

TERMS OF REFERENCE

Contractor to provide technical support to integrate Reproductive Health Education in the Curriculum Roll out Process, 2016

(MDV-ToR/2016/01, Dated:10/01/2016)

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Hiring Office:	UNFPA Maldives Country Office																																										
Purpose of consultancy:	Integration of life skills education including reproductive health education is an important aspect in the education policies and in the curriculum roll out process. The national frameworks such as the National Reproductive Health Strategy and the National Standards on Adolescent and Youth Friendly Health Services prioritize reproductive health information for adolescents. The Ministry of Education commenced rollout of the new curriculum in 2015 with Key Stage 1 covering Grades 1 to 3 and Key Stage 2 in 2016, and plans to roll out the Key Stage 3 in 2017. The resource materials and text books for both students and teachers form a major part of the curriculum where the competencies are to be grounded. In 2015, the resource materials of Key stages 1 and 2 were mapped against the internationally recognized UNESCO standards to ensure highest quality life skills education is provided through the school curriculum. In order to fulfill the full integration of life skills education for Key stage 3 in the curriculum and support advocacy for LSE, NIE is seeking a competent national contractor to support the process.																																										
Scope of work: (Description of services, activities, or outputs)	Scope and diversity of assignment: The purpose of this assignment is to provide the technical support for the integration of components of the UNESCO standards of reproductive health education in the roll out of the national curriculum, and to develop content for teachers and advocacy messages to support its delivery. The primary client will be the National Institute of Education (NIE), Ministry of Education, Male', Maldives. Indicative Work plan: <table><tr><th rowspan="2">Planned Activities</th><th colspan="4">Year 2016</th></tr><tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr><tr><td>• Develop detailed work plan</td><td></td><td></td><td></td><td></td></tr><tr><td>• Mapping UNESCO Topics in key stage 3 syllabus</td><td></td><td></td><td></td><td></td></tr><tr><td>• Reviewing resource materials and providing inputs to identified gaps in both students and teachers developed for Key Stage 3</td><td></td><td></td><td></td><td></td></tr><tr><td>Monitoring, Evaluation and Reporting of the assignment</td><td></td><td></td><td></td><td></td></tr><tr><td>• Submission of monthly progress report to UNFPA</td><td></td><td></td><td></td><td></td></tr><tr><td>• Submission of final report</td><td></td><td></td><td></td><td></td></tr></table> Specific deliverables: Report on mapping exercise for Key Stage 3 subjects syllabi to UNESCO approved standards				Planned Activities	Year 2016				Q1	Q2	Q3	Q4	• Develop detailed work plan					• Mapping UNESCO Topics in key stage 3 syllabus					• Reviewing resource materials and providing inputs to identified gaps in both students and teachers developed for Key Stage 3					Monitoring, Evaluation and Reporting of the assignment					• Submission of monthly progress report to UNFPA					• Submission of final report				
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	• Orient the key actors on RHE and advocate with gatekeepers, particularly parents, principals and teachers, coordinate with the technical team according to the in-service training calendar • Support NIE to integrate components of RHE for a self-learning tool for teachers to deliver the RHE components of the new curriculum • Report on recommendations for resource materials (student and teacher books/packs developed for key stage 3) • Final Report including the technical support and the recommendations provided to the curriculum team and to UNFPA for future support Expected outcome: Written guidance provided to integrate UNESCO-standards of life skills education into the Key Stage 3 of the national curriculum												
Duration and working schedule:	60 working days between February to December 2016												
Place where services are to be delivered:	National Institute of Education, Male', Maldives												
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	End product with time frame for delivery of product: <table border="1"> <thead> <tr> <th>Description of product/activity</th><th>Time Frame</th></tr> </thead> <tbody> <tr> <td>(i) Initial workplan</td><td>by March 2016</td></tr> <tr> <td>(ii) Reviewing and mapping of Syllabus</td><td>by June 2016</td></tr> <tr> <td>(iii) Advocacy sessions during preservice training</td><td>by September 2016</td></tr> <tr> <td>(iv) Resource materials (student and teacher books/packs developed for Key Stage 3) reviewed and documented</td><td>by December 2016</td></tr> <tr> <td>(v) Final Report</td><td>by December 2016</td></tr> </tbody> </table>	Description of product/activity	Time Frame	(i) Initial workplan	by March 2016	(ii) Reviewing and mapping of Syllabus	by June 2016	(iii) Advocacy sessions during preservice training	by September 2016	(iv) Resource materials (student and teacher books/packs developed for Key Stage 3) reviewed and documented	by December 2016	(v) Final Report	by December 2016
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Monitoring and progress control, including reporting requirements, periodicity format and deadline:	NIE/UNFPA will brief the contractor at the inception of the assignment and the contractor will debrief NIE/UNFPA at the end of the assignment. The contractor is expected to brief and debrief the heads of NIE and curriculum team. The contractor is expected to be in regular communication with the NIE team. Head of NIE will oversee the work of the contractor. Head of Curriculum at NIE will be the focal point for the work. The Contractor will be responsible for the quality and timeliness of the deliverables.												
Supervisory arrangements:	The consultancy will be managed by UNFPA Country Office; the output will be assessed by the National Institute of Education, curriculum team and UNFPA.												
Expected travel:	Nil												
Required expertise, qualifications and competencies, including language requirements:	Primary expertise required: Curriculum development or life skills education. Educational background: At least an advanced degree in education or social science, or other relevant discipline. Work experience: Minimum three years of work experience related to curriculum development or life skills education. • Excellent communication skills in English language, both oral and written • Proficiency in MS Office software • Good interpersonal relationship with relevant stakeholders												

Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	Contractor: • Provide a detailed workplan within a week after signing the contract • Provide the deliverables on time as stipulated in the contract and the TOR • Report on the progress of work via email with the focal point at NIE and UNFPA every two weeks • Deliver a progress report in writing to the head of Curriculum Division, NIE and UNFPA every month • Collaborate with the relevant stakeholders in carrying out the assignment • Identify opportunities to sensitize key actors including school management on the LSE/RHE education • Identify areas needing advocacy and prepare possible advocacy messages for the smooth roll out process • Provide technical support to the curriculum team to achieve the main objective of the assignment National Institute of Education (NIE) • Act as a focal point to facilitate the work of the contractor • Provide existing literature and detailed information on the curriculum • Complete relevant documents as stipulated by UNFPA • The Head of Curriculum Division to supervise the Contractor and certify the deliverables UNFPA Maldives • Recruit a contractor to the project • Provide technical support for quality assurance • Payments made after successful completion and acceptance of each deliverable by NIE.
Other relevant information or special conditions, if any:	The other conditions that may apply in the undertaking of the assignment include: Basis of payment: Lump sum all-inclusive in installments based on milestones and payment schedule (Upon recruitment, milestones will be finalized after completion of the workplan) Format of outputs: Electronic editable documents Language of reports/publications and other documentation and working language in country of assignment: English Ownership of output: NIE, Ministry of Education Conditions of payments: Upon completion and acceptance of specific deliverable referred in clause 5 "specific deliverables" of the ToR as follows: 1) Agreed fee (lump sum all-inclusive) for deliverable mileposts based on the contract mileposts.
Signature of Requesting Officer in Hiring Office:  Date: 16/2/2016	