

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

<p><b>Title</b> National SBC/Gender Consultant</p>	<p><b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant</p>	<p><b>Duty Station:</b> Lusaka</p>
<p><b>Purpose of the Assignment:</b></p> <p>The purpose of the assignment is to recruit a national consultant to develop community dialogue tools and multi-media package to support adolescent parenting and adolescent engagement on gender equality to be implemented in the integrated adolescents programme in Lusaka and Katete districts.</p> <p><b>Background:</b></p> <p>Adolescence is the phase of life between childhood and adulthood, from ages 10 to 19. It is a unique stage of human development and a crucial time for laying down foundations. Adolescence can be broadly categorized as three stages: Early adolescence (approximation age 10 to 13 years) Middle adolescence (approximation age 14 to 17 years), and Late adolescence (approximation age 17 to 19 years). Recognizing that adolescence provides a second window of opportunity to influence developmental trajectories; make up for poor childhood experiences; and facilitate productive transition, investment in adolescents' health, rights and their development by government and key stakeholders can yield triple benefits - today, into adulthood and the next generation of children. Furthermore, adolescents can act as changemakers and advocates in their communities.</p> <p>In Zambia, there are an estimated 4.9 million adolescents, translating to a quarter (25%) of the entire population, hence the need for concerted effort to address the barriers to their wellbeing and success in various dimensions. The Zambia Demographic Health Survey (2018) highlights key statistics amongst the adolescent population. The drop-out rate from Primary to Secondary school is around 39%, from 79% attendance at Primary to about 40% at Secondary school. Age at first marriage is averaging at 19% for girls and 24.4 for boys. Sexual activity starts as early as 15 years or younger for girls and slightly higher than that for boys, exposing them to various risks including teenage pregnancy, HIV/STIs and dropping out of school. Poverty levels are quite high among young people averaging around 70%. Adolescent girls continue to lag in many wellbeing outcomes due to gender norms which limit their potential. Adolescent girls are more likely to drop out of the education system with only a third of them completing secondary education. Reasons for dropping out of school are varied including child marriage, teenage pregnancy and some identified barriers to the re-entry policy which leaves a lot of girls out of the school system. The adolescence stage is also a crucial period in which gender norms consolidate and adolescents' attitudes about gender equality develop which also presents unique risks and opportunities for girls and boys. Gender norms adversely impact adolescent boys as well. Norms around masculinity that encourage risk taking behaviours such as alcohol and drug abuse and involvement in criminal behaviour among adolescent boys. The scoping mission conducted in the targeted districts revealed several social and gender norms factors among adolescents, as well as parents' limited capacity to provide adequate guidance to their adolescent children, especially on sensitive issues around sexuality.</p> <p><b>Justification:</b></p> <p>The insights generated from the recent scoping mission undertaken by UNICEF and district teams in Lusaka and Katete, asserted the need to address barriers for supportive parent-adolescent dialogue/communication. A systematic human centred design approach will be adopted to get deeper insights on key behavioural and gender dimension of adolescents' depravity and co-design solutions. The process involves the identification of recommended behaviours, prioritization of participants groups, their knowledge and perceptions of benefits and risk of recommended behaviours, and strategies and tools to achieve the desired change.</p> <p><b>Overall Objective:</b></p>		

In this context, UNICEF Zambia is looking for a national SBC/Gender consultant with experience in gender and social norms to design adolescent parenting and gender equality dialogue tools to help bridge this gap.

**Scope of Work:**

1. Review existing tools in adolescent parents and gender within Zambia and in the region.
2. Conduct workshop/focus group discussions with adolescents and parents in Lusaka and Katete districts to understand the key barriers and drivers
3. Develop three dialogue tools : 1. Gender transformative parenting for adolescent dialogue tool which integrates key normative principles such as gender equality and inclusion and promotes gender norms and socialization to transform power structures in future generations. 2. Dialogue tool for adolescent engagement on gender equality for girls. 3. Dialogue tool for adolescent engagement on gender equality for boys.
4. Facilitate validation meeting with key stakeholder including adolescents and parents and stakeholders. Make changes based on comments during validation.
5. Adapt finalized parenting dialogue tool into multi-media package (print, radio, and digital platforms) working with UNICEF contracted creative companies.
6. Pre-test tools in select communities and revise based on feedback from communities.
7. Conduct ToT for the dialogue facilitators on how to use the tool to the multi-sectoral teams (including GRZ SBC teams) in Lusaka and Katete.

**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](#)

<b>Budget Year:</b>	<b>Requesting Section / Issuing office:</b>	<b>Reasons why consultancy cannot be done by staff:</b> The assignment requires a dedicated technical expertise that is not available within the UNICEF	
2024	SBC Unit and Child Protection Section		
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: It is included and in line with the Joint MoH-UNICEF & MCDSS-UNICEF Rolling Work Plans 2023-2024. This is part of UNICEF's commitment to support Adolescent programming.			
<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both <b>Consultant selection method:</b> <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b> SBC Specialist and Gender Specialist	<b>Start Date:</b> As soon as possible	<b>End Date:</b>	<b>Number of Days (working)</b> 7 months
<b>Work Assignment Overview:</b> Under the overall guidance and supervision of SBC Manager and Chief of Child protection, the consultant will work closely with SBC Specialist and Gender Specialist for technical oversight and day to day coordination and interactions. The consultant will provide technical support to the Lusaka and Katete districts multi-sectoral teams on adolescents and other key stakeholders to fully accomplish the drafting of the parent tool.			
<b>Tasks/Milestone:</b>	<b>Deliverables /Outputs:</b>	<b>Timeline (days/months)</b>	<b>Estimated Budget (US\$)</b>
<b>Conduct desk review of existing tools:</b> Review relevant parenting and gender equality dialogue tools and multi-media materials on adolescents and parents' engagement, from Zambia and the region.	-Report tabulating priority issues to be addressed targeting adolescents and parents, -Mapping of materials reviewed and adaptation plan -Outline/framework for three tools	16 – 30 September, 2024	10% of total value

<p><b>Conduct workshop/ Focus Group Discussions:</b> Conduct workshop/focus group discussions with adolescents and parents in Lusaka and Katete districts to understand the pertinent issues and communication gaps between them.</p>	<p>-Tool for facilitating the workshop/FGD - Report tabulating behavioural insights around adolescents and parents' communication, power dynamics,</p>	<p>1 – 15 October 2024</p>	<p>10% of total value</p>
<p><b>Design dialogue tools:</b> Draft the three dialogue tools informed by the behavioural insights generated from the desk review and FGDs. 1) Gender transformative parenting for adolescent dialogue tool which integrates key normative principles such as gender equality and inclusion and promotes gender norms and socialization to transform power structures in future generations. 2) Dialogue tool for adolescent engagement on gender equality for girls. 3) Dialogue tool for adolescent engagement on gender equality for boys.</p>	<p>Draft tools in place</p>	<p>15 Oct – 15 Nov 2024</p>	<p>20% of total value</p>
<p><b>Validation:</b> Hold validation meetings with stakeholder Make changes based on comments during validation.</p> <p><b>Pretesting:</b> Conduct pre-testing of the tools in select communities (one rural and urban) with users in Lusaka and Katete.</p>	<p>Validation report Pretesting report Final revised tools based on validation and pretesting</p>	<p>15- November – 15 December</p>	<p>20% of total value</p>
<p><b>Multi-media adaptation:</b> Adapt finalized parenting dialogue tool for rollout on various media platforms (print, radio, and digital platforms) working with UNICEF creative companies</p>	<p>Guidance and creative script for each multi-media product (radio, print and digital) Review draft products from Creative agencies</p>	<p>20 December 2024</p>	<p>20%</p>
<p><b>Capacity Building:</b> Conduct ToT for the dialogue facilitators on how to use the tool to the multi-sectoral teams (including GRZ SBC teams) in Lusaka and Katete.</p>	<p>Training PPT Training report (6 rounds) in Lusaka and Katete</p>	<p>February 1 – 30 March, 2025</p>	<p>20%</p>
<p><b>Estimated Total Consultancy Fees in US\$</b></p>	<p><b>Daily fees</b></p>	<p><b>105 days</b></p>	
<p>Travel Local (please include travel plan) – The consultant is expected to conduct 4-6 field travels to Katete during the consultancy period. Travel will be separately planned and funded by UNICEF based on specific TA for each travel.</p>	<p>Costs of four domestic trips</p>		
<p>DSA (if applicable)</p>	<p>NA</p>	<p>NA</p>	

Communication/Data Support		NA	NA
<b>Total estimated consultancy costs<sup>i</sup> in US\$</b>		Inclusive of all costs (Fees, Airfare, DSA, Domestic Travels costs, and Communication costs)	
<b>Minimum Qualifications required:</b>		<b>Knowledge/Expertise/Skills required:</b>	
<input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  <b>Enter Disciplines:</b> Social science, Health promotion, communication, international studies, or a related technical field in SBC/ RCCE.	I. At least 8-10 years' relevant experience and product knowledge on social behaviours change, social mobilization. II. Knowledge and understanding of the principles of communication for development, knowledge, and experience with collecting data and designing evidence-based SBC strategies/tools. III. Knowledge in gender relations and gender power dynamics in families and communities. IV. Strong communication skills in English (spoken and written). V. Proven ability to work effectively in cross-cultural and multi-cultural settings and teams, and to deliver high-quality results within expected time frames.		
<b>Administrative details:</b> Visa assistance required, No Transportation arranged by the office: <input type="checkbox"/>		<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: Mostly home based with weekly update at UNICEF office. If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>	

<sup>i</sup>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

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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.