

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

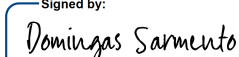
## Technical Specialist - SRHR- Social and Behaviour Change Communication (SBCC)

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Timor-Leste Country Office
Purpose of consultancy:	The purpose of the international consultant is to provide strategic leadership and technical support to design and implement social behavior change communication and advocacy initiatives. This includes designing training modules and SBCC materials, training community health volunteers and rolling out SBCC activities that promote reproductive health, family planning, maternal, newborn and child health (MNCH), gender-based violence (GBV), gender equality, and youth empowerment, etc., with a focus on community engagement and evidence-based messaging.
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>Under the direct supervision of the Country Representative and in close coordination with the Assistant Representative and Program Team, the consultant will undertake the following tasks:</p> <ol style="list-style-type: none"> <li><b>1. Document Review and Analysis:</b> <ul style="list-style-type: none"> <li>• Conduct a thorough review and analysis of SRHR SBCC strategies, guidelines, research documents focusing on the UTAS SBCC initiatives and Family Planning Key Message prepared by Brandkind and research findings on SRHR, maternal health, adolescent health, family planning and gender-based violence (GBV).</li> <li>• Engage and closely work with the key UNFPA programme team to gain a deeper understanding of the specific SRHR priorities and Japan project-specific areas of focus.</li> <li>• Review the existing training module of the Ministry of Health community awareness platform such as training module for the Mother Support Group and Community Health Volunteer (PSF) involving the husband support groups, father-in-law/mother-in-law support groups as well.</li> <li>• Develop a detailed workplan for the design of SBCC materials and implementation of the SBCC campaigns, including specific milestones, timelines, resource, monitoring plan and evaluation.</li> </ul> </li> <li><b>2. Key Message Review, finalization and SBCC Material Production</b> <ul style="list-style-type: none"> <li>• Based on the key messages developed by UTAS, Brandkind and related document reviews, design audience-specific, culturally appropriate and visually engaging communication materials. These may include a mix of print materials (posters, brochures), digital assets (social media content, short videos), and job aids for Interpersonal Communication (IPC).</li> <li>• Conduct pre-testing of the key messages and communication materials with representatives from the target audiences to ensure they are appropriate and easily understood. Feedback should be incorporated into the final versions ensuring consistency and impact.</li> <li>• Liaise with logistic and procurement focal points and communication officer for layout designing, printing and distributions of SBCC materials including posters, flyers, scripts, and social media content tailored to target audiences.</li> </ul> </li> <li><b>3. Capacity Building and Technical Support</b> <ul style="list-style-type: none"> <li>• Develop SBCC training modules covering key sexual and reproductive health topics to promote positive behaviors, foster supportive social norms, and increase the use of Sexual and Reproductive Health and Rights (SRHR) services including maternal, newborn and child health, family planning, contraception, ASRH, safe sex practices, prevention of HIV/STIs, gender-based violence, etc.</li> <li>• Organize and facilitate training sessions including standardized and Training of Trainers/Facilitators on the SBCC materials for CHWs/CHVs and relevant others. The trainings should cover key sexual and reproductive health topics as well as interpersonal communication and community mobilization skills to effectively deliver the key messages.</li> <li>• Collaborate and liaise with National Director of MCH, Health Promotion Department, INSPTL and other relevant stakeholders to ensure the effectiveness of capacity building for providers and community health volunteers and the evaluability of the activities.</li> </ul> </li> <li><b>4. Rollout and Implementation (SBCC Campaign Execution)</b> <ul style="list-style-type: none"> <li>• Develop a multi-channel dissemination plan, identifying the most effective channels (e.g., mass media, community mobilization, IPC) for each message based on the findings of UTAS, Brandkind and other research findings and recommendations.</li> </ul> </li> </ol>

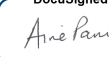
	<ul style="list-style-type: none"> <li>Lead and coordinate the launch of the SBCC activities including SRHR campaign and social mobilization activities in collaboration with UNFPA team and its partners. This will include working with local champions, youth groups, women/mother groups and other community groups to amplify messages at the grassroots level.</li> </ul> <p><b>5. Partnership and Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>Forge and strengthen partnerships with government ministries, civil society, media, and private sector actors.</li> <li>Provide support to advocacy efforts to influence policies that align with SBCC objectives.</li> <li>Liaise with JPD81 team to organize and facilitate meetings with key stakeholders.</li> </ul> <p><b>6. Monitoring, Evaluation, and Learning and Reports</b></p> <ul style="list-style-type: none"> <li>Develop or revise monitoring tools to measure the effectiveness of SBCC activities with the support of M&amp;E team.</li> <li>Support the Ministry of Health (MCH and Health Promotion departments) in conducting supervision and monitoring activities to support CHWs/CHVs and to ensure quality implementation of SBCC activities with the support from M&amp;E team.</li> <li>Support/Manage the conduct of surveys to measure the effectiveness of the messages and identify any immediate areas for improvement.</li> <li>Provide brief progress updates, synthesize lessons learned, and make recommendations for future programming.</li> <li>Prepare a comprehensive final report summarizing all activities, deliverables, findings, lessons learned, and recommendations for the long-term sustainability of the SRHR.</li> </ul> <p><b>7. External Communications and Advocacy</b></p> <ul style="list-style-type: none"> <li>Liaise with Communications team to develop and implement communication plans to share key messages and advocacy goals across various platforms.</li> <li>Create content and materials (e.g., press releases, reports, social media content) to effectively convey advocacy messages.</li> </ul>																
Duration and working schedule:	<ul style="list-style-type: none"> <li>65 days spread over six months from November 2025 to April 2026.</li> </ul>																
Place where services are to be delivered:	<ul style="list-style-type: none"> <li>The consultant will be based at the UNFPA Timor-Leste Country Office, Dili.</li> </ul>																
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<table border="1"> <thead> <tr> <th data-bbox="478 1160 1050 1205">Deliverables (electronic copy)</th> <th data-bbox="1050 1160 1244 1205">Timeline</th> <th data-bbox="1244 1160 1487 1205">Method of payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="478 1205 1050 1299">Finalize and submit SRHR SBCC Key Messages and content materials (press releases, reports, social media content)</td> <td data-bbox="1050 1205 1244 1299" rowspan="2">December 2025</td> <td data-bbox="1244 1205 1487 1299" rowspan="2">30%</td> </tr> <tr> <td data-bbox="478 1299 1050 1339">Pre-tested Communication Materials</td> </tr> <tr> <td data-bbox="478 1339 1050 1379">SBCC Multi-channel Dissemination Plan</td> <td data-bbox="1050 1339 1244 1462" rowspan="3">January 2026</td> <td data-bbox="1244 1339 1487 1462" rowspan="3">30%</td> </tr> <tr> <td data-bbox="478 1379 1050 1420">SBCC Training modules</td> </tr> <tr> <td data-bbox="478 1420 1050 1462">Standardized TOT and training reports</td> </tr> <tr> <td data-bbox="478 1462 1050 1529">Monitoring tools</td> <td data-bbox="1050 1462 1244 1574" rowspan="2">April 2026</td> <td data-bbox="1244 1462 1487 1574" rowspan="2">40%</td> </tr> <tr> <td data-bbox="478 1529 1050 1574">Final Project Report &amp; Recommendations</td> </tr> </tbody> </table>	Deliverables (electronic copy)	Timeline	Method of payment	Finalize and submit SRHR SBCC Key Messages and content materials (press releases, reports, social media content)	December 2025	30%	Pre-tested Communication Materials	SBCC Multi-channel Dissemination Plan	January 2026	30%	SBCC Training modules	Standardized TOT and training reports	Monitoring tools	April 2026	40%	Final Project Report & Recommendations
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Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will have regular meetings with the UNFPA program team. Meetings with other relevant stakeholders will be based on an agreed-upon frequency.																
Supervisory arrangements:	Under the direct supervision of the Country Representative, the consultant will work in close coordination with the Assistant Representative and Program Team.																
Expected travel:	Extensive travel is expected across the target municipalities across the country. Travel support and arrangements for official travel will be provided by UNFPA.																
Required expertise, qualifications and competencies, including language requirements:	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>Master's degree in Communications, Public Relations, Social Sciences, or a related field with 5 years of relevant experience, or</li> <li>Bachelor's degree in a related field with 7 years of relevant experience.</li> </ul> <p><b>Working Experience</b></p>																

	<ul style="list-style-type: none"> <li>● Proven experience working with government agencies, NGOs, and international organizations.</li> <li>● Strong understanding of global issues related to reproductive health, gender equality, and population dynamics, preferably within international organizations or NGOs.</li> </ul> <p><b>Other Working Experience Required</b></p> <ul style="list-style-type: none"> <li>● Strong organizational, translation, and facilitation skills.</li> <li>● Familiarity with UNFPA's mandate and programming areas is an asset.</li> </ul> <p><b>Language</b></p> <p>Fluency in both written and spoken English is required, knowledge of Tetun is a strong asset.</p>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<ul style="list-style-type: none"> <li>● UNFPA Support: UNFPA will provide relevant electronic documents and office space.</li> <li>● Location: The consultant will be based at the UNFPA Timor-Leste Country Office.</li> </ul>
<p>Other relevant information or special conditions, if any:</p>	

Signature of Requesting Officer in Hiring Office:

Signed by:  
  
 Dr. Domingas Sarmiento, Program Analyst  
 Date: 01-Oct-2025

Signature of Reviewing Officer:

DocuSigned by:  
  
 Ms. Pamela Aine, Operation Manager  
 Date: 01-Oct-2025

Signature of Approval Officer:

DocuSigned by:  
  
 Dr. Domingas Bernardo, Assistant Representative  
 Date: 02-Oct-2025