



TERMS OF REFERENCE

National Contractor to adapt training materials on Protection from Sexual Exploitation, Abuse and Harassment (PSEAH)

UNFPA
(MDV-ToR/2024/014)

Hiring Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>UNFPA has zero tolerance for all forms of sexual wrongdoing, whether perpetrated against a recipient of assistance or a co-worker. Sexual exploitation and abuse and sexual harassment violate human rights and are a betrayal of the core values of the United Nations. The interests and dignity of those affected guide UNFPA’s approach to prevention, response and assistance.¹</p> <p>UNFPA has led numerous trainings on PSEAH in the past using globally available training materials, however, there is a critical need to localize these resources to better fit with the specific development, cultural and social context of the country. The aim of this exercise is to increase the relevance and effectiveness of the trainings and the final materials will be used to train our stakeholders in the government, private sector, civil society and other partner agencies, ensuring that they are equipped with the knowledge and skills necessary to prevent, identify, and respond to PSEAH.</p> <p>Hence, UNFPA in Maldives is seeking a qualified national contractor to review and adapt PSEAH training modules, tools and facilitator’s guide contextualized to the Maldives.</p> <p>The contractor will be working closely with UNFPA Maldives Country Office on this assignment.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The Contractor is expected to support UNFPA to adapt existing PSEAH training materials and tailor them to the context of the Maldives. The materials will be used to train stakeholders including the government, private sector and civil society with the aim of preventing and responding to sexual exploitation, abuse and sexual harassment within the workplace.</p> <p>Specific Deliverables:</p> <ol style="list-style-type: none"> 1. Review and assessment <ul style="list-style-type: none"> ● Undertake a comprehensive review of the existing training materials, guidelines, best practices ensuring alignment to UNFPA PSEAH Strategy 2024-2025 and the local context. ● Capture lessons learnt from the experience of using existing training materials.

¹ Dr Natalie Kanem, UNFPA Executive Director; *UNFPA Strategy on Protection from Sexual Exploitation and Abuse and Sexual Harassment (PSEAH) 2024-2025*



	<ul style="list-style-type: none"> ● Identify limitations/gaps and areas to strengthen/revise the training materials. <p>This section includes consultations with relevant stakeholders including beneficiaries, government officials, private sector institutions and civil society to better understand the cultural nuances, local challenges and their specific needs.</p> <ol style="list-style-type: none"> 2. Adapt existing training modules, tools and facilitator’s guide <ul style="list-style-type: none"> ● Adapt the existing training modules, tools and facilitator’s guide to be contextually relevant to the Maldives, aligned to the UNFPA Strategy on PSEAH 2024-2025 and international standards and best practices. ● Include real-life scenarios, case studies and examples that resonate with the Maldivian context - using different mediums including animations, presentations etc. 3. Validation Meeting and submission of final Documents <ul style="list-style-type: none"> ● Present/pilot the adapted training materials with selected stakeholders for their feedback. ● Incorporate comments and suggestions deemed to strengthen the documents. ● Submit the final documents including the training modules, tools, facilitator’s guide and any additional resources.
Duration and working schedule:	Total of 40 working days between 01 October – 01 December 2024
Place where services are to be delivered:	The assignment will be undertaken home-based.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Work will be monitored by UNFPA in Maldives and timely updates are required to be sent through email and/or calls.
Supervisory arrangements:	The contract will be managed by the UNFPA Country Office and the contractor will work closely with the Programme Analyst, Gender Equality and Women’s Empowerment, UNFPA Maldives.
Expected travel:	No travel expected.
Required expertise, qualifications, and competencies, including language requirements:	<p>Primary expertise required:</p> <ul style="list-style-type: none"> ● A Master’s degree in gender studies, social sciences, development studies or related fields. ● At least 5 years of experience in working in the area of gender equality and women’s empowerment, with demonstrated experience in developing training materials and tools. ● Previous experience in developing training materials related to PSEAH, Gender- based Violence (GBV) tailored to the Maldivian context will be an added advantage



	<ul style="list-style-type: none"> ● Knowledge of survivor-centered approach to preventing and responding to GBV and a basic understanding of human rights principles. ● Familiarity of socio-cultural context of the Maldives, particularly regarding gender-based violence and sexual harassment. ● Excellent communication and analytical skills in English language and demonstrated ability to transfer and impart knowledge. ● Demonstrated skills on design and graphics presentation skills <p>Functional Competencies:</p> <ul style="list-style-type: none"> ● Good analytical, writing, and presentation skills. Fluency in reading, writing, and speaking in both English and Dhivehi Language ● Computer skills, Excel and various office applications. Demonstrated experience in knowledge and information management. <p>Behavioural Competencies:</p> <ul style="list-style-type: none"> ● Demonstrated ability to work in a multicultural environment and to establish harmonious and effective working relationships, both within and outside the organization; ● Proven leadership, teamwork, and interpersonal skills. Ability to work and deliver under a limited period of time would be an asset.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA Maldives:</p> <ul style="list-style-type: none"> ● Monitor and facilitate the progress of the assignment. ● Review and provide comments to the deliverables in a timely manner ● Facilitate access to necessary content/documents.
<p>Other relevant information or special conditions, if any:</p>	<p>The other conditions that may apply in the undertaking of the assignment include:</p> <p>Basis of payment: The payment will be made in 2 instalments:</p> <ol style="list-style-type: none"> 1. Upon completion and submission of draft documents as outlined in deliverable 1 and 2 (40% of the total payment) 2. Upon completion of validation and successful submission of final documents as outlined in deliverable 3 (60% of the total payment) <p>Format of outputs: All documents should be submitted in editable electronic format</p> <p>Language of reports/publications and other documentation and working language in country of assignment: English</p> <p>Ownership of output: UNFPA</p>