


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Egypt Country Office
Purpose of consultancy:	<p>UNFPA requires to develop two teaching guides (training of trainers and training of educators) centered around the television series that is part of the 360SEP campaign. The purpose of the teaching guides is to capacitate a cadre of community, social and health educators and young people to disseminate awareness, information and knowledge around the key messages of the TV series, across Egypt's governorates at the community level, to compliment the airing of the series, ensuring active community engagement. In addition, the teaching guides are meant to unify the messages that are to be tailored for different audiences (such as different age groups, socio-economic backgrounds, etc.).</p> <p>The teaching guides will elaborate on the scenes showing the continuum of change of attitudes and behaviors of drama characters to inspire behavioral and social norm change for the target audience. The teaching guides are to take into consideration factors of illiteracy, culture sensitivity and the socio-economic backgrounds of the target audiences receiving the trainings. In addition, the teaching guides are expected to be highly interactive and offering practical ideas to encourage positive norms and values among youth in Egypt.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The hired consultant, under the leadership of the UNFPA Assistant Representative in Egypt, supported by UNFPA technical staff, will be tasked with the following responsibilities:</p> <ol style="list-style-type: none"> 1. Development of a community training package based on the produced TV drama series by UNFPA <ol style="list-style-type: none"> a. Extract messages from the drama episodes/script material according to the themes of the series b. Development of an outline for the community training package for the 360SEP campaign (outline): <ol style="list-style-type: none"> i. One training of trainer (TOT) manual ii. One Peer Educator Guide c. Development of the community training package for the 360SEP campaign (TOT manual and peer educator guide) d. Finalize community training package based on feedback from UNFPA 2. Conduct testing and validation of the community training package with both targeted groups of the users of the training package (one group of each (trainers and educators)) <ol style="list-style-type: none"> a. Carry out focus group discussions/training days with one group of trainers b. Carry out focus group discussions/training days with one group of educators c. Submission of report consisting of recommendations / changes to be introduced to the training package 3. Submit final version of training package based on feedback from the field
Duration and working schedule:	<ol style="list-style-type: none"> 1. Development of a community training package based on the produced TV drama series by UNFPA - 24 February 2022 2. Conduct testing and validation of the community training package with both targeted groups of the users of the training package (two groups of each) - 17 March 2022

	3. Submit final version of training package based on feedback from the field - 31 March 2022
Place where services are to be delivered:	1) Development of community training package: home-based. 2) Internal meetings: UNFPA Egypt country office/online. 3) Focus group discussions: UNFPA/IP selected venue/online.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	All work will be delivered in electronic copy in English. UNFPA does not issue down payments. Payment will be submitted as per the below deliverables: <ul style="list-style-type: none"> • 40% upon completion of deliverables 1 and 2; • 40% upon completion of deliverable 3; • 20% upon completion of deliverable 4.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Under the overall guidance of UNFPA Egypt Country Office Assistant Representative and direct supervision of UNFPA technical staff, all deliverables will be closely monitored according to the deliverables schedule mentioned above, with regular follow-up and meetings conducted.
Supervisory arrangements:	Under the overall guidance of UNFPA Egypt Country Office Assistant Representative and direct supervision of UNFPA technical staff.
Expected travel:	Yes, where applicable.
Required expertise, qualifications and competencies, including language requirements:	1. Proven extensive experience in developing training manuals/curricula in the context of Egypt 2. Knowledge in reproductive health, family planning, GBV, harmful practices, child marriage and FGM, and youth and women empowerment. 3. Expertise/minimum of 5 years in the area of capacity development, training, workshops and community awareness programs, education (including peer education), social work, change of social norms. Languages: Fluency in English and Arabic is essential.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	NA
Other relevant information or special conditions, if any:	All foreseen travel expenses, as well as other related operational costs, should be reflected in the financial proposal.
Signature of Requesting Officer in Hiring Office:  Date: 24/1/2022	