

## 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 is being initiated by the UNFPA Jordan Country Office. The purpose is to develop a harmonized comprehensive sexual and reproductive health (SRH) education toolkit for UNFPA Jordan to be used by its implementing partner's, based on all toolkits, manuals, and resources that are currently being used by different partners to provide adolescents and youth with comprehensive sexual and reproductive health education. The toolkit will build on the available resources and upgrade the context and approaches to make it as interactive, engaging and relevant to youth in Jordan as possible. This work will also be aligned 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) to ensure that the unified toolkit is up to date with the latest information at UNFPA's disposal.</p> <p><b>Background:</b></p> <p>Jordan is a lower middle-income country, having dropped over the last five years from upper middle-income country status within the high human development category. The country's population is approaching 10 million, with over 52 per cent under 25 years of age. A shift in the population age structure may enable a demographic dividend within the next decades due to reduction of total fertility rate, late marriage and use of family planning methods. This projection, however, will only become a reality if demographic changes match economic and social development opportunities for youth, as well as targeted investments into education, health and employability of young people.</p> <p>According to the OECD, young people face a number of health risks, and that is even more so the case for women and youth living in more rural areas, as well as youth with disabilities have poor access and inadequate health provision and access. Female youth face their own set of issues based on prevailing gender disparities, where one out of ten women is married before reaching 18 years of age<sup>1</sup>. In addition to many youth in Jordan being vulnerable to high-risk behavior, such as smoking, and unhealthy eating habits, many do not have sufficient knowledge about sexual and reproductive health and rights (SRHR).</p> <p>Increasing the ability of young people to exercise their sexual and reproductive health and reproductive rights is critical to reverse negative trends, such as child, early and forced marriage, gender-based violence and women's limited access to employment. Many young people seek information and services related to their SRHR outside of public health facilities, according to focus group discussions conducted by UNFPA in four Jordanian governorates in 2018, a perception survey of youth in Zaatari camp, and the UNFPA Y-PEER network. Using youth-centered programmes and services is a more viable option for</p>

<sup>1</sup> <http://www.oecd.org/countries/jordan/youth-issues-jordan.htm>

Jordan, where adolescent and youth SRHR services are taboo in many communities.

**UNFPA's SRHR Education Work in Jordan:**

UNFPA has pursued two approaches to increase adolescent and youth knowledge of SRHR in Jordan. Historically, UNFPA worked in 2006/2007 with the Ministry of Education to integrate population development and sexual and reproductive health concepts into the official school curriculum, using interactive methods. UNFPA continues to work and apply this approach with partners, such as the Royal Health Awareness Society (RHAS), universities, the Higher Population Council (HPC) and others to encourage comprehensive SRH education in Jordan.

UNFPA also works at the grass roots level with implementing partners (IPs) working with adolescents and youth on the ground, including those most marginalised, to ensure their access to quality information. Historically, UNICEF supported the endeavour to develop health information for adolescents and youth in Jordan, adding new elements over the years, which UNFPA and the YPEER Network, a Youth Peer Education Network, used, together with other YPEER manuals and toolkits, to convey information around SRHR issues, using interactive methodologies and tools from the YPEER Network. In 2010, UNFPA established a partnership with the Queen Zain Al Sharaf Institute for Development (ZENID) to develop an RH Kit, which became the basis of all future materials that UNFPA and its implementing partners, including the RHAS and various universities, used to develop their own SRHR curricula.

UNFPA works with the Institute for Family Health (IFH) in host communities and refugee camps, as well as with the International Rescue Committee (IRC) in Azraq camp, with Questscope in Zaatari camp, and with the YPEER Network, providing male and female adolescents and youth with a variety of services, including awareness raising on SRHR issues. UNFPA and its IPs have identified the need for the RH Kit, YPEER Manuals and other IP tools need to be updated and unified, which is why UNFPA has initiated this consultancy.

**The Regional Life Skills and Citizenship Education Framework (LSCE):**

The Regional Life Skills and Citizenship Education 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 21<sup>st</sup> century context. UNFPA is one of the United Nations agencies partnering in the initiative.

As part of the framework, a set of twelve core life skills for MENA were identified as follows: Communication, cooperation, critical thinking, creativity, decision-making, empathy, negotiation, self-management, and respect for diversity, resilience, participation, and problem solving. These 12-core life skills are needed to develop a holistic approach to life skills building and should be considered in the development of the newly proposed UNFPA unified toolkit.

Furthermore, the LSCE framework developed four “Dimensions of Learning” for each of the core skills. These are:

1. The Cognitive Dimension or “**Learning to Know**”
2. The Instrumental Dimension or “**Learning to Do**”

	<p>3. The Individual Dimension or “<b>Learning to Be</b>”</p> <p>4. The Social Dimension or “<b>Learning to Live Together</b>”</p> <p>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 IPs are using are in line with the new regional LSCE framework. This will be incorporated into the newly proposed unified toolkit.</p> <p>UNFPA supports Sexual Reproductive Health and Rights programming for youth, including life skills and citizenship education, in Humanitarian and Development contexts across Jordan. <b>The result of this consultancy will be to have an updated, unified SRHR toolkit that builds on the resources already available whilst upgrading the content and approaches to make it as interactive, engaging and relevant to young people in Jordan as possible.</b></p>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The consultant will:</p> <ol style="list-style-type: none"> <li>1. Develop an inception report of desk review process and outline of methodology and conceptual framework that will be used.</li> <li>2. Conduct a desk review including a gap analysis of the current tools, of the LSCE Framework, the International Technical Guidance on Sexuality Education (UNESCO) and current research findings on out-of-school comprehensive sexuality education (UNFPA HQ).</li> <li>3. Conduct key informant interviews (KIIs) with UNFPA and its implementing partners, including adolescents and youth using the materials shared by IPs (toolkits, manuals etc.), to gain a clear understanding of the available tools, how they are being used, and where the gaps are.</li> <li>4. Facilitate a workshop with IPs, adolescents and youth, to gather ideas collectively on concrete content and activities that should be included in the new, unified toolkit.</li> <li>5. Develop a draft, unified SRH education toolkit in Arabic for UNFPA Jordan and its IPs, based on all available toolkits, manuals, and resources to provide adolescents and youth with comprehensive sexual and reproductive health education that enhances their life skills and citizenship education.</li> <li>6. Test the draft unified toolkit in a validation workshop with IPs and adolescents and youth to provide feedback on the draft.</li> <li>7. Revise the unified toolkit based on feedback from the validation workshop and submit to UNFPA and partners for final review.</li> <li>8. Discuss the final reviewed draft with a specialised Reference group that has the capacity, knowledge and skills to endorse the final draft</li> <li>9. Make final edits and submit final toolkit.</li> <li>10. Conduct orientation session for UNFPA staff and IPs on using the toolkit.</li> </ol> <p>A core principle of the toolkit will be for it to be interactive, creative and adolescent/youth friendly, taking both the needs of different age groups and</p>

	sexes into account. In addition to youth effective engagement and participation as a core principle conducting this assignment.	
Duration and working schedule:	<b>Task</b>	<b>Time frame</b>
	Phase1: Develop an inception report of desk review process and outline of methodology and conceptual framework that will be used in English.	2 days
	Phase 2: Conduct a desk review including a gap analysis of the current tools, of the LSCE Framework, the International Technical Guidance on Sexuality Education (UNESCO) and current research findings on out-of-school comprehensive sexuality education (UNFPA HQ) in English.	5 days
	Phase 3: Conduct interviews with UNFPA and its implementing partners, including adolescents and youth using the materials shared by IPs (toolkits, manuals etc.), to gain a clear understanding of the available tools, how they are being used, and where the gaps are.	5 days
	Phase 4: Facilitate a workshop with IPs, adolescents and youth, to gather ideas collectively on concrete content and activities that should be included in the new, unified toolkit in Arabic.	4 days (2 preparation, 1 for workshop, and 1 for write up)
	Phase 5: Develop a draft, unified toolkit in Arabic.	8 days
	Phase 6: Test the draft, unified toolkit in a validation workshop with IPs and adolescents and youth to provide feedback on the draft in Arabic.	4 days (1 day of workshop with RHAS, IFH, QS and YPEER, 2 day prep and 1 day write up)
	Phase 7: Revise the unified toolkit in Arabic based on feedback from the validation workshop and submit to UNFPA and partners for final review.	6 days
	Phase 8: Discuss the final reviewed draft with a specialised Reference group that has the capacity, knowledge and skills to endorse the final draft	1 day
	Phase 8: Make final edits and submit final toolkit	2 days
	Phase 9: Conduct training session for UNFPA staff and IPs on using the toolkit in Arabic.	3 days (2 days prep and 1 day workshop)

	The contract will be for maximum <b>40 working days with an expected starting date of 7<sup>th</sup> July.</b>		
Place where services are to be delivered:	The consultancy is a home-based exercise with visits to the field for interviews as needed and for workshops. Final work will be delivered to UNFPA Jordan in Arabic as an electronic copy.		
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 of desk review process and outline of methodology and conceptual framework that will be used in English.	First week of consultancy	Electronically
	Desk review including a gap analysis of the current tools, of the LSCE Framework, the International Technical Guidance on Sexuality Education (UNESCO) and current research findings on out-of-school comprehensive sexuality education (UNFPA HQ) in English.	2 weeks after beginning of consultancy	Electronically
	Report of the workshop with IPs, adolescents and youth on ideation for toolkit in English.	4 weeks into consultancy	Electronically
	Draft, unified toolkit in Arabic	6 weeks into consultancy	Electronically
	Report of the validation workshop with IPs, adolescents and youth testing the draft toolkit and their feedback and recommendations in English.	7 weeks into consultancy	Electronically
	Revised, final draft of toolkit in Arabic for UNFPA and IP review.	8 weeks into consultancy	Electronically
	Final unified toolkit in Arabic	9 weeks into consultancy	Electronically
	One-day training workshop of IPs and UNFPA on the final toolkit in Arabic.	10 weeks into consultancy	In person.
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 Analysts 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:	Only within Jordan on field visits to Za'tari camp and Azraq camp, to the host community and within Amman as needed.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• Advanced degree preferably in education, social sciences, medicine, public health or related field.</li> <li>• Minimum 10 years of increasingly responsible professional experience in working in youth programming, of which five years related to SRHR and 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 SRHR/GBV/Life Skills toolkits/manuals/curricula 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/curricula; Demonstrated capacity for creative, adolescent and youth friendly thinking and working with adolescents and youth, both male and female;</li> <li>• Proven experience in facilitating workshops, engaging with participants and leading ideation processed in an interactive and inclusive manner;</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>• 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 as well as Leave No One Behind approach.</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>UNFPA will provide the contractor with relevant documents and connect the consultant with IP informants for skype interviews and/or face to face interviews as may be needed.</p> <p>UNFPA will dedicate one of its staff members (International Youth Analyst) to manage the process.</p> <p>UNFPA will facilitate for the contractor to connect with any and all IPs and YPEER as needed.</p> <p>UNFPA will facilitate the logistics around entry permission to Zaatari and if necessary Azraq camps, and will provide transportation to the camps. Any other transportation required to perform the tasks will be handled by the consultant directly.</p> <p>UNFPA will manage the logistics related to conducting the initial ideation workshop, the validation workshop and the final training workshop.</p>
Other relevant information or	UNFPA requires a sample of prior, similar work, done by the consultant, and not with others, so as to determine the level of the consultant's expertise and

<p>special conditions, if any:</p>	<p>experience, as well as a two-page proposal on how the consultant will conduct this consultancy including timeline and methodology.</p> <p>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 that will be used.</p> <p>The payment will be made in three instalments, the first for 20% upon delivery of the inception report, secondly for 30% for upon delivery of the first draft of the toolkit, and the final instalment will be upon delivery and approval of the completion of the final deliverable and workshop. The consultancy will be for a total duration of no more than 40 days. The financial offer should therefore be made based on this information.</p> <p>The selection criteria will be 70% technical and 30% financial.</p>
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### UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

#### How to Apply:

Interested national/international applicants are advised to send their resumes, together with a sample of prior similar work done by the consultant as individual, two-page proposal on how the consultant will conduct this consultancy (including timeline and methodology), financial proposal *in a separate file attachment*, in addition to a cover letter to the email address [JCO-Consultants@unfpa.org](mailto:JCO-Consultants@unfpa.org) before the deadline of **12 June 2019**

Please indicate the Consultancy Title in the e-mail's subject, otherwise your application may not be noticed.