

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Type of engagement	Duty station
Consultant to develop a standardized training manual for the provision of integrated adolescent services in Zambia.	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Lusaka, Zambia With field travel within Lusaka district and to Katete district
<p>Purpose of Activity/Assignment: The purpose of this consultancy is to develop a standardised training manual for facilitators to train and build capacities of relevant stakeholders working with and for adolescents in the provision of an integrated adolescent services.</p>		
<p>Background</p> <p>In alignment with the country program (2023-2027), UNICEF Zambia is supporting the Government of Zambia to deliver programmes that are sensitive and responsive to adolescent needs. As a result, UNICEF Zambia in collaboration with GRZ is implementing a multisectoral 18-month programme in two districts (Lusaka and Katete Districts) (state the districts) that aims to deliver an integrated package of interventions for the most marginalized and vulnerable adolescents, particularly adolescent girls, in selected sites in Katete (rural) and Lusaka (urban) districts by December 2025. Results of the pilot programme will be used to scale up this approach in other districts of Zambia.</p> <p>Justification</p> <p>In working with and for adolescents, sectors such as education, protection and health and wellbeing have developed a number of training manuals that are used in the training of service providers, community workers and peer educators in the provision of information and services to adolescents. UNICEF's integrated approach aims to ensure that all key persons working with and for adolescents are equipped to deliver information, skills and services to adolescents no matter who they are, where they live in and regardless of their age, gender or status, for their wellbeing. The integrated approach intends to reach adolescent girls and boys, pregnant adolescent or young mothers, adolescents living with HIV, adolescents living with disabilities as well as adolescents in school and out of schools. This is in line with the leaving no one behind agenda. Therefore, the main objective of this consultancy is to develop a comprehensive integrated training manual that provides practical guidance and tools for key stakeholders implementing integrated adolescent programmes. This manual will serve as a resource for training service providers and other key persons to enhance their capacity in delivering effective integrated adolescent programming. It is expected that reference will be made to similar manuals already developed by UNICEF as well as various stand-alone tools that partners working with and for adolescents have developed.</p> <p>Scope of Work</p> <p>The consultant will be responsible for:</p> <ol style="list-style-type: none"> 1. Conducting a training needs assessment to identify key areas of focus for the manual. 2. Reviewing existing training materials and best practices in adolescent programming. 3. Developing a detailed outline and structure for the training manual in consultation and co creation with key stakeholders 		

4. Writing and compiling content for the manual, including training modules, activities, and evaluation tools.
5. Conduct pre-testing of the manual.
6. Incorporating feedback from stakeholders and revising the manual accordingly.
7. Providing a final, polished version of the training manual ready for dissemination and utilization.

Key deliverables:

Draft outline and structure of the training manual based on the needs assessment conducted.

Develop draft of the training manual.

Conduct a pretesting of the draft manual.

Finalization of the training manual that incorporates stakeholder feedback.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2024/2025	Requesting Section/Issuing Office: Cross sectoral grant - RR	Reasons why consultancy cannot be done by staff: Requires a dedicated time and expertise that is not available within the existing team
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Included in Annual/Rolling Workplan: Yes No, please justify: During implementation of activities Government trainers of trainers from health, education and gender, it was suggested for future trainers a standardized training manual would be efficient and more effective, which was not part of the plan.

Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both	Request for: <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment
Consultant selection method:	

<input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Desk Review/Interview) <input type="checkbox"/> Advertisement			
If Extension, Justification for extension: N/A			
Supervisor: Adolescent Health and HIV/AIDS Specialist	Start date: 1 st December 2024.	End date: 31 st March 2025	Number of Working Days: N/A
Work Assignment Overview:			
Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
Conducting a training needs assessment to identify key areas of focus for the manual. Reviewing existing training materials and best practices in adolescent programming	Draft outline and structure of the training manual	To be submitted within 30 days from the time contract is signed	
Developing a detailed outline and structure for the training manual in consultation and co creation with key stakeholders i.e district partners, line ministries, NGOs and UNICEF adolescent programming taskforce Co-creation Workshop with key stakeholders to develop the first draft	First draft of the training manual	To be submitted within 45 days from the time contract is signed	
Conduct Pre-testing of the draft manual	Pre-testing report	To be submitted within 60 days from the time contract is signed	
Submission of the final manual that incorporates feedback from pre-test.	Final version of the training manual and PPT slides presented to Adolescent Programming Team	To be submitted within 90 days from the time	

		contract is signed	
Estimated Consultancy fee			
Travel International (if applicable)			N/A
Travel Local (please include travel plan)	Travel is expected within Lusaka	Two days field work in Matero, Kanyama, Mandevu and Kabwata sub districts	
DSA (if applicable)	DSA for Katete for required	Two days field work in Katete in Mphangwe, Mkaika, Kadula Dole Kapangulula, wards (exclusive of travel days). Consultant to hire a vehicle.	
Total estimated consultancy costsⁱ			
Minimum Qualifications required*: <input type="checkbox"/> Bachelor's <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines 1. Master's Degree in similar fields or International Development/Education/Social Sciences/ /Public Health/or other related fields		Knowledge/Expertise/Skills required*: <ul style="list-style-type: none"> • Five years minimum years of relevant experience required. • Proven experience in developing training manuals or similar documents. • Strong understanding of adolescent development and programming. • Excellent research, writing, and communication skills. • Ability to work collaboratively with diverse stakeholders. 	
Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance)) A) Technical Evaluation (e.g. maximum 75 Points) B) Financial Proposal (e.g. maximum of 25 Points) 25 points - Educational background 20 points - Technical Experience 50 points			

<p>- Knowledge of key stakeholders 5 points</p> <p>- Financial proposal 25 points</p>	
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Consultant should hire a vehicle <input checked="" type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based/In Country-Based:</p> <p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>

ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.