

TERMS OF REFERENCE FOR LOW VALUE CONTRACT

(Consultants and individual contractors whose services do not exceed a total one time or cumulative total of US\$10,000 over a 12-month period)

Title of Assignment	National Consultancy: Development of Positive Gender Socialization Manual for CBCC and ECD care givers	
Requesting Section	Nutrition	
Location	Place of assignment: Lilongwe, Malawi With some travels to one district for pre-testing the draft manual with care givers	
	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	
Contract Duration	3-month contract period	From September to November 2021
Number of working days	15 days	Spread within the 3months contract period
Planned Start and End Date	From: 1 st September 2021	To: 30 th November 2021

BACKGROUND

Malawi has 15 percent of its population under five years old (Malawi Government, 2018). A study on Impact Evaluation for protecting Early Childhood development (ECD) (2011-2015) revealed that 39 percent of children aged 36-59 months attended early childhood education services nationally in 2014. It is also noted that this resulted in better education improved childcare services, child protection and health care outcomes. Malawi Government has a number of policy and legal frameworks which guide delivery of early childhood development services and among these is the National Policy on Integrated Early Childhood Policy (2017) which stipulates the need to bring up children in a gender balanced way and implement the ECD services in a gender sensitive manner. The Policy further recognises that gender perspectives can best be achieved in early childhood years.

Despite these policy pronouncements, the biased patriarchal tendencies continue to affect the socialisation of children as boys and girls. The socialization of girls and boys into restrictive and negative gender roles and conceptions of femininity and masculinity happens from a very early age. The way care givers treat boys and girls in the Community Based Child Care (CBCC) Centres do not only influence their sense of self and what they perceive to be appropriate behaviour associated with their sex, it also impacts on the extent to which they benefit from early childhood stimulation and early learning activities.

Fathers, mothers, and other primary care givers play a fundamental role in children's lives, which significantly influence their physical and mental development through early learning and stimulation, shaping their sense of self and self-esteem from early childhood. Further, the children are socialised into gender roles and norms, shaping concepts and what it means to be a boy/woman or a girl/woman. In Malawi gender roles and norms, are highly restrictive and harmful, dictating girls to be submissive and subservient and boys to be outspoken and dominating. This is a basis for the gender inequalities at household and community levels (UNICEF, 2019). At household level, gender inequalities matter most and low status of women, lack of decision making powers, limited access to information, technology and limited male involvement in child caring practices pose a significant challenge for women to freely and timely access health and nutrition services for their children and themselves and engage in positive infant and young children feeding and care practices (UNICEF, 2019).

Involvement of fathers in children's learning and stimulation activities is even more limited and fathers play a limited role in childcare and domestic work in Malawi. For instance, women in Malawi spent on average 19 hours per week on domestic work including care work, while 80 percent of men do not spend any time on domestic or care work. (NSO, Malawi Government, 2017). Although the ECD manual has highlighted girls as particularly affected by stigma and discrimination, no implications are elaborated to address these. Additionally, ECD volunteer workforce is dominated by females with almost 90 percent of the community care giver are

women. Thus, ECD sector has not been fully exploited in terms of gender integration and yet this is a strategic entry point to effectively change gender roles and norms if Malawi has to realise gender equality and women/girls' empowerment goals.

JUSTIFICATION

The current UNICEF Country Programme has a major focus on early childhood development and has adopted working modalities through thematic as well as project task teams for increased sectoral integration including gender. This provides an opportunity for increased attention to gender issues in ECD programming. UNICEF has adopted gender transformative programming approach to address gender issues through a life cycle approach. This entails changing negative gender norms, behaviours and power dynamics which has to start from birth to adolescence. Positive gender socialization in ECD is therefore essential to deconstruct negative gender norms and practices at a tender age through families, communities, early childhood development and community-based childcare centres. For this to be realised, parents (fathers and mothers) and ECD/CBCC volunteer care givers need to be well sensitised and trained in positive gender socialization for them to effectively pass the gender equality values to both young boys and girls through positive parenting, stimulation and early learning activities. The Gender Strategy for UNICEF Programming (2019) indicates that ECD programming takes children as gender neutral ignoring the gendered norms that go with socialization process for boys and girls. This confirms that gender concerns are not addressed both in materials and the delivery of sessions. For instance, the ECD Advanced Training Manual (2012) does not include any guidance on gender socialization, gender responsive pedagogy and how to manage girls and boys in areas that these might experience differences due to their biological predispositions. These gender norms shape the values that children internalise as they are defining their identity between 3 to 5 years.

In line with UNICEF aspirations on gender socialisation, the simplified Manual will be used by care givers to facilitate gender transformative delivery of ECD service at CBCC and communities levels to impart gender equality values in young ones especially under five years through parenting, stimulation and early learning initiatives. It is anticipated that this will contribute to realisation of gender equality objectives through transforming gender biased practices and systems which is in line with UNICEF Strategic Objective on every child has an equitable chance in life.

It is based on this background that UNICEF requires services of national ECD consultant with strong knowledge in gender socialization to develop a Positive Gender Socialization Manual for care givers in CBCCs to address gender issues in parenting, stimulation, and early learning programming.

PURPOSE OF THE ASSIGNMENT

To develop a simpler version of the Positive Gender Socialization Manual for community care givers to guide in positive parenting, stimulation and learning of children from zero to five years both in CBCC and community related outreach activities.

SCOPE OF WORK/OBJECTIVES

The Package will be used by care givers to promote positive parenting and equitable treatment of boys and girls in families, communities, and preschools/ECD/CBCC centres. The envisaged Positive Gender Socialization Training Manual is also expected to guide care givers in CBCCs in provision of gender responsive pedagogy in CBCC as such it needs to have a lot of simulations aimed at deconstructing gender stereotypes.

The Consultant will carry out, *inter alia*, the following tasks:

- (i) **Develop an Inception report** detailing the methodology and data collection tools for the assignment. Make reference to the Positive Socialisation Training Package developed in 2020, other key documents on gender in ECD, including existing manuals and/or materials used for training care givers in ECD centres to adapt the format.

- (ii) **Develop Positive Gender Socialization Manual for ECD care givers with scenarios and documentaries on gender stereotypes to be used delivery of ECE by care givers in CBCC and outreach activities with families and communities.**
- Pretest the draft Gender Socialization Manual for community ECD and CBCC care givers to assess its usability and practicability at CBCC, family and community levels.
 - Present the draft Gender Socialization Manual for community ECD and CBCC care givers to selected stakeholders in a validation and consensus building workshop (virtual).
 - Address input from the validation and consensus building meeting to finalise the draft.
- (v) **Finalize and submit the simplified Positive Gender Socialization Package**

REPORTING REQUIREMENTS

To whom will the consultant/ individual contractor report (supervisory and any other reporting/communication lines):

UNICEF Programme Specialist- Gender

What type of reporting will be expected from the consultant/ individual contractor and in what format/style will the submissions of reports/outputs be done:

The Consultant will report through written reports, e-mails, whatsapp and phone calls

How will consultant/ individual contractor consult and deliver work and when will reporting be done:

The Consultant will work from his/her home place and share the draft deliverables through e-mails for input by the UNICEF team and other stakeholders identified by the Ministry of Gender Community Development and Social Welfare. He/she will also pre-test the draft Manual in one CED/CBCC or ECD centre to be identified by UNICEF in collaboration with the Ministry of Gender, Community Development and Social Welfare. He/she will also present the drafts virtually to stakeholders for input to finalise the manual. The reporting will be done on the following stipulated dates: 10 September 2021 for an inception report, 10 October 2021 for the draft Positive Socialization Manual for ECD/CBCC care givers, and on 5 November 2021 for a final Manual.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
Develop an Inception Report detailing methodology to be used to develop the simplified version of the positive gender socialization Manual and a detailed workplan for the assignment	Inception Report	3 days	10 September 2021	10%

Develop Positive Socialization Manual for CBCC Care Givers	Draft Positive Socialization Manual for Care Givers	8 days	10 October 2021	40 %
Present the draft Positive Gender Socialisation Manual for CBCC Care Givers to stakeholders	Power Point Presentation to stakeholders	½ day	25 October 2021	0
Finalise the draft Manual based on stakeholder input	Final Positive Gender Socialization Manual for CED Care giver	3 ½ days	5 November 2021	50%

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant/ individual contractor and the supervisor upon contract signature.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

- At least a Master's Degree in Gender/Women Studies or its equivalent (Womens Law, Social Studies, Demography, Sociology, education economics or any other related technical field with special expertise in gender responsive programming)

Work experience:

- At least 5 years' experience in developing gender and or ECD training manuals/packages, modules and curriculum
- Experience working on ECD related issues is a must

Technical skills and knowledge:

- Knowledge of social cultural context in Malawi is a must
- Strong understanding of gender issues in Malawi
- Understanding of parenting practices and socialization process in Malawi

Competencies:

- Excellent communication, presentation and writing skills
- Strong gender analytical skills

- Creative thinking

Languages: Fluency in English and Chichewa

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment upon acceptance of the offer. Prior to the issuance of the official contract, the consultant/individual contractor is requested to complete the applicable mandatory trainings.

The consultant will work from his home remotely and will have a visit to one CBCC or ECD in his home district or Dedza district to pre-test the draft manual. The consultant will use his/her own resources and UNICEF will provide support for virtual services during validation and consensus building workshop on the draft manual. Further UNICEF will endeavour to provide some reference materials in addition to the consultant reference materials.

CONDITIONS

- The consultancy will be on a long-term arrangement basis over a period of three months, however the consultant will only work for 15 days during this contract period.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be based in his/her home district
- The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- The consultant is not entitled to payment for overtime, weekends or public holidays.
- Travel expenses for official in-country trips, including living costs, will be covered in accordance with UNICEF's rules and tariffs, by the consultant and reimbursed against actuals, unless otherwise agreed.
- Transport will be provided to the consultant during in-country field travel, if planned and approved.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- 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.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx

4. References details