**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

<table>
<thead>
<tr>
<th>TERMS OF REFERENCE  (to be completed by Hiring Office)</th>
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<tr>
<td><strong>Hiring Office:</strong></td>
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<tr>
<td><strong>Purpose of consultancy:</strong></td>
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<td><strong>Scope of work:</strong></td>
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<tr>
<td><strong>(Description of services, activities, or outputs)</strong></td>
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- Facilitate the Expert Group Meeting: the objective of the meeting is to discuss current situation, challenges and opportunities for integration of CSE into national frameworks. The expert group meeting also offers the opportunity to adapt, review and validate the position paper and the guidance note.
- Share the final version of the position paper and the guidance note with SRH and youth teams for final review and validation by the end of July 2020.

**Deliverables**
The consultant should provide a position paper and a guidance note with suggestions on how to integrate CSE in national frameworks throughout the Arab region and what would be the best entry points.

**Duration and working schedule:**
Contract dates: the duration of the contract is:
- 20 working days for development of the position paper and the guidance note including revisions and inclusion of feedback from regional office
- 2 days to attend the EGM between

the period of the contract is between 20 May – August 15, 2020

Note, if no EGM is held or the consultant is not able to attend, the contract will be for 20 working days only.

Due to the current COVID-19 situation, the EGM could be done remotely. If the EGM is only 1 or 2 days, the consultant will be paid for the number of days attended.

The payment should be as follow:
- 20% following the approval of the methodology and the conduct of the virtual meeting with COs.
- 40% following development of the draft position paper and guidance note
- 40% following the validation of the draft position paper and guidance note

**Place where services are to be delivered:**
In light of the current situation due to CoViD-19, the consultancy shall be conducted remotely. If the situation evolves, in-person meetings might be organized while keeping the same conditions of this contract and where all travel related costs, if any, will be covered by ASRO.

**Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):**
The soft-copies of the position paper and the guidance note should be shared by no later August 15, 2020.

- Inception plan for developing position paper and guidance note one week after the signature of the contract. This plan should be discussed and agreed with the ASRO SRH unit and youth unit.
- Facilitate a virtual meeting with country offices onto understand better and summarize the challenges in implementing CSE in the region (third week of May)
- Develop a position paper and guidance note for the Arab region. A draft of both documents should be ready by the end of June 2020
- Facilitate the Expert Group Meeting if situation will allow it
- Share the final version of the position paper and the guidance note with SRH and youth teams for final review and validation by the end August 2020.

**Monitoring and progress control, including reporting requirements,**
The Youth unit and SRH unit will work closely with the consultant to ensure that the deadlines and content of the papers meet the requirements.
<table>
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<tr>
<th>periodicity format and deadline</th>
<th>The consultant will be working in close cooperation with the Youth and SRH teams and under the supervision of the Youth Advisor.</th>
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<tr>
<td>Supervisory arrangements:</td>
<td>Expected travel: Not required unless there is a change in the current situation. Thenceforth, all travel related costs, if any, will be covered by ASRO</td>
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| Required expertise, qualifications and competencies, including language requirements: | - Post graduate degree in the field of relevance for the assignment: medical sciences, public health or any social sciences degrees.  
- Minimum 8 years of relevant professional expertise in social sciences or related fields  
- Previous experience working with UN or INGO on SRH, ASRH or youth will be an asset.  
- Experience in facilitating workshops  
- Previous experience with focus on CSE aspects is considered as an asset  
- Excellent analytical and writing skills,  
- Familiarity with the mandate of UNFPA  
- Very good command in English and Arabic, both oral and written |
| Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable: | None required |
| Other relevant information or special conditions, if any: | Payment of consultancy to be covered by the following CoA  
**COA:** RARB8YTH–CSE–FPA80–18000–PU0074–71300 |

**Signature of Requesting Officer in Hiring Office:**

Name: Chokri Ben Yahia  
Date: 28 April 2020  
Signature: