Terms of Reference

SSA for technical support in the area of Family Life Education (FLE)/ Comprehensive Sexuality Education (CSE)

19 October 2014 – 27 November 2014

Contribution to the UNFPA Pacific Multi-Country Programme 2013-2017

1. The Family Life Education's, as a component of the AHD Programme, technical support to the AWP activities of selected PICs were provided by the AHD technical team based at the Secretariat of the Pacific Community (SPC) in Nabua starting in 2007. The FLE component used to be supported by a technical person from the Fiji Ministry of Education's Curriculum Development Unit. This was provided to the programme through a Memorandum of Understanding which lapsed in 2012 given the termination of contracts of technical staff by SPC due to ongoing reforms.

2. In 2012, the last year of the UNFPA PSRO Programme Cycle and the AHD Programme, and again in 2013 technical assistance to countries on FLE was provided by a SSA through the UNFPA PSRO. The work done through the SSA was based on achievements of previous years as the programme progressed towards building the capacities of national Ministries of Education to take full ownership of the effective integration of FLE in their respective curriculums. Therefore the technical work has been incremental over the years.

3. In UNFPA's new 5 year Multi Country Programme, Sexual and Reproductive Health of Young People and Sexuality Education was identified as a priority outcome area (Outcome 3). UNFPA PSRO has been working with UNICEF, and UNESCO to develop a UN Joint Programme on Comprehensive Sexuality Education in 5 PICs. This UN Joint will build upon results achieved to date. As part of the UN Joint Programme UNFPA was identified as the lead agency for the provision of technical support to PICs, particularly in the area of curriculum development and teacher training. UNFPA has identified the need to create broader institutional capacity within the region for provision of such technical support to PICs and is in the process of developing a partnership with the University of the South Pacific in this regard.

4. To maintain the momentum built by the FLE programme in countries and to ensure there is continuity and an effective transition to the UN Joint Programme as resources are sought and the partnership with USP is finalised, it was determined that additional technical support is required in 2014 through a UNFPA PSRO SSA. This technical support will help to ensure the countries are in a

solid position to absorb the FLE component of the curriculum and take the lead in its integration for sustainability purposes and in preparation for the new Joint Programme as part of UNFPA's new programme cycle.

5. The current TOR covers the provision of technical advisory services to the national consultations, drafting of FLE Frameworks, developing FLE standards, developing FLE syllabuses for primary and secondary, and the training of teachers to deliver these syllabus.

6. The work under the current TOR involves as primary beneficiaries the following Governments: Tonga, Tuvalu, Republic of Marshall Islands, & Vanuatu.

7. The current TOR's objectives is to ensure technical assistance in the area of FLE is made available to countries to achieve core activities identified in their respective 2014-2015 BWPs and covers the following outputs, dependent on the current stage of development in country:

   Output 1: Curriculum/Syllabus Development for Primary and Secondary
   Output 2: Training of Teachers

8. The current state of FLE/CSE in the relevant countries requires that the focus of UNFPA PSRO technical assistance focus on Outputs 1, 2 as follows:
   a. Finalize CSE/FLE modules for the Republic of Marshall Islands
   b. Finalize curriculum/Syllabus/Resource Development in: Tonga, & Tuvalu
   c. Capacity Building/ Teacher Training in: Kiribati, Tonga, & Tuvalu

9. The aim of the work in countries is to ensure that they are carried out with substantive participation for capacity building purposes of national counterparts.

10. The outcome to which each of these outputs will contribute to sustainability and capacity within Ministries of Education and Health to adopt and deliver FLE/CSE in their curriculum which contributes to UNFPA MCP Outcome 3.

Required Expertise

1. A Bachelor's degree in Education or related science and a qualification in Teacher education is required, with Master's Degree desirable.
2. 7 to 10 years professional experience in the field of educational assessments and analysis, preferably in a Pacific Island country;
3. Experience in curriculum development and training and advocacy packages in context of the Pacific region;
4. Familiarity with current and past UNFPA programmes, in particular AHD in the Pacific region and UNFPA mandate, an advantage;
5. Experience with PIC's education systems and curriculum
6. Experience in capacity enhancement and development and transfer of skills and knowledge for local counterparts;

7. Proficiency in current office software applications;
8. Fluency in oral and written English and in writing reports.

Work settings

1. The specific time allocations for technical support to each country within this assignment have been determined in consultation between PSRO, the respective Governmental counterpart(s) and the consultant.

2. The current TOR implies a mission to each of the countries identified in Point 6 above and any additional missions will be discussed based on needs.

3. The exact dates and durations of the respective missions are to be determined in consultation between the respective Government counterparts, PSRO, and the consultant.

4. Briefings and debriefings shall be arranged as travel schedules permit.

Work plan & Payment Schedule

1. The work plans for each of the components of the activities covered under the current TOR are determined in consultation between the respective Government counterparts, PSRO management, and the consultant and as reflected in respective country 2014-15 BWPs. On the basis of existing plans, the outputs identified in Point 7 above are to be observed, conditional to change in agreement with PSRO management.

2. The consultant shall submit a monthly report demonstrated achieved deliverables within 15 days of the end of each month (for the purpose of this contract the month shall begin on the 1st day and end on the 31st day of the month). The report shall include activities undertaken and results achieved in the month and any recommendations for future activities. Any missions completed in the reporting period will require a Mission Report per the PSRO format and should be annexed to the monthly report. The report for the last month (November 2014) will be an end of consultancy report and will be cumulative of the full contract period.

Month	Activities	Deliverable(s)	Payment
October	Vanuatu, Tonga (technical support – Desk and Mission) • Capacity building/teacher trainings • Curriculum Development	• Monthly Report inclusive of demonstrated deliverables • Vanuatu Islands Mission Report • Tonga Mission Report	Monthly Rate upon completion of agreed deliverables, as per endorsed Report
November	Tuvalu, RMI (technical support – Desk and	• Monthly Report inclusive of	Monthly Rate upon completion

	Mission) • Capacity building/teacher trainings • Curriculum Development	demonstrated deliverables • Tuvalu Mission Report • RMI Mission Report	of agreed deliverables, as per endorsed Report

Specific conditions

- Travel related costs will be covered by the respective country programs.
- All outputs are to be delivered in electronic format, including intermediary outputs such as data files.
- All outputs become the intellectual property of UNFPA.
- The consultant will be supervised by the Assistant Representative, Regional Programmes, with the HIV Adviser, and technical clearance of documents will be done in consultation with the Reproductive Health Adviser and the Gender Adviser.

APPLICATION DEADLINE: 13 OCTOBER 2014

Conditions & Remuneration: UNFPA PSRO will contract the consultant and will be responsible for the payment of consultancy fees payable according to qualification and standard terms of payment and subject to satisfactory completion of assignment outputs. Candidates must complete a United Nations Personal History (P.11) form, together with updated Curriculum Vitae. Applications without completed P.11 form will not be considered. The P.11 form as well as a complete Terms of Reference can be downloaded from the office web site http://pacific.unfpa.org and application emailed to vacanciespsro@unfpa.org.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of disabilities, HIV/AIDS and gender