

Annex 1- Terms of reference

GBV Prevention Curriculums Adaptation Consultancy Service

TERMS OF REFERENCE (to be completed by the Hiring Office)					
Hiring Office:	UNFPA Syria Co.				
Scope of work:	<p>Background: UNFPA Syria is in the process of initiating the implementation of three GBV prevention approaches, namely:</p> <ol style="list-style-type: none"> 1- EMAP (Engagement of Men in Accountable Practices) Here 2- Girl Shine Here 3- EA\$E (Economic and Social Empowerment) Here <p>Within the implementation of inception phase, UNFPA in consultation with partners conducted adaptation workshops for all models' curriculum. The recommendations for all curriculums adaptation to the Syrian contexts are available and consolidated.</p> <p>Objective: UNFPA is seeking a qualified company/vendor to implement remotely, the adaptation recommendations for the three models' curriculums, including 1) context adaptation, 2) modules review and 3) visual materials review and translation 4) Design and printing.</p>				
Responsibilities Matrix	<p>1. Responsibilities of Vendor are as follows:</p> <ol style="list-style-type: none"> 2. Redacting the existing curriculums in English by applying the required context-specific edits. 3. Reviewing the curriculums for any additional modification, in consultation with UNFPA focal points. 4. Translating the curriculums from English into Arabic language. 5. Designing both Arabic and English for the three curriculums. 6. Ensure that company staff are possessing the knowledge and properly trained on the developed tools and prefer to be Required Key expertise "aware of UNFPA mandate. <ol style="list-style-type: none"> a. Protection Officer with an experience no less than 5 years in the protection related positions with and educational background (Psychology or Education Degree) 7. Participate in weekly meetings with UNFPA Focal Point and other relevant units or stakeholder (where applicable). 8. Report directly to the GBV Coordinator and work closely with the GBV Team and project focal point. <p>2. Responsibilities of UNFPA:</p> <ol style="list-style-type: none"> 1. Provide any necessary orientation to the company staff on UNFPA mandate. 2. Provide a timely feedback and review to the submitted documents and/or drafts. 				
Project Milestones and Time Frame:	<p>The lead-time of project milestones, in total is (10 weeks) upon signing the professional service contract, which is to be followed by a kick-off meeting between UNFPA and the company for each models curricula. and based on the discussion with the focal points from UNFPA</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 80%;">Milestone</th> <th style="width: 20%;">Timeframe</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table>	Milestone	Timeframe		
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	<p>1. Development soft copies in fine-tuned English of the existing curriculums, complying with Syria context for each document:</p> <p>1: Redacting the existing curricula in English by applying the required context-specific edits.</p> <p>2: Reviewing the curriculums for any additional modification, in consultation with UNFPA focal point.</p> <p>3: Professional translating the curriculums from English into Arabic language.</p>	8 weeks
<p>Required expertise, qualifications, and competencies, including language requirements:</p>	<p>4. Designing (English/Arabic) curriculums (soft copies) in collaboration with UNFPA communication unit for the three materials. The supplier shall provide one coloured hard copy for each material.</p> <p>2 weeks</p> <p>Company Qualification:</p> <ul style="list-style-type: none"> - Capacity to carry out, arrange and deploy a particular expertise in protection, translation and publications and graphic design, tools and materials required to implement the project. - Experience in producing publication materials in Arabic and English, with samples of previous similar work. - Experience with UN agencies with relevant scope of work, will be an asset. - Experience in Syrian context. 	
<p>Payment Milestones</p>	<p>The project fees costs will be paid in below schedule.</p> <ul style="list-style-type: none"> • 100% upon completion of the satisfaction completion of the three manuals 	
<p>Other relevant information or special conditions, if any:</p>	<p>Selection evaluation criteria:</p> <ol style="list-style-type: none"> 1) 40 % for the company experience (20%sample, 20%relevant experience) 2) 30 % for the methodology (time schedule) 3) 30% key staff (expertise) (CVs) 	
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>		