**TERMS OF REFERENCE**

**Purpose of the Assignment:** Individual consultancy to produce a comprehensive guide for the implementation of life skills activities in schools.

**Section Submitting:** Education

1. **Purpose and Objective:**

Purpose and Objective: The Education section of UNICEF intends to recruit an individual consultant to develop a guideline for the implementation of the activities of life skills in schools beginning with the themes of gender, violence against children, menstrual hygiene management and psychosocial support.

This will be an individual consultancy and the consultant will work in collaboration and under the guidance of the Ministry of Education and Human Development and the United Nations Children's Fund.

This consultancy is expected to contribute to strengthening of the capacity of the Education and Human Development sector to respond to the challenges of limited access, participation and retention, and dropouts of vulnerable children, in particular adolescent girls, and to strengthen the protective environment against violence and abuse. This consultancy will be carried out in accordance with the “Education Sector Strategic Plan (2020 - 2030)” recently approved by MINEDH, the “Gender Strategy Education Sector and its Operational Plan for the period 2016-2020”, “Strategy against Child Marriage” of the Ministry of Gender, Children and Social Action (MGCAS) and the new Law on Child Marriage.

1. **Methodology and Technical Approach:**

The consultant will work closely with the Ministry of Education and Human Development, the UNICEF Education Section and the UNICEF Child Protection Section, under the supervision of the UNICEF Education Officer / Specialist. Taking into account the country's emergency situation due to the COVID pandemic, the Consultant will do most of the work remotely. Face-to face work will be done if conditions permit.

The consultant should produce an inclusive guideline for the implementation of the activities of life skills in schools. This instrument should take into account the experiences and lessons learned by UNICEF and other actors in Mozambique as well as in other countries and be appropriate for the current context and situation of Mozambique.

For this work, the consultant must make use of the technological means available until the situation is normalized. Activities to be implemented at the school level, should be scheduled for the last phase of the consultancy, when the situation is stabilized, schools are functioning, and students are available.

The work will consist of (i) desk review of the key documents, (ii) interviews, meetings, consultations and discussions with officials from the education and child protection sectors and partners both at central and provincial levels, (iii) drafting guidelines for the implementation of activities of circles of interest in schools, and (iv) an experimental phase based on the draft guidelines to be implemented in schools, during the activities of like skills to children and adolescents at school level, which will be possible only after the reopening of schools. In case this is not possible, MINEDH in collaboration with UNICEF will decide how to deal with this phase.

1. **Activities and Tasks:**
2. **Consultancy work plan**

Considering the current emergency, the consultant should produce and submit to UNICEF a proposal for a work plan for this consultancy, including detailed information on the activities to be implemented, partners contacted and strategy for collecting information in order to achieve the planned results. **5%**

1. **Current situation review report:**

Collection of information on, and analysis of existing national and international tools for implementing life skills activities / circles of interest at school, and on good practices in preventing and responding to violence against the child at school through interviews and meetings with the main actors at all levels (central, provincial, district and even the school). **15%**

1. **Draft guidelines for the implementation of activities of circles of interest in schools**: development of an inclusive guide with specific guidelines for carrying out activities with children and adolescents, on the following topics: gender and violence against children and psychosocial support. This guide should include a chapter with the conceptualization of these issues, the approach and principles to be considered when implementing the script. **40%**
2. **The Final Report and guidelines:** a report of activities of pilot life skills activities implemented in schools; the final version of the comprehensive guidelines for the implementation of life skills activities in schools and the final report of the consultancy.

To finalize the guidelines, the following actions will be taken –

**Working in collaboration with DPEDH-Nampula and Zambézia and UNICEF, implement circle of interest activities (life skills) in at least 6 schools (at least 3 schools per province**); test the guidelines with school gender and health focal points teachers and with boys and girls at district and school level. After testing the script at school level, include any necessary changes and comments received during the testing period. Organize a multi-sectoral script validation meeting, with the participation of key government sectors and civil society organizations to present the script. Based on the comments received at the multisectoral meeting, review the script and submit the final version of the script for implementation at the national level. Produce a final report with a summary of the activities implemented, the specific findings and recommendations to ensure a specific implementation of the inclusive script in schools. **40%**

1. **Deliverables and Payments:**

The period of time determined for this consultancy is 90 days in a period of 6 months, distributed between October 1st. , 2020 until March 31st. s, 2021.

This consultancy is related to 6890/A0/06/400/003/004 and will be financed by Spotlight Initiatives (SC 190125) funds.

All payments will be processed upon acceptance of the corresponding deliverables by UNICEF and against an invoice that will refer to the contract and the planned result. Payment will be approved by the respective UNICEF Head of Education.

Payments will be processed upon acceptance of the corresponding deliverable and against an invoice that will make reference to the contract reference and deliverable number. Payments will be approved by the respective section chief.

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|  | **Result** | **Number of days** | **Payment** |
| **Deliverable 1** | Detailed work plan for the consultancy | 5 days | 5% |
| **Deliverable 2** | Report on the analysis of the current situation and existing tools | 25 days | 15% |
| **Deliverable 3** | Outline of the inclusive guideline for the implementation of the activities of circles of interest, including the 4 components: gender, violence against children, psychosocial support and menstrual hygiene management | 30 days | 40% |
| **Deliverable 4** | Report of activities of pilot life skills activities implemented in schools;  Final version of the comprehensive guidelines for the implementation of life skills activities in schools  Final report of the consultancy. | 30 days | 40% |

1. **Management and Supervision:**

The consultancy will be supervised by the Education Officer of UNICEF, in close consultation and in coordination with the Head of the Gender Department of MINEDH and with the Gender Coordinator of DPEDH Nampula and Zambézia.

1. **Qualifications and Specialized Knowledge:**

• Minimum a master’s degree in social sciences or other related area with specialization in gender, child protection issues, etc.;

• At least five years of professional experience in the development of tools and the implementation of activities with children and adolescents.

• Knowledge and work experience in the following thematic areas: gender-based violence, violence against children, menstrual hygiene management and psychosocial support.

• Knowledge of the context of Mozambique, in particular of the situation of gender disparities in the education sector and the context of violence against children in the country.

• Fluent in Portuguese and reading and interpreting skills in English.

1. **Conditions of Work:**

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| **Items** | **Provided by UNICEF** | | **Remarks** |
| **Yes** | **No** |
| Service incurred death, injury or illness | x |  | Per the provisions of CF/IC/2013-001 on insurance coverage “in cases of service-incurred injury, illness or death under a third-party provider”. |
| Health Insurance |  | x |  |
| Office Space |  | X |  |
| Computer in office premises |  | X | Space in the office will be provided in case needed but the consultant is expected to work from home most of the time. |
| Access to printer in the office premises |  |  |
| Airtime |  | X |  |

1. **In-country Travel.**

Approved travel within Mozambique will be reimbursed by UNICEF as follows:

Option a. Air tickets to be purchased by the consultant from approved airlines and reimbursed by UNICEF; per diem at 75% of the applicable UN Mozambique DSA rate (for the whole night spent outside the place of assignment), on a reimbursable basis; taxi/transport costs to and from the airport, on a reimbursable basis supported by the submission of original invoice/bill/receipt. All reimbursables to be included in their respective invoices.

1. **Evaluation Criteria**

The selection of the consultant will be based on a “best value for money” principle. Interested candidates should, in addition to submitting their CV and cover letter, indicate their all-inclusive fees (including travel, subsistence costs, etc.) for the services to be provided. The office shall select the individual whose combined score for technical and financial offers is the highest. The technical evaluation criteria are stipulated below.

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| **Item** | **Technical Criteria/Qualifications** | **Max. Points** |
| **1** | **Education** |  |
| **1.1** | Minimum a master’s degree in social sciences or other related area with specialization in gender, child protection issues, etc.; | 15 |
| **2** | **Work Experience** |  |
| **2.1** | At least five years of professional experience in the development of tools and the implementation of activities with children and adolescents. | 25 |
| **3** | **Technical Skills and Knowledge** |  |
| **3.1** | Knowledge and work experience in the following thematic areas: gender-based violence, violence against children, menstrual hygiene management and psychosocial support. | 25 |
| **3.2** | Knowledge of the context of Mozambique, in particular of the situation of gender disparities in the education sector and the context of violence against children in the country. | 25 |
| **4** | **Language skills** |  |
| **4.1** | Fluent in Portuguese and reading and interpreting English skills. | 10 |
|  | ecblank**Total Technical Score** | **100** |
|  | **Minimum Technical for pass to financial assessment** |  |
|  | *Only those candidates meeting the minimum technical score will be eligible for further review.* | |

**Remarks:** *Provide any other comments as necessary.*