

Approved

Green 20/11/2017

**TERMS OF REFERENCE**

Hiring Office: UNFPA Cambodia

Purpose of consultancy: From September 2016 to August 2017, the intervention "Shaping our Future: Developing Healthy and Happy Relationships" worked with 125 adolescent girls and boys aged 12-14 years to change social norms around gender inequitable attitudes that support harmful constructions of masculinities as well as other modifiable risk factors identified in the research. Adolescent caregivers (n=125) were also engaged to decrease the use of harsh punishments and increase supportive, positive parenting/caregiving, model positive behaviour and attitudes; and promote school completion. In addition to the monthly community sessions, these participants initiated and implemented community activities to promote volunteerism and VAWG prevention.

The Khmer version of the caregiver and adolescent manuals were revised based on comments during implementing community activities in Kampong Cham province and comments from the manual revised workshop in September. The Khmer version of both manuals has been finalised and now there is a need to review the English version to match with the final Khmer version.

**Objective**

The main objective of this consultancy is to harmonize the Khmer and English versions of the caregiver and adolescent manuals as well as to ensure that the English version is print ready.

Scope of work: Under the supervision of UNFPA Cambodia, the Consultant will undertake the following tasks:  
 (Description of services, activities, or outputs) **Manuals**  
 1) Harmonize and ensure consistency between the Khmer version and English version of caregiver manual  
 2) Harmonize and ensure consistency between the Khmer version and English version of adolescent manual

Duration: Duration: 20 working days (01 November-25 December)  
 Duty Station: Home based


Place where services are to be delivered: UNFPA Cambodia

Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): The consultant is expected to produce the following deliverables:  
 20 November 2017:  
 o Final English version of caregiver manual  
 20 December 2017:  
 o Final English version of adolescent manual

Monitoring and progress control, including reporting requirements, periodicity format and deadline:

Deliverables/ Outputs	Target Due Dates	% of Contract Amount	Review and Approvals Required
Finalized caregiver manual in English	20 Nov.	8 days	UNFPA Cambodia 01 December
Finalized adolescent manual in English	20 Dec	12 days	UNFPA Cambodia 25 December
<b>Total</b>		<b>20 days</b>	

Supervisory The consultant will work closely with Gender Program Analyst at UNFPA.

arrangements:	
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>▪ Minimum three years of relevant experiences in the field of training manual development on gender or violence against women as advantage.</li> <li>▪ Experience with editing and proof reading manual.</li> <li>▪ Demonstrated excellent English proficiency (IELTS 6.5/TOFEL 600).</li> <li>▪ Experience with the implementation of violence against women primary prevention is an advantage.</li> <li>▪ Experience with the UN is a plus.</li> <li>▪ Excellent communication skills (spoken, written and presentational)</li> <li>▪ Excellent written, verbal and communications skills in English and Khmer</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	N/A
Other relevant information or special conditions, if any:	N/A
Signature of Requesting Officer in Hiring Office:	
	
Date: 20/10/2017	