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

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| **Title:** Consultant for STEM4Girls project |  | **Type of engagement**  Consultant | **Duty Station:**  Bishkek |
| **Purpose of Activity/Assignment:**  UNICEF Kyrgyzstan, in collaboration with Cle de Peau Beaute, is actively progressing with the execution of the STEM for Girls (STEM4Girls) project's second phase, set to extend until November 2025. This project aims to improve education and job prospects for adolescent girls in STEM (science, technology, engineering and mathematics) areas through supportive school, family, and community environments. The proposal for the second phase has been developed and approved focusing on the following outputs: 1) Girls have knowledge and skills related to STEM, digital literacy, and relevant transferrable skills to make an informed choice of future profession and pursue their choice; 2) Girls and boys in target schools have increased leadership capacity and voice through enhance school-based participation models; 3) Teachers, school and pre-school, are able to teach STEM better and create safe and inclusive learning environments for girls and boys; 4) Peers, parents, caregivers, private sector, and communities support girls’ educational and life choices, and 5) Evidence generation to strengthen a knowledge base and policy advocacy for greater gender equality in learning and skills development spheres. The Country Office also remains committed to implementing a gender portfolio that involves a range of initiatives, including advocacy for the rights of girls and women, addressing gender-based violence, and promoting Skills for Girls initiatives. | | | |
| **Scope of Work:**  The consultant will report to the UNICEF ADAP Officer. S/he will be expected to work in close coordination with the Education programme, Gender Specialist, Communications Officer, and other relevant UNICEF colleagues, partners and stakeholders at the national and regional level. S/he will have the following tasks:   1. Provide technical assistance to four STEM4Girls implementing partners, offering specific capacity-building activities on gender-responsive and gender-sensitive programming (i.e. gender sensitization workshop; gender-awareness training of IP project staff members). 2. Under the guidance of the ADAP Officer and Gender Officer, provide a technical review to all products drafted by IPs (gender-sensitive training modules, videos, guidelines, textbooks, social media posts, ToRs of the experts, trainers, mobilizers involved) to ensure that these products meet UNICEF’s gender equality standards and are relevant to the local context and sensitivity - for example Suzak, Nookat etc. The consultant will provide daily support to IPs in revising video scripts, social media posts, guidelines, and textbooks for girls, and send final modules, ToRs and reporting videos for approval by the ADAP and Gender Officers. 3. Facilitate gender training sessions and sensitize groups of different participants on addressing the life situations of girls in Kyrgyzstan and the broader gender equality agenda in line with project objectives. Deliver these sessions at training events, workshops, and consultations organized by implementing partners. 4. Co-design the side events for girls (Girls Day in Science, International Women Day) with IPs, and select relevant case stories and topics for visibility in line with donor requirements, including learning sessions for girls and identification of speakers. 5. Develop the guidance and provide training for the IP Enactus on PSEA and child safeguarding to sensitize the private enterprises with whom Enactus signed a MoU to empower them to create a safe space for girls. 6. Together with Gender Officer co-develop session on PSEA awareness raising aimed at participating girls and encouraging girls to report the SEA cases and conduct this session for 4 IPs, by empowering them to facilitate these sessions with the target girls on a bi-monthly basis to encourage them to report the cases and refer for support if required. 7. Help the IP TSI to ensure that the mentorship program for teachers in 50 schools is gender responsive by developing the assessment tools to be utilized by TSI monthly. 8. Co-conduct a situation analysis in schools focusing on school-based gender-responsive and participatory planning in consultation with LSGs, school administrations, and local stakeholders. 9. Provide guidance to four IPs and collaboratively design the concept for the Girls’ Day event, incorporating recommendations for speakers and partners based on the situation analysis of girls and the broader gender equality agenda. | | | |
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|  | | **Work Assignment Overview** | | | |
| Tasks/Milestone: | | | Deliverables/Outputs: | Timeline | Estimate Budget/milestone/% |
| 1) | A) Provide technical assistance to four implementing partners, offering gender-responsive and gender-sensitive programming capacity-building activities (i.e. technical workshop; training of IP project staff members).  B) Under the guidance of the ADAP Officer and Gender Officer, provide a technical review to all products drafted by IPs (modules, videos, guidelines, textbooks, social media posts, ToRs of the experts, trainers, mobilizers involved) to ensure gender technical expertise and alignment of the local context for example Suzak, Nookat etc. Ensure final approval of key documents, such as communication products placed publicly, by ADAP and Gender Officers  C) Facilitate training sessions and sensitize groups of different participants on addressing the life situations of girls in Kyrgyzstan and the broader gender equality agenda, incorporating the introduction of project objectives. Deliver these sessions at training events, workshops, and consultations organized by implementing partners.  D) Develop the guidance and conduct training for the IP Enactus on PSEA and child safeguarding to sensitize the private enterprises with whom Enactus signed a MoU to empower them to create a safe space for girls. | | * 2 workshops on gender-sensitive and gender –responsive programming conducted (Detailed workshop materials, curriculum and reports provided). * At least 6 materials (modules, videos, guidelines, textbooks, social media posts, ToRs of the experts, trainers, mobilizers involved) drafted by the IPs review with the gender lenses; * 4 training sessions conducted for groups of different participants on addressing the life situations of girls in Kyrgyzstan and the broader gender equality agenda, incorporating the introduction of project objectives; * The guidance developed and 2 sessions provided for IP’ team (Enactus) | June 30, 2024  80 working days | 20% of the contract value to be paid after the submission of all expected deliverables |
| 2) | A) Under the guidance of the ADAP Officer and Gender Officer, provide a technical review to all products drafted by IPs (modules, videos, guidelines, textbooks, social media posts, ToRs of the experts, trainers, mobilizers involved) to ensure gender technical expertise and alignment of the local context for example Suzak, Nookat etc. Ensure final approval of key documents, such as communication products placed publicly, by ADAP and Gender Officers.  B) Facilitate training sessions and sensitize groups of different participants on addressing the life situations of girls in Kyrgyzstan and the broader gender equality agenda, incorporating the introduction of project objectives. Deliver these sessions at training events, workshops, and consultations organized by implementing partners.  C)Co-design and select the cases and topics of the side events for girls (Girls Day in Science, International Women Day) for visibility in line with donor requirements, including learning sessions for girls and identification of speakers.  D) Together with Gender Officer co-develop session on PSEA awareness raising aimed at participating girls and encouraging girls to report the SEA cases and conduct this session for 2 IPs, by empowering them to facilitate these sessions with the target girls on a bi-monthly basis to encourage them to report the cases and refer for support if required.  E) Provide guidance to four IPs and collaboratively design the concept for the big events: Girls Day, IWD, etc. incorporating recommendations for speakers and partners based on the situation analysis of girls and the broader gender equality agenda. | | * At least 10 materials (modules, videos, guidelines, textbooks, social media posts, ToRs of the experts, trainers, mobilizers involved) drafted by the IPs review with the gender lenses; * 4 training sessions conducted for groups of different participants on addressing the life situations of girls in Kyrgyzstan and the broader gender equality agenda, incorporating the introduction of project objectives; * 1 topic selected for the project side event - Girls Day. 1 case is selected for further HIS; * The session on PSEA and reporting tailored for adolescent girls developed and conducted for the IP’s CPC, Enactus. * The concept for the Girls Day developed. | September 30, 2024  60 working days | 15% of the contract value to be paid after the submission of all expected deliverables |
| 3) | A) Provide technical assistance to four implementing partners, offering gender-responsive and gender-sensitive programming capacity-building activities (i.e. technical workshop; training of IP project staff members).  B) Under the guidance of the ADAP Officer and Gender Officer, provide a technical review to all products drafted by IPs (modules, videos, guidelines, textbooks, social media posts, ToRs of the experts, trainers, mobilizers involved) to ensure gender technical expertise and alignment of the local context for example Suzak, Nookat etc. Ensure final approval of key documents, such as communication products placed publicly, by ADAP and Gender Officers.  C) Facilitate training sessions and sensitize groups of different participants on addressing the life situations of girls in Kyrgyzstan and the broader gender equality agenda, incorporating the introduction of project objectives. Deliver these sessions at training events, workshops, and consultations organized by implementing partners.  D) Together with Gender Officer co-develop session on PSEA awareness raising aimed at participating girls and encouraging girls to report the SEA cases and conduct this session for 2 IPs, by empowering them to facilitate these sessions with the target girls on a bi-monthly basis to encourage them to report the cases and refer for support if required.  E)Provide guidance to four IPs and collaboratively design the concept for the Girls’ Day event, incorporating recommendations for speakers and partners based on the situation analysis of girls and the broader gender equality agenda. | | * 2 workshops on gender-sensitive and gender –responsive programming conducted. * At least 6 materials (modules, videos, guidelines, textbooks, social media posts, ToRs of the experts, trainers, mobilizers involved) drafted by the IPs review with the gender lenses; * 7 training sessions conducted for groups of different participants on addressing the life situations of girls in Kyrgyzstan and the broader gender equality agenda, incorporating the introduction of project objectives; * The concept for the Girls Day in Science developed. * The session on PSEA and reporting tailored for adolescent girls developed and conducted for the IP’s for FIRO, TSI. | December 31, 2024  60 working days | 15% of the contract value to be paid after the submission of all expected deliverables |
| 4) | A) Provide technical assistance to four implementing partners, offering gender-responsive and gender-sensitive programming capacity-building activities (i.e. technical workshop; training of IP project staff members).  B) Under the guidance of the ADAP Officer and Gender Officer, provide a technical review to all products drafted by IPs (modules, videos, guidelines, textbooks, social media posts, ToRs of the experts, trainers, mobilizers involved) to ensure gender technical expertise and alignment of the local context for example Suzak, Nookat etc. Ensure final approval of key documents, such as communication products placed publicly, by ADAP and Gender Officers.  C) Facilitate training sessions and sensitize groups of different participants on addressing the life situations of girls in Kyrgyzstan and the broader gender equality agenda, incorporating the introduction of project objectives. Deliver these sessions at training events, workshops, and consultations organized by implementing partners.  D)Co-design and select the cases and topics of the side events for girls (Girls Day in Science, International Women Day) for visibility in line with donor requirements, including learning sessions for girls and identification of speakers.  E) Develop the guidance for the IP Enactus on PSEA and child safeguarding to sensitize the private enterprises with whom Enactus signed a MoU to empower them to create a safe space for girls.    F) Help for the IP TSI to ensure that the mentorship program for teachers in 50 schools is gender responsive by developing the assessment tools to be utilized by TSI on the monthly basis.  G) Co-conduct a situation analysis in schools focusing on school –based gender-responsive and participatory planning in consultation with LSGs, school administrations, and local stakeholders.  H)Provide guidance to four IPs and collaboratively design the concept for the Girls’ Day event, incorporating recommendations for speakers and partners based on the situation analysis of girls and the broader gender equality agenda. | | * 2 workshops on gender-sensitive and gender –responsive programming conducted (Detailed workshop materials, curriculum and reports provided); * At least 7 materials (modules, videos, guidelines, textbooks, social media posts, ToRs of the experts, trainers, mobilizers involved) drafted by the IPs review with the gender lenses; * 6 training sessions conducted for groups of different participants on addressing the life situations of girls in Kyrgyzstan and the broader gender equality agenda, incorporating the introduction of project objectives; * 1 topic selected for the project side event IWD. 1 case is selected for further HIS; * Oversee 4 sessions on PSEA and child safeguarding organized by Enactus for private sector * The gender-responsive guidance and tools for the assessment of the mentorship program developed and the staff of TSI guided. * The situation analysis is developed. * The concept for the IWD developed. | April 31, 2025  80 working days | 20% of the contract value to be paid after the submission of all expected deliverables |
| 5) | A) Under the guidance of the ADAP Officer and Gender Officer, provide a technical review to all products drafted by IPs (modules, videos, guidelines, textbooks, social media posts, ToRs of the experts, trainers, mobilizers involved) to ensure gender technical expertise and alignment of the local context for example Suzak, Nookat etc. Ensure final approval of key documents, such as communication products placed publicly, by ADAP and Gender Officers.  B) Facilitate training sessions and sensitize groups of different participants on addressing the life situations of girls in Kyrgyzstan and the broader gender equality agenda, incorporating the introduction of project objectives. Deliver these sessions at training events, workshops, and consultations organized by implementing partners.  C) Develop the guidance for the IP Enactus on PSEA and child safeguarding to sensitize the private enterprises with whom Enactus signed a MoU to empower them to create a safe space for girls. | | * At least 4 materials (modules, videos, guidelines, textbooks, social media posts, ToRs of the experts, trainers, mobilizers involved) drafted by the IPs review with the gender lenses; * 5 training sessions conducted for groups of different participants on addressing the life situations of girls in Kyrgyzstan and the broader gender equality agenda, incorporating the introduction of project objectives; * Oversee 4 sessions on PSEA and child safeguarding organized by Enactus for private sector. | July 30, 2025  60 working days | 15% of the contract value to be paid after the submission of all expected deliverables |
| 6) | A) Provide technical assistance to four implementing partners, offering gender-responsive and gender-sensitive programming capacity-building activities (i.e. technical workshop; training of IP project staff members).  B) Under the guidance of the ADAP Officer and Gender Officer, provide a technical review to all products drafted by IPs (modules, videos, guidelines, textbooks, social media posts, ToRs of the experts, trainers, mobilizers involved) to ensure gender technical expertise and alignment of the local context for example Suzak, Nookat etc.  C) Facilitate training sessions and sensitize groups of different participants on addressing the life situations of girls in Kyrgyzstan and the broader gender equality agenda, incorporating the introduction of project objectives. Deliver these sessions at training events, workshops, and consultations organized by implementing partners.  D) Develop the guidance for the IP Enactus on PSEA and child safeguarding to sensitize the private enterprises with whom Enactus signed a MoU to empower them to create a safe space for girls. | | * 2 workshops on gender-sensitive and gender –responsive programming conducted (Detailed workshop materials, curriculum and reports provided); * At least 3 materials (modules, videos, guidelines, textbooks, social media posts, ToRs of the experts, trainers, mobilizers involved) drafted by the IPs review with the gender lenses; * 5 training sessions conducted for groups of different participants on addressing the life situations of girls in Kyrgyzstan and the broader gender equality agenda, incorporating the introduction of project objectives; * Oversee 5 sessions on PSEA and child safeguarding organized by Enactus for private sector * The concept for the Girls Day developed. | November 1, 2025  60 working days 3 | 15% of the contract value to be paid after the submission of all expected deliverables |

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| **Estimated Consultancy fee** |  |  |  |
| Local travel 3\*2-day trips to Osh, 3\*2-day trips to Naryn, Chui | N/A |  |  |
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