



TERMS OF REFERENCE - STRENGTHENING COMPREHENSIVE SEXUALITY EDUCATION PROGRAMMING

1. Background

In 2016, Plan International began a global level initiative to provide programme support and guidance to its staff and offices on Comprehensive Sexuality Education (CSE). Ensuring access to CSE for all children, adolescents and youth is a key investment area for Plan International as part of our global strategy: 100 Million Reasons (2017–22), which is supported by our programme and advocacy strategies. To this end, Plan has developed programme standards to guide its work and developed topic tables to support offices in selecting and adapting curricula (publication forthcoming).

Plan country offices apply different interventions in order to implement programme and influencing approaches to strengthen comprehensive sexuality education in their contexts. Some offices have successfully been part of local efforts to strengthen national curricula, some offices deliver sexuality education projects in out-of-school settings, including through the use of Plan's own Champions of Change curricula. Plan is also working to incorporate some aspects of sexuality education in our humanitarian programming. Plan works with different actors for sexuality education – including children, adolescents and youth, parents and care-givers, civil society organisations, teachers and schools, Ministries of Education, UN agencies etc. There is a need to support Plan offices to apply global standards and guidance, ensuring appropriate flexibility, contextualisation and adaptation, whilst retaining quality.

In addition, Plan International is undertaking efforts to scale up its use of “programme models” across the global organisation, and we are keen to understand what CSE programme interventions, approaches, tools and curricula are most commonly used in the organisation, how global guidance and standards can be applied to these models, and how we can plan for scale up. This reflects the organisation's global strategic objective to test and scale up gender-transformative programme and influence models.

Efforts to strengthen the quality of our CSE programming are led across both SRHR and Education staff in Plan. We are looking for a consultant(s) / partner to support us to develop a package which supports country offices to apply quality CSE standards, as well as enabling the global organisation to advance promising and successful approaches.

2. Purpose

The purpose of this assignment is to strengthen the quality of Plan International's comprehensive sexuality education programming through the development and testing of guidance and support materials for Country Offices, as well as enhancing the organisation's understanding of different programme models / approaches used for CSE programmes and how these fit with quality standards.

3. Objectives

1. To develop a training and support package for use with Plan Country Offices to apply Plan's CSE guidance and standards.

2. To test the CSE training and support package with approx. 2 Plan Country Offices and refine global guidance to reflect learning.
3. To develop an overview of the different Plan CSE programme models and approaches used, and make practical recommendations for Plan International in order to strengthen and scale up use of CSE programme models.

4. Suggested methodology

1. To conduct a desk review and consultations in order to develop CSE training and support materials aligned with Plan's CSE Guidance and Standards.
2. To deliver in-country workshops with Plan staff to strengthen technical capabilities and refine support materials for ongoing use in CSE programmes, including testing a recommended process for curricula review.
3. To communicate with Plan staff to refine practical recommendations on the organisation's approach to CSE programme models, including:
 - CSE delivery in non-formal settings,
 - CSE for vulnerable and excluded children, adolescents and youth
 - advocacy,
 - partnership with relevant government authorities,
 - integration with economic empowerment and lifeskills programmes,
 - CSE delivery in humanitarian settings

5. Overall Approach

It is expected that the consultant(s) work in a collaborative manner with key staff in Plan International, refining the scope and methodology for the work, and maintaining open communication as the work progresses. Due to the length of the assignment, it is expected that the scope of work will naturally evolve and there will be a need to respond in an agile manner to these demands. The assignment will be managed by the Global Technical Lead on SRHR.

We expect that this initiative can draw successfully on the wide range of existing CSE guidance and SRHR training materials produced by a range of organisations and agencies, whilst adapting these to Plan's profile and needs.

We expect to provide very practical support to our Country Offices on how to advance the technical quality of their CSE programme work whilst also developing our global vision of CSE programme models.

6. Proposed timeframe and expected deliverables:

1. Inception Report
2. CSE training and support materials:
 - The training and support package shall contain participatory exercises, examples and evidences. Concrete successful cases/examples are important, as well as cases/examples of failures/barriers. The training approach should be creative, inclusive and reflective.
 - The training package should include a PowerPoint presentation for different components, including "facilitators notes" (mainly key bullet points) to be used in physical trainings,
 - Guidance on what support can be provided through distance learning (online) as well as in physical trainings
 - The language and terminology should be user-friendly.

- The training package should include references or list(s) of useful resources such as documents, videos, images, case studies, links etc.
- 3. Brief country level reports for trainings conducted (5 pages)
- 4. Recommendations for Plan's CSE standards and guidance
- 5. Final report of not more than 20 pages to include:
 - Key learnings from the process
 - Overview of the different CSE programme models, approaches and tools used in Plan
 - Practical recommendations for Plan
 - Annexes to include list of Plan staff engaged in process, list of CSE curricula which are found.

The assignment is expected to take place during March – August 2019. The work can be done on a full-time or part-time basis, and by one consultant or a team of consultants. Work can be conducted at a distance with regular calls/meetings with Plan International. Calls and meetings between Plan International and the consultant(s) will be scheduled in the workplan to monitor and support the advancement of the work. The following indicative timetable can be discussed and partly adjusted depending on availability:

Task	Timeframe
Propose and agree methodology and final scope of work (online workshop, and inception report)	2 days
Collate and review relevant internal and external CSE materials Develop training materials	14 days
Conduct in-country workshops (2 days travel and logistics, 4 days in-country, 1 day write up)	14 days
Support global internal communications on CSE learning and programme model documentation	6 days
Develop final draft report	4 days
Revise and update final documentation and report	4 days

Up to **44 days' work** have been estimated for this assignment, dependent on pricing.

7. Consultant(s) profile

The successful consultant – or team of consultants - must have the following qualifications:

- Proven experience within the development sector in comprehensive sexuality education programming (experience in both development and humanitarian setting desirable)
- Excellent English communication skills (French or Spanish an advantage)
- Strong facilitation and training skills
- Strategic thinking and analytical skills, and ability to seek practical solutions
- Good understanding of child rights, gender equality and inclusion
- Have at least worked in minimum two regions or multiple countries to ensure diversity.

8. Offers submission and budget

APPLICATION

Interested consultant(s) should submit the following:

- C.V of the consultant(s), highlighting relevant experience and qualifications.

- Cover letter outlining understanding of the assignment and suggested approach.
- Cost proposal, including daily rate of all consultants, and proposed timeline.

SUBMISSION OF OFFERS

The offer must be sent via email to janie.shen@plansverige.org.

Offers must be received by 9am GMT on Monday 4 March 2019.

Pricing for services should state whether they are fixed or non-fixed.

EVALUATION OF OFFERS

Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan's discretion.

Plan International Sweden shall be free to:

- Accept the whole, or part only, of any submission
- Accept none of the proposals
- Republish this Request for Quotations

Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers. Plan International may award multiple contracts and all contracts will be non-exclusive.

If you have any queries in relation to your submission, or to any requirements of this ToR, please email Global Technical Lead on SRHR: jessie.freeman@plan-international.org