



Initiated by the European Union and the United Nations:

Consultancy to Revise the Health and Family Life Education Curriculum in Belize	
Hiring Office:	Spouses of CARICOM Leaders Action Network
Purpose of the Consultancy:	<p><i>Linkages to Spotlight Initiative:</i></p> <p>In 2017, The Spotlight Initiative was launched as a global, multi-year initiative by the European Union and the United Nations to eliminate all forms of violence against women and girls (VAWG). This initiative galvanized political commitment at the highest levels and contributed to achieving the Sustainable Development Goals (SDGs), specifically Goal 5 on gender equality, fully integrating the principle of “leaving no one behind”.</p> <p>The European Union (EU) and the United Nations (UN) are embarking on a new, global, multi-year initiative focused on eliminating all forms of violence against women and girls (VAWG) - the Spotlight Initiative. The Initiative is deploying targeted, large-scale investments to eliminate all forms of violence against women and girls in Africa, Asia, the Caribbean, Latin America, and the Pacific. As such, the Initiative is working with governments and civil society organizations to prevent domestic violence by raising awareness, establishing, and implementing laws and policies and improving quality essential services for survivors. In so doing, the Initiative is placing the elimination of all forms of violence against women and girls at the centre of efforts to achieve gender equality and women’s empowerment, in line with the 2030 Agenda for Sustainable Development (SDGs), specifically SDG 5 on Gender Equality.</p> <p>In Belize, the Spotlight Initiative¹ under the prevention pillar addressed the issue of Comprehensive Sexuality Education through the scale-up of delivery of high quality, age appropriate comprehensive sexuality education programmes for young people, including boys and girls with disabilities, in and out of school to promote gender equality and change negative socio-cultural gender norms that sustain violence against women and girls. This will contribute to ending family violence by strengthening policy and legislations that will lead to increased protection of women and girls, building the capacity of state and non-state actors to respond to family violence, expanding the range of services available and addressing social norms and behaviours that promote violence against women and girls.</p> <p><i>Revision of HFLE Curriculum</i></p> <p>Belize currently has a Health and Family Life Education (HFLE) Curriculum established at the primary school level. However, the current version requires updating to reflect the reality of Belize and this revision will allow professional teachers to adopt the curriculum in its entirety to be taught comprehensively in the classroom. SCLAN is seeking a consultant to identify gaps in the current version of the HFLE curriculum through the facilitation of consultations and validation sessions with key stakeholders; and drafting and finalizing the revised Health and Family Life Education Curriculum based on recommendations received from stakeholders. This support will be provided for twenty (20) consultancy days to draft a revised HFLE for approval by the Ministry of Education.</p>

¹ "Project Factsheet - Belize Spotlight Programme." <http://mptf.undp.org/factsheet/project/00119130>. Accessed 30 Jun. 2020.

<p>Scope of work: <i>(Description of services, activities, or outputs)</i></p>	<p>The Consultant is expected to undertake the following tasks:</p> <p>Revision of HFLE Curriculum</p> <ul style="list-style-type: none"> ✓ <i>Inception Report submission outlining context of the current HFLE curriculum, proposed methodological approach, and work plan breakdown structure.</i> ✓ <i>Conduct Desk Review of literature (assessments, reports, policies, programme report, legislation on HFLE in Belize and the Caribbean region and other jurisdictions).</i> ✓ <i>Conduct sector-specific Key Informant Interviews, particularly with the Ministry of Education and conduct consultation sessions to identify gaps and opportunities in current curriculum.</i> ✓ <i>Prepare draft revised HFLE curriculum.</i> ✓ <i>Conduct validation sessions with stakeholders.</i> ✓ <i>Submit final revised HFLE curriculum.</i> 										
<p>Duration and Working Schedule:</p>	<p>The implementation of this process will be conducted for 20 days from September 15, 2023 – October 27, 2023.</p> <table border="1" data-bbox="493 919 1463 1850"> <thead> <tr> <th data-bbox="493 919 1062 1003">Outputs</th> <th data-bbox="1062 919 1463 1003">Timeframe</th> </tr> </thead> <tbody> <tr> <td data-bbox="493 1003 1062 1388"> <p><i>Inception Report submission outlining context of current HFLE Curriculum, proposed methodological approach, and work plan breakdown structure.</i></p> <p><i>Desk Review of literature (assessments, reports, policies, programme report, legislation on HFLE, Sexual and Reproductive Health in Belize and in the Caribbean region and other jurisdictions).</i></p> </td> <td data-bbox="1062 1003 1463 1388">3 days</td> </tr> <tr> <td data-bbox="493 1388 1062 1583"> <p><i>Conduct consultation sessions and interviews with key stakeholders from the respective sectors to inform the draft report</i></p> <p><i>Draft revised HFLE Curriculum</i></p> </td> <td data-bbox="1062 1388 1463 1583">8 days</td> </tr> <tr> <td data-bbox="493 1583 1062 1709"> <p><i>Plan and execute validation sessions on draft revised HFLE curriculum</i></p> </td> <td data-bbox="1062 1583 1463 1709">5 days</td> </tr> <tr> <td data-bbox="493 1709 1062 1850"> <p><i>Submission of final revised HFLE Curriculum</i></p> </td> <td data-bbox="1062 1709 1463 1850">3 days</td> </tr> </tbody> </table>	Outputs	Timeframe	<p><i>Inception Report submission outlining context of current HFLE Curriculum, proposed methodological approach, and work plan breakdown structure.</i></p> <p><i>Desk Review of literature (assessments, reports, policies, programme report, legislation on HFLE, Sexual and Reproductive Health in Belize and in the Caribbean region and other jurisdictions).</i></p>	3 days	<p><i>Conduct consultation sessions and interviews with key stakeholders from the respective sectors to inform the draft report</i></p> <p><i>Draft revised HFLE Curriculum</i></p>	8 days	<p><i>Plan and execute validation sessions on draft revised HFLE curriculum</i></p>	5 days	<p><i>Submission of final revised HFLE Curriculum</i></p>	3 days
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<p>Place where services are to be delivered:</p>	<p>The Consultant will be expected to interact both physically and virtually as needed with SCLAN staff, and focal point from the Ministry of Education. Technical review of documents will be conducted by the team at the Ministry of Education, SCLAN and UNFPA Technical Team, and the Spotlight Technical Team.</p> <p>SCLAN will provide support to the consultant in the arrangement of meeting venues.</p>												
<p>Delivery dates and how work will be delivered (e.g., electronic, hard copy etc.)</p>	<p>Reports and other deliverables must be submitted in English to SCLAN, properly formatted and referenced. All documents produced as a result of the consultancy will be the property of the Government of Belize and SCLAN.</p> <p>The Consultant is expected to submit the following deliverables in accordance with the time frame listed:</p> <table border="1" data-bbox="529 747 1424 1205"> <thead> <tr> <th>Deliverables</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>Contract Signing</td> <td>September 15, 2023</td> </tr> <tr> <td>Inception Report submission</td> <td>September 22, 2023</td> </tr> <tr> <td>Submission of draft revised HFLE curriculum inclusive of gaps and recommendations</td> <td>October 6, 2023</td> </tr> <tr> <td>Validation Session</td> <td>October 17, 2023</td> </tr> <tr> <td>Submission of final revised HFLE curriculum inclusive of gaps and recommendations</td> <td>October 27, 2023</td> </tr> </tbody> </table>	Deliverables	Due Date	Contract Signing	September 15, 2023	Inception Report submission	September 22, 2023	Submission of draft revised HFLE curriculum inclusive of gaps and recommendations	October 6, 2023	Validation Session	October 17, 2023	Submission of final revised HFLE curriculum inclusive of gaps and recommendations	October 27, 2023
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<p>Supervisory arrangements: Monitoring and progress control, including reporting requirements, periodicity format and deadline</p>	<p>The consultant will report directly to the SCLAN through the Chair and Executive Director.</p> <p>Update meetings will take place every two weeks and/or Progress summary updates reporting on the deliverables of the consultancy will be submitted electronically by the Consultant every two weeks.</p>												
<p>Expected travel:</p>	<p>No international travel is expected. The consultant will also be expected to factor in expected travel costs to complete agency interviews and validation, etc. as part of the financial proposal submission.</p>												
<p>Required expertise, qualifications, and competencies, including language requirements:</p>	<p>Execution of this Terms of Reference requires individuals possessing one or more of the following qualifications:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree or Master's Degree in Development Studies, Social Work, Education, or another related field. 2. A minimum of 2 years' practical experience in the field of family violence, education, 3. Training in human rights, research methods, gender analysis and gender planning and strategic planning 												

	<ol style="list-style-type: none"> 4. Thorough understanding of the development issues in Belize, and experience working with government institutions, international or non-governmental organizations supporting gender and development work. 5. Excellent communication skills, presentation, report writing, analytical skills and ability to liaise with various stakeholders, including government officials and the private sector. 6. Proven track record of drafting relevant materials (publications, reports, and related documentation). 7. Full proficiency in English is required, both oral and written <p>Other Competencies and Skills:</p> <ol style="list-style-type: none"> 1. Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines, and achieving results. 2. Displays cultural, gender, nationality, religion and age sensitivity and adaptability. 												
Other relevant information or special conditions, if any:	<p>Payments will be made upon satisfactory acceptance of the following deliverables:</p> <table border="1" data-bbox="493 835 1422 1234"> <thead> <tr> <th>#</th> <th>%</th> <th>Deliverables</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>30%</td> <td>- Inception Report and Desk Review submission</td> </tr> <tr> <td>2</td> <td>40%</td> <td>- Consultation sessions and interviews with key stakeholders - Submission of draft revised HFLE curriculum inclusive of gaps and recommendations - Validation Session</td> </tr> <tr> <td>3</td> <td>30%</td> <td>- Submission of final revised HFLE curriculum inclusive of gaps and recommendations</td> </tr> </tbody> </table>	#	%	Deliverables	1	30%	- Inception Report and Desk Review submission	2	40%	- Consultation sessions and interviews with key stakeholders - Submission of draft revised HFLE curriculum inclusive of gaps and recommendations - Validation Session	3	30%	- Submission of final revised HFLE curriculum inclusive of gaps and recommendations
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Recommended Presentation of Offer:

1. Letter of interest and availability; providing a description of why the individual considers him/herself as the most suitable for the assignment, and a timeline to complete deliverable.
2. Personal CV indicating all experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references.
3. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.



Submission:

Complete proposal packages with all necessary documents cited above should be submitted to the Spouses of Action Leaders Network (SCLAN) at the following addresses no later than **September 13, 2023**.

SCLAN Address: 10 Saint Mark Street, Belize City, Belize. Edward Laing Building.

Email: director@sclan.org