

O³ Programme

Consultancy Terms of Reference for developing guidelines for hosting scalable comprehensive sexuality education (CSE), health education and related teacher training programmes locally

I. Background

The International Institute for Capacity Building in Africa (IICBA) is a category I institute established by the UNESCO General Conference in 1999, and mandated to strengthen teacher policy and development in Africa. Among the key sub-areas of focus in capacity development are health education, teacher training and enhancing teacher training institutions. As part of the health education area, the O³ Programme supports delivery of high quality CSE and health education that empowers adolescents, young people and education institutions in developing resilience vis-à-vis pandemics such as AIDS and COVID-19, reducing early and unintended pregnancies and eliminating gender-based violence.

The programme is expected to benefit **24.9 million** learners in 72 000 primary and secondary schools; **51 000** pre-service teachers; **402 000** in-service teachers and **30.5 million** parents, guardians, religious leaders, and young people out of school through community engagement activities and **10 million** young people through the [Young People Today](#) website and social media platforms such as [Hello Ado](#). In the African region, the programme is implemented in both the Western and Central Africa (WCA) and the Eastern and Southern Africa (ESA) regions in close collaboration between UNESCO Regional Offices, UNESCO Headquarters and UNESCO IICBA.

Instructional Designers developed various courses based on the content provided by CSE subject matter experts, and other courses are planned in the near future. Some of these courses intend to develop teachers' capacity to deliver high-quality CSE and education for health and wellbeing. As for others, they focus on CSE and education for health and wellbeing, and are addressed to adolescents, parents and other critical stakeholders. To reach the intended beneficiaries, scalable learning modalities (including online, distance and blended learning) are being explored to implement the programme while ensuring quality and sustainability. The scalable implementation of the programme will align with needs, demands, opportunities and technological media and devices that are available in beneficiary countries and will be implemented in close collaboration with institutions in those countries. A situation analysis of existing learning management systems (LMSs) in public teacher education and training institutions in sub-Saharan Africa was conducted to inform potential collaboration with institutions that have LMSs that may host scalable CSE, health education and related teacher capacity development programmes. In the light of the situation analysis findings and recommendations, guidelines for hosting scalable CSE, health education and related teacher training programmes locally will be developed to pivot a shared orientation and expectation between the collaborating stakeholders.

II. Purpose of the assignment

The development of guidelines for hosting scalable CSE, health education and related teacher training programmes locally aims at fostering a common understanding between collaborating public teacher education/training institutions and UNESCO on LMS standards and the necessary conditions under which courses and programmes will be hosted and how LMSs in collaborating institutions will be utilised to achieve the intended goal in the implementation of the O³ Programme. The guidelines will also indicate tasks/steps to be undertaken by collaborating stakeholders for mutual benefit and joint success.

III. Objectives of the guidelines for hosting scalable, CSE, health education and related teacher capacity development programmes locally

The objectives of the guidelines for hosting scalable CSE, health education and related teacher capacity development programmes locally are as follows:

- (i) Set standards for high quality learning experience in CSE and health education programmes delivered via the LMSs
- (ii) Provide a common standard for hosting cost-effective and efficient high-quality scalable CSE, health education and related teacher capacity development programmes.
- (iii) Serve as a reference for a joint response to identified risks linked to scalable delivery of CSE, health education and related teacher capacity development programmes via collaborating institutions' LMSs;
- (iv) Help leverage existing/identified strengths and needs for hosting scalable CSE and health education programmes;
- (v) Help develop a shared response to identified needs of collaborating partners;

IV. Stakeholder involvement

The guidelines for hosting scalable CSE, health education and related teacher capacity development programmes will be developed by the consulting team/firm in close collaboration with potential stakeholders/users of the guidelines. Stakeholder involvement is critical and is expected to start from the onset and continue till the end of the assignment. The consulting firm/team is expected to work very closely with members of the O³ Programme and managers of LMSs in institutions targeted for collaboration in scalable provision of CSE, health education and related teacher capacity development.

V. Potential users of the guidelines

The guidelines will be primarily used by teacher education/training institutions that were identified to have LMSs that may be used to host scalable CSE, health education and related teacher capacity development programmes and UNESCO O³ Programme Team. The teacher education/training institutions include the ones that were recommended in the situation analysis of LMSs in sub-Saharan Africa report. Key target groups within those institutions are managers/administrators of those institutional LMSs and leaders of the institutions. As for the key target group within the O³ Programme Team, it includes, but is not limited to, instructional designers who developed diverse courses intended to be hosted via the teacher training/education institutional LMSs.

VI. The Scope of the work

The guidelines will specify LMSs standards and anticipated use of LMSs in collaborating institutions to enable scalable delivery of CSE, health education and related teacher capacity development programmes. The successful consulting firm/institution will be responsible for:

Task 1: develop two outlines (in English and French) of the guidelines for hosting scalable CSE, health education, and related teacher capacity development programmes.

The key activities will include:

- Develop familiarity with the results and recommendations of the situation analysis of LMSs in teacher education and training institutions
- Hold a dialogue with instructional designers of CSE, health education and related teacher capacity development courses to better understand the scope of the assignment
- Draft outlines (in both English and French) of the guidelines;
- Present the outlines to UNESCO officials and LMS managers in target institutions for approval;
- Edit the outlines of the guidelines in the light of constructive feedback received from UNESCO officials and LMS managers in target institutions

Task 2: develop Draft 1 of the guidelines (in both English and French) in the light of the agreed-on outlines and findings and recommendations of the situation analysis of LMSs in teacher training/education institutions in sub-Saharan Africa.

The key activities will include:

- Produce Draft 1 of the guidelines (in both English and French) in the light of the agreed on outlines and based on the findings and recommendations of the situation analysis of LMSs in teacher training/education institutions in sub-Saharan Africa.
- Engage with/involve key stakeholders of the potential collaboration all along the process of production of the guidelines

Task 3: present the guidelines to key stakeholders of the potential collaboration for validation and edit the guidelines in accordance with feedback received

The key activities will include:

- Disseminate the guidelines drafts among potential key stakeholders targeted in the potential collaboration;
- Facilitate two validation webinars (in English and French) with representatives of institutions that are targeted for the potential collaboration;

- Submit the final versions of the guidelines (in English and French) edited in the light of constructive feedback from key stakeholders targeted in the potential collaboration.

VII. Expected outputs (deliverables)

The consulting firm/institution will produce and submit the following deliverables:

- Draft 1 of the two outlines of the guidelines (one in English and the other in French)
- Edited drafts of the two outlines of the guidelines (edited in the light of constructive feedback from key stakeholders targeted in the potential collaboration)
- Outline editing report
- Draft 1 of the guidelines (in both English and French)
- A record of feedback received in the two validation webinars;
- The final versions of the guidelines (one in English and the other in French) edited in the light of constructive feedback received in the validation webinars
- Editing report of the guidelines into their final versions

VIII. Essential technical skills and qualifications of the proposed Consulting Team

- At least five (5) years of professional experience in scalable online and distance education and/or learning management system development and management in African context;
- At least a Master's Degree in eLearning, information systems/technology, online education, educational technology or a related field. PhD in eLearning, information systems/technology, online education, educational technology or a related field is a plus;
- Experience in facilitation of online events such as webinars;
- Experience in active, learner-centred teaching and learning approaches and using research findings to improve learning and teaching;
- Excellent writing and oral competence in English and French (at least one team member who is competent in English and one team member who is competent in French).
- Deadline driven with a focus on results;
- Agility to meet changing stakeholders' needs and expectations;
- Knowledge and understanding of the potential risks and challenges the collaboration may face is a plus;
- Experience within UN and other large multilateral organisations' related projects and programmes is a plus.

IX. Time Frame and tentative work plan

The duration of the consultancy will be 30 working days:

Task	Time Frame	Deliverables
Task 1: develop two outlines (in English and French) of the guidelines for hosting scalable CSE, health	2 days	<ul style="list-style-type: none"> • Draft 1 of the two outlines of the guidelines (in English and French)

education, and related teacher capacity development programmes.		<ul style="list-style-type: none"> • Edited drafts of the two outlines of the guidelines (in the light of constructive feedback received) • Outline editing report
Task 2: develop Draft 1 of the guidelines (in English and French)	20 days	<ul style="list-style-type: none"> • Draft 1 of the guidelines (in English and French)
Task 3: present the guidelines to key stakeholders of the potential collaboration for validation and edit the guidelines in accordance with the feedback received	8 days	<ul style="list-style-type: none"> • A record of feedback received in the two validation webinars; • The final versions of the guidelines (in English and French) edited in the light of constructive feedback received in the validation webinars • Editing report of the guideline into their final versions

X. Application process and deadline

Only bids submitted by consulting firms/institutions that are legally registered will be considered. Consulting firms/institutions wishing to be considered for this consultancy assignment should submit their applications to info.iicba@unesco.org and copy b.nkuyubwatsi@unesco.org using ***Guidelines for hosting scalable HE and TT programmes locally*** in the subject area. A complete application should be submitted in one document consisting of **I) a technical proposal** made of 1) the consulting firm profile; 2) the proposed consulting team members' short bios; 3) explanation of the suitability of the consulting firm and the proposed consulting team for the assignment (including an indication/brief explanation of previous related work done), 4) a methodology that details how each of the deliverables will be developed and submitted, how the work will be approached considering stakeholder involvement, a realistic work plan linked to deliverables and indicating a clear repartition of tasks among the Consulting Team members 5) CVs of the key members of the Consulting Team as well as **II) a financial proposal** that details the fee for conducting the assignment. Complete applications written in English or French should be submitted by **29 November 2021**. For any questions related to this call, please send an email to b.nkuyubwatsi@unesco.org