

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Jordan Country Office
Purpose of consultancy:	<p>This consultancy has been initiated by Jordan Country Office in coordination with the Arab State Regional Office (ASRO) in the effort to align, for UNFPA Jordan and its implementing partner's, toolkits and manuals around Life Skills, with the new regional Life Skills and Citizenship Education Framework (LSCE), the International Technical Guidance on Sexuality Education (UNESCO) and current research findings on out-of- school comprehensive sexuality education (UNFPA HQ). The consultant will conduct a functional review including a gap analysis of the current tools, provide recommendations on areas that need to be covered, and create an outline of the content needed.</p> <p>Background on the LSCE Framework:</p> <p>The LSCE Conceptual and Programmatic Framework is an evolving regional framework to be tested and refined at national level. It comes as a result of multiple consultations and engagement with Middle East and North Africa (MENA) countries, which have also formulated country specific proposals for mainstreaming life skills and citizenship education at national level within education systems</p> <p>The Life Skills and Citizenship Education (LSCE) Initiative is meant to revisit the concept of life skills and citizenship education in MENA, while providing a holistic, transformative and life-long approach relevant to the MENA regional 21st century context. UNFPA is one of The United Nations agencies partnering in the initiative. The LSCE Initiative has two main components:</p> <ul style="list-style-type: none"><li>• The development of a Conceptual and Programmatic Framework (CPF) on life skills and citizenship education that will serve as a guide to vision/strategy development and programming at country level, and</li><li>• The organization of technical support to countries on planning and implementation around citizenship education and life skills building.</li></ul> <p>As part of the framework, a set of twelve core life skills for MENA have been identified using the four dimensional model of the Initiative: Communication, cooperation, critical thinking, creativity, decision-making, empathy, negotiation, self-management, and respect for diversity, resilience, participation, and problem solving. All of these 12 core life skills are needed to develop a holistic approach to life skills building.</p> <p>The LSCE framework has developed four "Dimensions of Learning" for each of the core skills. These are:</p> <ol style="list-style-type: none"><li>1. The Cognitive Dimension or "<b>Learning to Know</b>"</li><li>2. The Instrumental Dimension or "<b>Learning to Do</b>"</li></ol>

3. The Individual Dimension or “**Learning to Be**”

4. The Social Dimension or “**Learning to Live Together**”

As one pertinent example from the LSCE framework, under the Core Life Skill of “Negotiation” the ‘**Learning to Be**’/the **Individual Dimension** notes that:  
 “The global prevalence of HIV and other sexual and reproductive health issues especially among youth has raised concerns and outlined the need to enhance their negotiation skills (Adamchak, 2006). Indeed negotiating effectively is essential for personal empowerment, particularly in relation to sexual and reproductive health as it allows to maintain health by refusing pressure to become involved in risky behaviours (Sinclair et al., 2008; UNHCR)”<sup>1</sup>

The LSCE model has a strong SRHR and HIV/AIDs component, which UNFPA plans to build upon in Jordan, ensuring that the various life skills tools and manuals that UNFPA and its Implementing Partners (IPs) are using are in line with the new regional LSCE framework.

UNFPA supports life skills and Sexual Reproductive Health and Rights programming for youth in Humanitarian and Development context all over Jordan (nationwide). The results of this consultancy will provide guidance for UNFPA Jordan on areas of needed improvement and alignment in the current youth programming with the LSCE regional framework by providing concrete recommendations and road map on approaches for integration.

Scope of work:  
*(Description of services, activities, or outputs)*

Conduct a technical functional review including gap analysis of all of UNFPA’s and its Implementing Partners’ Life Skills Manuals and Youth SRHR education including peer education manuals to ascertain where revisions are needed to align them with the new regional framework on Life Skills and Citizenship Education Framework (LSCE) and to the relevant portions of the International Technical Guidance on Sexuality Education (2017 UNESCO et al) which has a focus on in-school implementation.

The technical functional review will include the International Technical Guidance on Sexuality Education (UNESCO), current research findings on out-of- school comprehensive sexuality education (UNFPA HQ), the YPEER manuals and toolkit as well as Institute for Family Health (IFH), International Rescue Committee (IRC), Questscope QS) and Royal Health Awareness Society (RHAS) relevant manuals used for training young people on SRHR/GBV and Life skills. Furthermore, it will include a review of a draft contribution that is currently being developed by UNFPA for the UNICEF Life Skills tool in Jordan to ensure that UNFPA’s contribution is in line with the new framework.

The consultant will also be expected to identify recommendations for areas to be covered with a clear outline of the content needed in a final report with the gap analysis.

Duration and working schedule:	Task	Time frame	Dates	
	Phase 1: Produce an inception report that includes a desk review of all the UNFPA and IPs materials, including developing a detailed outline of the methodology and the	3 days	14.10.2018 to 16.10.2018	8

<sup>1</sup> Reimagining Life Skills and Citizenship Education in the Middle East and North Africa: A Four-Dimensional and Systems Approach to 21st Century Skills, Conceptual and Programmatic Framework, 2017, page 174

	tools that will be used.			
	Phase 2: Technical functional review including gap analysis	1 week	21.10.2018 to 25.10.2018	8
	Phase 3: Identify recommendations and outline of the content needed with final report.	2 weeks	28.10.2018 to 8.11.2018	8
	Phase 4: Make revisions as needed based on feedback from UNFPA to finalise the report.	1 week	18.11.2018 to 22.11.2018	8
	The contract will be for maximum <b>30 working days</b> .			
Place where services are to be delivered:	The consultancy is a home-based exercise. Final work will be delivered to UNFPA Jordan			
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<b>Deliverables</b>	<b>Date</b>	<b>Method of delivery</b>	
	Inception report	16 <sup>th</sup> October	Electronically	
	DRAFT report of the functional review including gap analysis clearly identifying the strengths and weaknesses as well as the gaps per toolkit/manual together with recommendations and outline of content needed in Arabic with summary in English	8 <sup>th</sup> November 2018	Electronically	
	FINAL report of the functional review including the gap analysis clearly identifying the strengths and weaknesses as well as the gaps per toolkit/manual along with recommendations and outline of content needed in Arabic with summary in English	22 <sup>nd</sup> November 2018	Electronically	
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will be expected to be in regular contact with the UNFPA Focal Person in charge of the project. The UNFPA Youth Programme Analyst will be checking in on progress regularly and ensuring that deadlines are met.			
Supervisory arrangements:	The UNFPA Youth Programme Analyst will be overseeing the consultancy and the consultant will report to her.			
Expected travel:	None			
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• Minimum 10 years of increasingly responsible professional experience in working in youth programming, of which five years related to Life Skills;</li> <li>• In-depth knowledge of informal education issues and challenges, as well as of youth issues, including of Jordanian youth;</li> <li>• Proven experience of developing Life Skills toolkits/manuals and of training on these topics sample work to be provided with the application stating clearly what the role of the consultant was in that process.</li> <li>• Proven experience in designing storyboards and conceptualizing interactive and youth friendly toolkits.</li> </ul>			

	<ul style="list-style-type: none"> <li>• Substantive knowledge of youth and women development programmatic areas of UNFPA work in the country;</li> <li>• Demonstrated capacity for creative, adolescent and youth friendly thinking and working with adolescents and youth;</li> <li>• Excellent writing/reporting skills;</li> <li>• Fluency in English and Arabic is a must;</li> <li>• Good communication skills,;</li> <li>• Must be able to work in a multidisciplinary team and multicultural environment;</li> <li>• Must be committed to respecting deadlines of delivery outputs within the agreed time-frame;</li> <li>• Previous experience in working with women, children/young people is an asset;</li> <li>• Familiarity with UNFPA and UN operations will be advantage.</li> <li>• Familiar with the UN system, with its Code of Conduct and with the Do No Harm approach.</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will provide the contractor with relevant documents and connect the consultant with any key informants for skype interviews as may be needed.</p> <p>UNFPA will dedicate one of its staff members (Youth Analyst) to manage the process.</p> <p>UNFPA will facilitate for the contractor to connect with any and all IPs/YPEER as needed.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>UNFPA requires a sample of prior, similar work, as well as a two-page proposal on how the consultant will conduct this consultancy including timeline and methodology. Once the consultant is on board, their first deliverable will be to develop a more detailed inception report that will outline exactly what methodology and conceptual framework will be used.</p> <p>The payment will be made as one lump sum once all deliverables are met, for a total duration of no more than 30 days. The financial offer should therefore be made based on this information.</p>
<p><b>How to apply:</b></p> <p>Applications along with the required documents to be sent to email address <a href="mailto:vacancy@unfpa-jordan.org">vacancy@unfpa-jordan.org</a> indicating the <b><u>Consultancy Title</u></b> in the e-mail's subject.</p>	