

## TERMS OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT

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Hiring Office:	UNFPA Timor-Leste
Purpose of consultancy:	National Consultant to support Ministry of Education Youth and Sports (MEYS) to develop Comprehensive Sexuality Education (CSE) in the National Curriculum for Cycle 3 (Grade 7-9) of Basic Education.
Background	<p>The MEYS is currently in the process of revising the curriculum for Cycle 3 (Grade 7-9) of Basic Education. It is important that students who complete Basic Education which is mandatory in Timor-Leste are equipped with both knowledge and ability that promotes gender equality, respectful and healthy relationships. The revision of the curriculum offers opportunities to improve and strengthen these important elements through the integration of CSE across relevant subjects of cycle 3 (Grade 7-9) of Basic Education.</p> <p>This technical assistance to the MEYS is provided as part of the implementation of new multi-year programme- the EU-UN Spotlight Initiative. The Spotlight Initiative aims to support transformative change on the ground to end violence against women and girls and harmful practices, in numerous countries globally. The overall vision of the Spotlight Initiative in Timor-Leste is that women and girls enjoy their right to a life free of violence, within an inclusive and gender equitable Timor-Leste.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The consultant will work closely with the National Curriculum Unit team of MEYS to:</p> <ul style="list-style-type: none"> <li>• Review of existing current curriculum, relevant policies and documents.</li> <li>• Support and conduct a stocktaking and revision of existing teaching and learning materials on CSE in line with the <i>The International Technical Guidance on Sexuality Education</i>.</li> <li>• Support the development of guidelines and outlines of teaching materials that integrates CSE in relevant subjects in the curriculum that needs to be inclusive, effective and modern, with relevant components on reproductive health and prevention of Gender Based Violence that lead to changes in students' behavior, and that are agreed by all relevant sectors.</li> <li>• Support the development of teacher's lesson plan and students book</li> <li>• Develop a plan for and support field testing.</li> <li>• Support planning and facilitation of workshop with curriculum team, and relevant stakeholders.</li> <li>• Provide Recommendations for further actions to support and improve delivery of CSE</li> <li>• Support and conduct teacher training on new content, materials and activities.</li> <li>• Support to develop new content, materials and activities in online format and be integrated into an online course on 21st century skills.</li> </ul>
Duration and working schedule:	May 2020 to December 2020.
Place where services are to be delivered:	Full time based at Curriculum Reform Unit of Ministry of Education Youth and Sports

<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<ul style="list-style-type: none"> <li>• A detailed work plan for the consultancy</li> <li>• Clear framework for CSE inclusion in the curriculum</li> <li>• Provide input to key Ministry of Education documents and strategies including lesson plans and relevant teaching and learning materials.</li> <li>• Set up and support implementation of a capacity development plan for key stakeholders on implementation of CSE in the curriculum</li> <li>• Monthly progress reports certified by Head of Curriculum Department for Pre-School, Basic Education and Recurrent Education and Coordinator of National Curriculum Unit</li> </ul>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>Monthly report to be submitted by consultant Regular meeting with UNFPA relevant staff on progress of work</p>
<p>Supervisory arrangements:</p>	<p>Overall the consultant will be supervised by UNFPA Programme Analyst for Spotlight Initiative in close coordination with Head of Curriculum Department for Pre-School, Basic Education and Recurrent Education (EPEBR) who supervises the day today work of the consultant.</p>
<p>Expected travel:</p>	<p>The Consultant might be expected to travel to municipalities during the process</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor Degree in public health, social science, demography, gender, international development, public administration, management or other related field</li> </ul> <p><b>Experience and Skills:</b></p> <ul style="list-style-type: none"> <li>• At least five years of professional work experience on Sexual Reproductive Health.</li> <li>• Knowledge on comprehensive sexuality education is required;</li> <li>• Knowledge on Gender Equality issues including GBV is required</li> <li>• Demonstrated experience in designing CSE curriculum, for primary, secondary school, teachers and trainers;</li> <li>• Demonstrated experience of developing CSE tools; such as manuals, guidelines, textbooks and M&amp;E tools;</li> <li>• Ability to produce good-quality, demonstrable results;</li> <li>• Programmatic experience, including programme development, planning, monitoring and reporting, is required;</li> <li>• Experience with capacity building and developing trainings and training material is highly desirable;</li> <li>• Solid experience of working closely with government is highly desirable</li> </ul> <p><b>Language:</b></p> <ul style="list-style-type: none"> <li>• Excellent written and oral skills in Tetum</li> <li>• Fluency in English</li> <li>• Fluency in Portuguese is an advantage</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 relevant equipment such as laptop when needed and a work station when required.</p>

Other relevant information or special conditions, if any:	
Signature of Requesting Officer in Hiring Office: approved Date:	

#### HOW TO APPLY

Interested candidate should submit a Cover Letter, Recent Curriculum Vitae (CV) and P11 form electronically with clearly mention the post applied to [jossoares@unfpa.org](mailto:jossoares@unfpa.org), the deadline for application is 18 May 2020 at 17.00