

## Terms of Reference – UNESCO Consultancy

### Technical writer to update

#### *The International Technical Guidance on Sexuality Education: An evidence-informed approach for schools, teachers and health educators (Volumes I and II)*

**Objective:** To update, edit and revise all relevant sections of the *International Technical Guidance on Sexuality Education* based on recommendations made in the evidence review and consultation report and on inputs from the advisory group

**Expected dates:** February – June 2017 (part-time)

#### **Background**

Published in 2009 by UNESCO, in partnership with UNAIDS, UNFPA, UNICEF and WHO, the [\*International Technical Guidance on Sexuality Education \(ITGSE\): An evidence-informed approach for schools, teachers and health educators\*](#) was developed with the aim of assisting education, health and other relevant authorities to develop and implement school-based sexuality education materials and programmes. The ITGSE defines sexuality education as “an age-appropriate, culturally relevant approach to teaching about sex and relationships by providing scientifically accurate, realistic, non-judgmental information”.

The publication was released in two volumes: Volume I, which focuses on the rationale for sexuality education and provides sound technical advice on characteristics of effective programmes; and Volume II, which focuses on the topics and learning objectives to be covered in a ‘basic minimum package’ on sexuality education for children and young people from 5 to 18+ years of age and includes a bibliography of useful resources.

From 2009 to the present, the ITGSE has served as a voluntary and non-mandatory resource that is globally applicable, while easily adaptable to local contexts. Its intended audience is education, health and other relevant authorities with responsibility for developing, funding and/or implementing sexuality education materials and programmes. Stakeholders working on the issues of quality education, sexual and reproductive health, adolescent health or gender equality (among other themes) have progressively been included the target audience because of their important role in advocating for the delivery of sexuality education and supporting the delivery of programmes through funding or technical assistance.

Since the original publication, UNESCO, several UNAIDS cosponsors and other international partners have advocated for ‘comprehensive sexuality education’ (CSE) for all children, adolescents and youth, and as an essential component of quality education. Many member states have highlighted sexuality education as a priority within their national programmes and policies – often using different names for the programme but with the objective of improving health education; addressing sexual and reproductive health (SRH) issues such as HIV and early pregnancy; as well as having an important role in promoting gender equality and addressing gender-related discrimination or violence.

#### **Rationale**

In recognition of the evolving domain of CSE, UNESCO, with UN and other partners, has embarked on a multi-phase process of reviewing and updating the content of the ITGSE in order to respond to the contemporary needs of young learners, to reflect new evidence and to provide support for education systems and practitioners in addressing those needs.

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The updated ITGSE is intended to provide the best available, evidence-informed guidance on comprehensive sexuality education, derived from quality research and lessons learned from implementing sexuality education programmes across diverse education settings. The revised edition will also capture new thinking on the scope and position of sexuality education in the Education 2030 agenda, and its relevance to the achievement of multiple SDGs goals, noting in particular goal 4 on quality education, goal 3 on good health and wellbeing and goal 5 on gender equality.

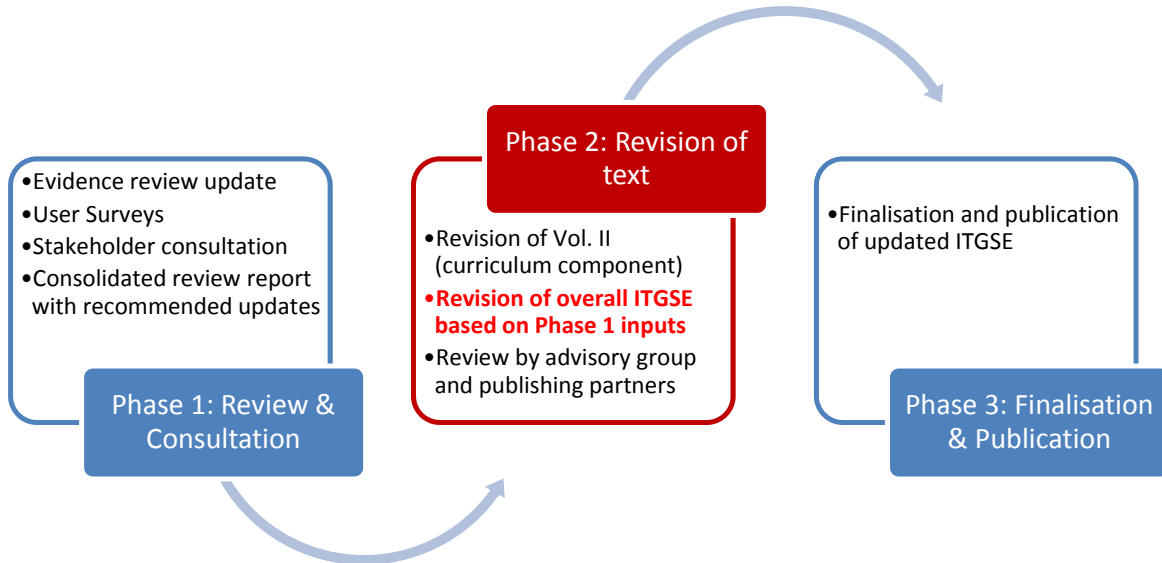
The updated ITGSE will retain its key features and purposes that have been demonstrated to be of use to its audience, but will benefit from new text, additional evidence and editing of components that are no longer relevant or correct. The profile of the ITGSE as a voluntary and non-mandatory global resource will be maintained, along with its targeted audiences. The updated ITGSE will be published by an expanded set of UN partners in 2017, namely UNESCO, UNAIDS, UNDP, UNFPA, UNICEF, UN Women and WHO.

As part of this multi-phase update process, UNESCO has already commissioned an evidence review, conducted an online survey, convened a consultation meeting among key partners and stakeholders and has a consolidated report of these inputs. A CSE Advisory Group has been established to provide guidance and inputs throughout this process. The revision of the Guidance will therefore be based on the findings documented in the review report, along with the inputs of the CSE Advisory Group including the UN publishing partners.

***The next stage of the update process involves preparing and finalizing the agreed updated content and structure of the ITGSE through writing and editing. In this regard, UNESCO is seeking the expertise of a technical writer to update the ITGSE in its entirety based on existing inputs including the evidence review and consultation report. The writer will use the outputs from the review and consultation process (see diagram below) as well as bringing their own knowledge of sexuality education and technical guidance to the process.***

In addition to this present consultancy, UNESCO is commissioning a specialised revision of Volume II Topics and Learning Objectives. The revised content will also form a key input for this consultancy to integrate into the final deliverable.

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### Scope of Work

The consultant(s)<sup>1</sup> expert will review and revise the current ITGSE, Volumes I and II by editing the existing text and structure, drafting new content where necessary, consolidating and synthesizing draft text and technical input from multiple sources, updating references on current evidence and generally responding to the recommendations for updating the document that was the output of the prior technical consultation phase. The revision process will go through numerous drafts in terms of content, structure and design, each submitted for technical peer review both within UNESCO and among a smaller sub-group of the CSE Advisory Group that has been established for this purpose. The consultant will be responsible for integrating the draft text prepared separately by the curriculum development consultant on the revised Topics and learning objectives into the overall ITGSE update, maintaining coherence of language and style.

In editing the existing text and drafting new content, the consultant is required to communicate in language that can be understood by a general audience, that is both factual and sensitive to the diversity of geographical contexts in which CSE is delivered. The consultant will be required to demonstrate through their writing an understanding of the development and delivery of sexuality education, and the varied debates on this topic.

The final product will be the revised ITGSE in its entirety: two volumes incorporated into one, appendices, front matter, bibliography.

### Expected Tasks

The consultant expert will carry out the following tasks:

<sup>1</sup> This consultancy is open to individual consultants with the relevant experience.

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1. Review the evidence review and consultation report, and additional inputs provided by UNESCO to understand the recommendations made for the update including the conceptual approach. The evidence review includes recommendations for update, by section of the existing ITGSE.
2. Prepare a section by section document outline that maps the structure and content of the revised ITGSE in one volume and which:
  - reflects and fulfils the agreed conceptual approach to, and objectives of CSE and the intended purpose and audience of the ITGSE;
  - responds to the recommendations for updates produced in the evidence review and consultation phase;
  - incorporates the findings and conclusions of the evidence review;
  - incorporates the draft scope and sequence of content of the topics and learning objectives of Volume II (prepared by separate consultant, concurrently with this present consultancy)
  - proposes insertions of accessory content (text, tables and/or figures) with suggestions on how these may be presented to complement the main narrative.
3. Revise and edit all sections of the current ITGSE in keeping with the agreed document outline, ensuring consistency of language and conceptual approach in all sections. The ITGSE is divided into sections and it is proposed that the consultant will work section by section, to facilitate review and feedback as the document progresses.
4. Draft new text where appropriate to fill highlighted gaps in the current ITGSE. Examples of such new text includes the main narrative, illustrative case studies or highlighted boxes.
5. Incorporate draft text of Volume II Topics and Learning objectives, ensuring consistency of language and seamless integration with surrounding sections.
6. Make revisions of multiple draft versions to incorporate feedback from UNESCO and the CSE Advisory Group in order to produce a final, updated version of the ITGSE.

### Key Deliverables

The consultant expert will produce the following deliverables:

- An initial draft document outline mapping the proposed structure and content of the updated ITGSE (for review and comment), and proposed timeline for updates;
- A revised document outline of the agreed structure and content of the updated ITGSE, and a finalised timeline for updating and submitting each section;
- An initial draft of the updated content of the ITGSE, presented on a section-by-section basis, in keeping with the agreed document outline;
- A revised draft of the updated content of the ITGSE, presented on a section-by-section basis;
- The revised ITGSE in its entirety, with updated and original text, including front matter, updated references and relevant appendices (for final review and comment).

All deliverables will be submitted in the English language.

### Time frame

The consultant expert will be contracted for the period February to June, 2017.

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### Reporting and Management

The consultant contract will be managed by the Section of Health and Education at UNESCO HQs in Paris, with direct reporting to the Team Leader on Sexuality Education, Sexual and Reproductive Health and Gender Equality. As needed, the consultant expert will liaise, through UNESCO, with members of the CSE Advisory Group and the consultant expert/s recruited by UNESCO to review and revise the topics and learning objectives of the ITGSE Volume II.

### Profile of the Consultant

The consultant expert is expected to have the following qualifications and skills:

- Advanced academic degree in a related field (preferably education, international development, public health promotion/ health education, gender).
- Professional experience and understanding of sexuality education
- Extensive professional knowledge of, and at least 10 years' experience in one or more of the following fields: sexual and reproductive health, health education programmes for young people; child and adolescent development; gender mainstreaming. Familiarity with curriculum development, teacher education and government education systems would be an asset.
- Excellent writing and communication skills; strong skills in research, analysis and synthesis of findings.

Experience of working with UN organisations and understanding of the style and nature of UN Guidance will be an asset. Demonstrated ability to synthesise and work with feedback from a range of reviewers is also an asset.

### Expressions of Interest

Interested consultants are requested to submit to UNESCO:

- (a) up-to-date curriculum vitae(s);
- (b) a statement indicating how their qualifications and experience make them suitable for the assignment;
- (c) an indication of the approach to carrying out the assignment, including any inputs that may be required from UNESCO (three pages maximum);
- (d) a recent sample of a writing and editing assignment of content of a technical nature, that has been developed for mixed audiences;
- (e) the overall cost of the assignment, expressed as an overall lump-sum. Any travel and subsistence requirements should be indicated separately.

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements of the approach to carrying out the work. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organisation best value for money.



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Your proposal should be submitted by e-mail **no later than midnight, Central European Time (CET) on 7 February, 2017**. E-mail proposals should not exceed 5MB.

**The e-mail address is:**

[j.babb@unesco.org](mailto:j.babb@unesco.org) with copy to [se.pillado@unesco.org](mailto:se.pillado@unesco.org)

**Email Subject:** Expression of Interest: UNESCO ITGSE update Consultancy (Technical Writer)

It is the individual's responsibility to ensure that his/her proposal is received by the deadline.

Thank you for your interest in this UNESCO assignment. We look forward to receiving your proposal.