

TERMS OF REFERENCE FOR CONSULTANT

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Hiring Office:	UNFPA Sierra Leone Country Office
Purpose of consultancy:	The purpose of the individual consultancy is for a graphic designer / illustrator to produce a youth friendly, learner centred and age appropriate set of teaching and learning materials and training of trainers manual based on the content developed by the Ministry of Basic and Senior Secondary Education.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p><u>Background</u></p> <p>The United Nations Population Fund (UNFPA) is an international development agency that promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. UNFPA supports countries in using population data for policies and programmes to reduce poverty and to ensure that every pregnancy is wanted, every birth is safe, every young person is free of HIV/AIDS, and every girl and woman is treated with dignity and respect.</p> <p>Comprehensive Sexuality Education is curriculum-based education that aims to equip children and young people with the knowledge, skills, attitudes and values that will enable them to develop a positive view of their sexuality. Such education should take place both in schools and at the community level. It must be age-appropriate and reflect the evolving capacities of adolescents. Furthermore, it should begin as early as possible, foster mature decision-making, and specifically aim to reduce gender inequality.</p> <p>In 2021, UNFPA Sierra Leone supported the Ministry of Basic and Senior Secondary Education to develop teaching and learning materials for the newly integrated CSE Curriculum. The materials include teacher’s manuals and a learner’s workbooks for primary class one, primary class two, primary class three, primary class four, primary class five, primary class six, junior secondary school (JSS) grade one, JSS grade two, and JSS grade three.</p> <p>A consultant is required to carry out the graphic design and illustration of the aforementioned materials. The consultant will be expected to design the materials in a manner, which is appealing to young people and consistent with other materials being utilised, by teachers and students in Sierra Leone. The design of the materials should be both age and culturally appropriate and where relevant scientifically accurate. Furthermore the consultant will be expected to design/illustrate materials describing the positive impact of CSE which will be used to train key stakeholders on messaging around CSE.</p> <p>In 2022 UNFPA is supporting the Ministry of Basic and Senior Secondary Education to develop a training manual on the comprehensive sexuality education curriculum. Upon completion the consultant will be required to carry out the graphic design/illustration of this manual.</p>

Duration and working schedule:	44 working days – to be completed within 11 th March- 14 th of May 2022
Place where services are to be delivered:	It is expected that this consultancy will be conducted remotely.
Delivery dates and how work will be delivered	<ul style="list-style-type: none"> ● Designed and illustrated primary one-primary six teaching and learning materials-25th of March 2022 ● Designed and illustrated materials on the positive impacts of CSE- 14th of April ● Designed and illustrated JSS one-JSS three teaching and learning materials- 30th of April ● Designed and illustrated Training Manual- 14th of May2022 <p>Deliverables should be submitted electronically to the Ministry of Basic and Senior Secondary Education and UNFPA</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will be required to have progress briefing meetings with relevant actors within the Ministry of Basic and Senior Secondary Education and UNFPA every week.
Supervisory arrangements:	The consultant will be under the direct supervision of the Head of the Ministry of Basic and Senior Secondary Education Delivery Unit and the UNFPA Gender and Rights Specialist. Additional oversight will be provided by the Ministry of Basic and Senior Secondary Education Chief Education Officer and the UNFPA Representative.
Expected travel:	No travel expected
Required expertise, qualifications and competencies, including language requirements:	<p>Essential:</p> <ul style="list-style-type: none"> ● A degree level qualification in graphic design/ digital illustration or similar ● Five years demonstrable experience undertaking similar design tasks ● Contactable references of similar work done within the last 18 months and a portfolio which reflects this and be able to deliver within the proposed time-frames <p>Desirable:</p> <ul style="list-style-type: none"> ● Prior experience designing teaching or learning materials in Sierra Leone or a similar context
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	The Ministry of Basic and Senior Secondary Education and UNFPA will facilitate the sharing of draft teaching and learning materials
Other relevant information or special conditions, if any:	The consultant will be paid based on acceptance of deliverables in line with the prevailing UNFPA consultant scale upon confirmation from the line manager that work was satisfactorily performed.

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Signature of Requesting Officer in Hiring Office:

Date:

Signature of Representative in Hiring Office:

Date: