TERMS OF REFERENCE

Adolescent Girls and Boys Empowerment Workbook

Project:	*Laef Blong Mi, Vois Blong Mi* (Pacific Girl)
Place of Assignment:	Remote/Vanuatu
Reporting to:	Jemina Kuao, Vois Blong Mi Project Manager
Duration:	Maximum 16 days (to be completed by end October 2023)

1. BACKGROUND

CARE Vanuatu is part of the global CARE International confederation, which helps poor and vulnerable people in more than 93 countries around the world. CARE has been in Vanuatu since 2008, working with communities to build resilience to disasters, climate change and tackle gender inequality and increase women and girls' involvement in community and national leadership.

CARE Vanuatu is a grantee partner of the Australian Government through Pacific Girl, a multi-country program to support adolescent girls in Pacific Island countries achieve their full potential. CARE's three-year project, *Laef Blong Mi, Vois Blong Mi* (VBM) builds on CARE's work in Tafea province, specifically, work on adolescent girls empowerment, life skills and promoting respectful, non-violent relationships. The project is being delivered in close collaboration with the Ministry of Education and Training (MOET) and through secondary schools in Tafea province.

CARE Vanuatu's VBM project is keen to develop a workbook from the current resource books it has to support the in-school sessions for adolescent boys and adolescent girls in schools within Tafea. The workbook will specifically help adolescents in Tafea by:

- Increasing adolescent girl's self-confidence, skills and knowledge about their rights, their bodies and their relationships.
- Educate adolescent boys so they have increased understanding of the issues and challenges facing adolescent girls and be more respectful and supportive to adolescent girls.

This workbook will support VBM activities in Tafea and in the broader Pacific through the Pacific Girl project to ensure that the adolescent girls are well supported, and their needs and priorities are, recognised, and addressed responsibly.

2. PURPOSE

The purpose of this consultancy is to develop the VBM workbook for adolescents that will be used during in-school sessions. This will involve development of activities and questions for each sessions that is in the adolescents Empowerment Toolkit.

The workbook will be used for in-school sessions to allow adolescents to learn from the modules at their own pace and be able to do activities and answer questions during recess and in their own free time. This approach will allow the adolescents to learn on their own about gender related issues with minimum supervision. Project staff, with the help of community facilitators will continue to provide weekly support by answering any question or query adolescents may have.

The primary audience in Tafea is the adolescent girls and boys in schools. Teachers, Health Workers, parents/guardians, local community leaders and other provincial service providers are to support the implementation of the project by encouraging and supporting adolescent's involvement in the program.
The products will also be used nationally if possible, to educate adolescents girls and boys on gender.

The material must be delivered by the end of October 2023.

3. SCOPE OF WORK

Expected outputs include:

1. 1 x workbook material containing activities from each session in the Empowerment Toolkit.

The consultant will be responsible to draft and produce the workbook.
- Review Empowerment Toolkit for relevant background information.
- Consultation with CARE team
- Review of workbook by MoET
- Review of workbook by AGAG
- Amendments based on reviews by the CARE team and MoET.
- Delivery of final product in a format that can be printed.

It is expected that the final products will:
- Be produced in English
- Be relevant to sessions in Empowerment Toolkit.
- Uphold CARE's principles of protection, dignity, respect and inclusion.
- Become the sole property of CARE Vanuatu.

4. PROPOSED WORK PLAN

The assignment is expected to commence early September and be completed by the end of October 2023, which will be 16 working days. The estimated number of days required from the consultant to complete this work is detailed here as an indication:

Activity	Totals Days
Meeting with CARE VBM team to review and confirm TOR and tasks	.5
Development of workbook	10
Review and feedback	2.5
Amendments based on feedback	1
Revise the final draft	1

Finalisation and delivery of product	1
TOTAL days	**16**

Payment

- Payment of 40% of service fee will be made to the service provider's nominated bank account upon award of contract.

- Contract signing, with the remaining 60% to be paid in the same way on completion, approval and receipt of the final product.

Proposal submission guidelines

Proposal submissions should include:

- A short overview of the contractor's suitability to complete the assignment (no more than 2 pages)

- Examples of any previous work experience that is relevant to the role.

- A budget proposal outlining all costs for development and delivery. Travel costs do not need to be included in the proposal.

Selection Criteria

- A Bachelor's Degree in international development, social work, gender studies or a related field.

- Equivalent experience in the development of manuals, workbook and training resources.

- Strong time management skills with the ability to work with limited supervision and remotely, and a consultative approach that is open to feedback;

- Ability and availability to deliver outcomes within tight timeframes.

- Commitment to CARE's Code of Conduct, including Child Protection and Prevention of Harassment and Sexual Exploitation.

- Experience working with gender equality approaches with an understanding of gender transformative tools in relation to gender norms, gender roles and a familiarity with CARE's tools and approaches to gender equality.

Expressions of interest and requests for further information should be submitted to Sylvain Malsungai at the following email address: sylvain.malsungai@careint.org

Applications close: 6th September 2023

Approved by: Bridgette Thorold, Country Director