

## Terms of Reference

<b>Title:</b> Consultant for Comprehensive Sexuality Education for the Spotlight Initiative	<b>Funding Code:</b>	<b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	<b>Duty Station:</b> <b>Georgetown, Guyana</b>
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### 1. BACKGROUND/CONTEXT

The Spotlight Initiative is a global partnership between the United Nations (UN) and the European Union (EU) to eliminate all forms of violence against women and girls in support of the 2030 Agenda on Sustainable Development. It was launched in September 2017 by the UN Secretary-General and the EU High Representative and Vice President (HRVP). The 500 million Euro Initiative provides a model for partnerships with donors, civil society, and the UN to deliver on the SDGs in a comprehensive manner leveraging comparative expertise. SDG 5 and the achievement of gender equality are placed at the centre of efforts (alongside Goal 16) with the aim to provide an enabling environment for the implementation of all goals.

UNICEF Guyana is expected to contribute and lead several Spotlight Pillars. For Pillar 3 which addresses Prevention, it is recognized that that favourable social norms, attitudes and behaviours should be promoted at community and individual level to prevent Violence Against Women and Children (VAWG), including family violence. It must be noted that transforming norms is critical to prevention and evidence shows that changing norms requires a lifecycle and holistic approach. To shift social norms, attitudes, and behaviours towards acceptance of gender equality multisectoral collaboration is required to support these efforts at individual, institutional and community levels.

Recognising that it is vital to equip children and young people with knowledge, skills, attitudes and values that will empower them to realize their health, well-being and dignity, Comprehensive Sexuality Education (CSE). The CSE aims to have children and young people develop respectful social and sexual relationships; consider how their choices affect their own wellbeing and that of others; and understand and ensure the protection of their rights throughout their lives. Building upon the Health and Family Life Education ( HFLE) programme will ensure that the CSE delivered is gender transformative, through addressing unequal or harmful gender norms, questioning gender stereotypes, and preparing children to face gender-based violence both inside and outside of schools.

The school settings provide an important opportunity to reach large numbers of young people with sexuality education before they become sexually active, as well as offer an appropriate structure within which to receive CSE systematically over time. Additionally, teachers remain central to the process given their critical role in effective delivery of sexuality education with the right knowledge, skills, and comfort levels. This information guides the learners through adolescence and enables them to make responsible decisions that impact their current and future sexual and reproductive health and overall well-being. Likewise, adequate preparation of teachers ensures delivery of accurate and age appropriate CSE information to learners for responsible decision making regarding their SRH needs.

Parents play a central role in shaping the behaviour of their children throughout the development years. Research indicates that parents who discuss or provide sexuality education to their children have far-reaching impact on the decisions that their children make regarding their sexual and reproductive health and general behaviour. Such children are more likely to delay onset of first sexual activity, have fewer sexual partners and more likely to use contraceptives and condoms as compared to their peers who do not discuss issues of sexuality with their parents.

Within Pillar 3 of the Guyana Spotlight Initiative programme, the consultant is expected to provide data and strengthening of the Comprehensive Sexuality Education (CSE) module within the Health and Family Life Education (HFLE) programme. This will support the enhanced implementation of CSE within schools. Additionally, this will support efforts to deliver CSE at community levels as well as efforts to develop community based programmes and resource manuals which aid behaviour change intervention efforts.

Recognising some of the most promising methods of promoting gender equality and effectiveness in reducing violence towards women and girls, this intervention seeks to address school-based interventions as well as community level interventions. **School-based** interventions, within school settings, will target school-aged children; an age at which it is perceived that gender attitudes and behaviours are not deeply ingrained. **Community level** interventions will aim to effect behaviour change at the level of individuals and across entire communities, by addressing gender norms and attitudes; whilst addressing the empowerment of women and girls and whilst enlisting men and boys as partners against gender-based violence. Social and Behaviour Change interventions will also be employed to challenge gender norms and attitudes and raise awareness throughout communities of violent behaviour towards women and girls and how to prevent it.

## 2. Purpose and Scope

### *Purpose*

Under the overall supervision of the Youth and Adolescent Officer of UNICEF, the Consultant will be in close collaboration with the UNICEF team and stakeholders [inclusive of the Ministry of Education and other relevant UN organizations with expertise and interest in CSE, such as UNESCO and UNFPA] and will:

1. provide quantitative and qualitative information of selected HFLE teachers in identified regions on positive life-cycle approach to sexuality, gender equity norms/attitudes and behaviours, gender related violence, CSE and the root cause of violence in Regions 1,4,6,7.
2. develop manuals to be used with 1) teachers and the Cyril Potter College of Education- CPCE , 2) FBOs and CSOs, as well as to develop classroom sessions for children to address positive life-cycle approach to sexuality, gender equity norms/attitudes and behaviors, gender related violence
3. build the capacity of teachers, CSOs and FBOs to apply the positive life-cycle approach to sexuality, gender equity norms/attitudes and behaviors, gender related violence
4. develop programme and community engagement manual for in-school children and out-of-school adolescents and youth on gender equity norms/attitudes and behaviours, gender related violence to address positive life-cycle approach to sexuality, gender equity norms/attitudes and behaviours, gender related and root cause of violence in Regions 1,4,6,7.

### 3. SCOPE

- Using the International technical guidance on sexuality education, a tool published by UNESCO, UNAIDS, UNFPA, UNICEF, UN Women and WHO, the consultant will review and identify gaps in current HFLE curricula as it pertains to GBV, CSE delivery and strengthening of the HFLE curriculum against international best practices and, specifically, the International Technical Guidance (ITG).
- An assessment of selected HFLE teachers, children, faith based and community leaders as well as community members will be done by the consultant in the targeted Spotlight regions, on positive life-cycle approach to sexuality, gender equity norms/attitudes and behaviours, gender related violence, and CSE.
- Development of a manual to be used with teachers and CPCE to address positive life-cycle approach to sexuality, gender equity norms/attitudes and behaviours, gender related violence will be required of the consultant.
- Development of classroom sessions and community engagement manual for in-school children and out-of-school adolescents and youth on gender equity norms/attitudes and behaviours, gender related violence to address positive life-cycle approach to sexuality, gender equity norms/attitudes and behaviours, gender related and root cause of violence in the targeted Spotlight regions will be executed by the consultant.
- The selected consultant will be expected to support the capacity strengthening of teachers, CSOs, FBOs, community leaders, faith-based leaders, and community members to address gender equity norms/attitudes and behaviours, gender related violence to address positive life-cycle approach to sexuality, gender equity norms/attitudes and behaviours, gender related and root cause of violence in the targeted Spotlight regions.
- In order to successfully complete the tasks the Consultant will gather information from hinterland, rural and coastal areas in Guyana. The Consultant is expected to review and be informed by the findings of the formative assessment of the CSE through HFLE and draft Out of School CSE toolkit currently being developed under the Regional Spotlight Initiative programme.

### 4. METHODOLOGY

The consultant, under the overall guidance of UNICEF's Youth and Adolescent Officer, is expected to observe the methods in the following three phases.

#### **Phase 1: Inception phase**

- Meet with UNICEF, line Ministry and CPCE to inform the preparation of a detailed workplan and schedule for the consultancy; discuss and proposed needs.
- Preparation of inception report and workplan
- Agreement on periodicity of reporting and monthly and final reporting templates

***Deliverable 1:*** *Inception report with detailed workplan and templates for monthly and final reports.*

#### **Phase 2: Implementation and reporting**

- Implement activities in collaboration with stakeholders (including the Ministry of Education, other relevant Government Ministries, CPCE, Civil Society Organisations, and relevant UN organizations.)

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- Prepare draft progress report.
  - Report periodically to the supervisor of the consultancy. This provides the opportunity to discuss progress and challenges as they arise in performing the necessary functions.
  - Prepare and submit monitoring report

***Deliverable 2: Periodic implementation and monitoring reports***

**Phase 3: Finalisation**

- Draft and final report
- Overall monitoring report and PowerPoint presentation on the implementation and monitoring of the programme. The consultant will prepare and submit all deliverables in English and electronic word versions.
- Prepare costed action plan with outstanding actions and next steps.

***Deliverable 3:***

- Final overall report/deliverables and action plan

***Ethical considerations***

UNICEF stands in full compliance with ethical considerations and therefore no information including data to which the consultant is privileged during this consultancy - as a direct or indirect result of being the consultant - can be shared and or be used by the consultant neither can s/he approve the use of the whole or any part of it, for personal or professional purposes, without approval in writing from UNICEF and all parties involved, jointly.

**5. DURATION OF CONSULTANCY**

November 2021 to May 2022

<b>Work Assignment Overview Tasks/Milestone:</b>	<b>Deliverables/Outputs:</b>	<b>Timeline</b>	<b>Estimate Budget</b>
Preparation of workplan and report templates for the final report.	<b>Inception Report</b> (with Workplan, report template)	December 15 <sup>th</sup> , 2021	20%
Qualitative report on assessment of HFLE teachers on positive life-cycle approach to sexuality, gender equity norms/attitudes and behaviours, gender related violence and the root cause of violence	Report of findings of assessment Handbook/manuals Programme for CBOs and CSO Training of CSOs and FBOs and other community-based groups Two implementation and monitoring reports	Aoril 30th, 2022	40%
Handbooks /manuals inclusive of monitoring tool for (1) teachers, (2) CPCE, (3) CSOs/FBO on positive life-cycle approach to sexuality, gender equity norms/attitudes and behaviours, gender related violence and the root cause of violence.			
Programme developed for CBOs and FBOs to on positive life-cycle approach to sexuality, gender equity norms/attitudes and behaviours, gender related violence and the root cause of violence			
Build the capacity of teachers, CSOs and FBOs to positive life-cycle approach to sexuality, gender equity norms/attitudes and behaviours, gender related violence			
	<b>Final report/ overall report</b>	May 16 <sup>th</sup> , 2022	40%
<p>All deliverables will be reviewed, and quality assured by UNICEF (Country and Regional offices). It is expected that the Consultants will respond to each comment received and the feedback provided will be integrated into the deliverable and a revised version will be submitted. The payment of each output will only be made when the revised version of the report is received and approved.</p> <p><b>Responsibilities of Key stakeholders</b></p> <p><i>UNICEF will:</i></p> <ul style="list-style-type: none"> <li>• Meet initially with the Consultant</li> <li>• Follow-up and provide support to the consultant throughout the consultancy</li> <li>• Review inception report and provide feedback for adjustment</li> <li>• Attend briefing meetings</li> <li>• Review and provide feedback on draft deliverables</li> <li>• Review and approve the final report before final payment is made to the consultant</li> <li>• Review and approve the presentations</li> </ul> <p><i>The Consultant will:</i></p> <ul style="list-style-type: none"> <li>• meet initially with officials from the MOE and UNICEF to discuss the consultancy and timelines in detail.</li> <li>• meet with relevant stakeholders (Ministry of Health, Faith Based Organisations, Cyril Potter College of Education (CPCE) and local Community groups)</li> <li>• review all documents as provided by MOE</li> </ul>			

- submit inception report with all relevant annexes.
- Incorporate feedback from UNICEF, MOE and other stakeholders (inclusive of CSOs and other UN organizations) and finalise inception report before proceeding with fieldwork
- Conduct fieldwork and coordinate all activities
- Prepare and present a draft report to stakeholders that fully addresses the scope of works as well as incorporate feedback received from stakeholders
- Prepare and submit a comprehensive final report that addresses all comments and recommendations made by UNICEF and MOE and relevant stakeholders.
- The consultant shall act in a manner within the laws of the country of Guyana and the core values of UNICEF.

## 6. APPLICATION REQUIREMENTS

All Candidates must provide the below information:

- A **technical proposal** for the assignment
- A **financial proposal** for the assignment

The **technical proposal** should include a detailed methodological proposal, a CV, a motivation letter, examples of previous evaluations, and other relevant information to ensure the quality of the presented proposal and minimise the disqualifications.

The Technical Proposal will be weighted thus:

Area	Maximum score
Quality of methodological proposal	20
Relevance of Qualification and experience	15
Motivation letter	10
Examples of previous similar work	10
Availability for the assignment	5
<b>Total</b>	<b>60</b>

The **financial proposal** should be as detailed as possible, and it is recommended that the proposal be broken down by the proposed number of days of work and daily rate.

### 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 **Contact will be for 46 -60 minutes**

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):

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

<b>Estimated Consultancy fee</b>			
Travel International (if applicable)			
Travel Local (please include travel plan)	New Amsterdam, Port Moraunt, Mabaruma, Matthew's Ridge, Barameter,Grove/Di amond and its environs, Lusigna/Mon-Repos and its environs Waramondong, Bathavia		
DSA (if applicable)			
<b>Total estimated consultancy costs<sup>i</sup></b>			
<b>Minimum Qualifications required:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  Social Sciences, Anthropology, Sociology, Social Work. Specialisation in research, development of manuals and training experience will be added advantages	<b>Knowledge/Expertise/Skills required:</b>  <ul style="list-style-type: none"> <li>- Guyanese national</li> <li>- At least 3-5 years' experience in research, training</li> <li>- Proven skills in the areas of programme development writing manuals, curricula development, and programme implementation</li> <li>- Experience in knowledge management (including writing of case studies) or other demonstrated experience.</li> <li>- Knowledge and expertise in Gender issues, Social norms and comprehensive sexuality education and human-based approaches</li> <li>- Experience in leading or working with teams</li> <li>- Ability to interact with ease with UNICEF, the Ministry of Education, and other relevant stakeholders</li> <li>- Willingness to travel to out-of-town areas (when needed).</li> <li>- Ability to work independently and reached for all cases.</li> <li>- Excellent teamwork skills</li> <li>- Ability to network</li> <li>- Ability to be creative and propose solutions to bottlenecks</li> </ul> <p><b>Good writing skills</b></p> <p><b>Desired:</b> Previous experience with the United Nations</p>		
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>		



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<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.

**Conditions and remarks:**

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.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check. Successful individuals will be required to produce the following:

- Certificate of good health
- Proof of Health Insurance
- Statement of good standing
- Designation of beneficiary form
- Mandatory training certificates from UNICEF’s e-learning platform (prior to commencement of the Assignment)