colleagues in multi-cultural environment; Professionalism and respect for diversity.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA and its partners will provide technical and management support to the consultant while advices from the UNFPA HQ will also be available. UNFPA will provide an office space and internet services to the consultant while working in Beijing.
Other relevant information or special conditions, if any:	N/A
<p>Applicants are requested to send their CV, motivation letter and proposal to: haoran@unfpa.org and copy gaoshan@unfpa.org by 15 September 2019. Only shortlisted candidates will be notified for next step.</p>	