

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE (to be completed by the Hiring Office)</b>	
Hiring Office:	UNFPA RWANDA Country Office
Purpose of consultancy:	<p>The Safeguard Young People (SYP) Programme is a UNFPA Regional flagship programme on adolescent and youth sexual and reproductive health and rights, implemented in East and Southern Africa in 12 Countries. The UNFPA's youth programme in Rwanda, its entirety - inclusive of all its components - aims at empowering adolescents and young people aged 10-24 so that they have a voice and agency to claim their rights and make informed decisions about their lives.</p> <p>Youth corners have been created to provide youth-friendly services in a functioning health facility. According to the National Family Planning and Adolescent Sexual and Reproductive Health (FP/ASRH) Strategic Plan (2018–2024), Youth Corners in the Rwandan context are safe spaces where youth can have conversations about their health, and specifically on sexual reproductive health, STIs and HIV/AIDs, sexual violence and psychosocial support by a healthcare provider trained on the provision of youth-friendly services. Youth Corners should be a platform established at the health centre level where youth can access information on sexual reproductive health, get advice and have a chance to ask any questions on facts such as bodily changes, and sexually transmitted infections, among others.</p> <p>The United Nations Population Fund (UNFPA) Rwanda, in collaboration with the Swiss Development Cooperation and AfriYAN Rwanda, has been implementing the "Safeguard Young People Programme" in Rwanda. This program aims to promote sexual and reproductive health and rights (SRHR) among young people and empower them to make informed decisions regarding their sexual health. To enhance the visibility of the Safeguard Young People programme mostly in youth corners, UNFPA Rwanda is planning to conduct Social Behavior Change Communication (SBCC) activities focusing on influencing individuals and communities to adopt positive behaviours and make informed decisions regarding their health, including sexual and reproductive health for adolescent and Youth. Among the activities includes a media capacity building workshop that aims to equip Media personalities in Rwanda with the knowledge and skills necessary to effectively report on UNFPA Rwanda's work including empowering adolescents and youth with life skills related to sexual and reproductive health, mental health and sexuality education for in school and out of school adolescent and youth.</p> <p><b>Rationale</b></p> <p>The role of the media is crucial in disseminating accurate information about this program and its impact on the lives of young people.</p> <p>This three-day media capacity-building workshop aims to equip 20 journalists in Rwanda with the knowledge and skills necessary to effectively report on UNFPA Rwanda's work and the Safeguard Young People Programme in Rwanda. By enhancing journalists' understanding of UNFPA Rwanda's work, especially this program, we aim to improve the quality and depth of media coverage, ensuring that the public is well informed about the initiative's objectives, successes, and challenges.</p> <p>It is in that background, that the UNFPA Rwanda country office is seeking an individual consultant who has expertise in Sexual Reproductive Health and Rights and experience in media relations especially carrying out the media training on sexual and reproductive Health and Rights.</p>
Scope of work:	<p><b>Objectives of the assignment</b></p> <p>The main objective of the assignment will be to develop a comprehensive manual and facilitate media house training on sexual reproductive health in Rwanda. This will be done</p>

<i>(Description of services, activities, or outputs)</i>	<p>by providing journalists with a comprehensive understanding of UNFPA Rwanda's mission and goals in Rwanda and equipping them with the tools and knowledge to promote youth engagement and informed decision-making regarding sexual and reproductive health and rights.</p> <p><b>Expected Results</b></p> <p>The capacity building will equip journalists with a comprehensive knowledge of UNFPA Rwanda's work, which will facilitate them to enhance public awareness of the program's impact on young people's lives as well as increase youth engagement and informed decision-making regarding SRHR.</p> <p><b>Scope of Work/Duties and Responsibilities</b></p> <p>The individual consultant will be responsible for:</p> <ol style="list-style-type: none"> <li>1. Develop a comprehensive workshop curriculum and agenda in collaboration with UNFPA Rwanda.</li> <li>2. Identify and compile updated information and case studies relevant to SRHR in Rwanda for workshop materials.</li> <li>3. Coordinate logistics and necessary arrangements for the workshop venue, materials, and participants.</li> <li>4. Conduct the capacity-building workshop on SRHR for media professionals in Rwanda.</li> <li>5. Deliver engaging presentations, interactive sessions, and exercises to enhance participants' understanding of SRHR concepts, challenges, and reporting methods.</li> <li>6. Facilitate discussions, group activities, and case studies to encourage active participation and practical learning.</li> <li>7. Provide guidance on ethical reporting, sensitive issues, and the importance of accurate and inclusive reporting on SRHR topics.</li> <li>8. Offer technical support and guidance to participants in improving their reporting skills.</li> <li>9. Prepare a comprehensive report detailing workshop activities, participant feedback, and recommendations for future initiatives.</li> <li>10. Provide post-workshop support, responding to inquiries, and offer guidance to workshop participants as needed.</li> <li>11. Work closely with UNFPA Rwanda to ensure the workshop aligns with organizational goals and priorities.</li> <li>12. Evaluate the effectiveness of the workshop through participant feedback and make recommendations for future workshops or improvements.</li> </ol>
Duration and working schedule:	5 working days spread in the interval 27 <sup>th</sup> November – 01st December 2023.
Place where services are to be delivered:	Kigali-Rwanda
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Both Electronic and Hard Copy where necessary
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p><b>Performance Evaluation</b></p> <p>The Consultant's performance will be evaluated based upon such criteria as: timeliness, effectiveness, responsibility, initiative, communication capacity, accuracy, and quality of the products delivered. The issuance of performance certification will be therefore delivered accordingly.</p>
Supervisory arrangements:	Individual Consultant will perform his/her duties under the supervision of the Communication Analyst.
Expected travel:	The consultant will need to travel to Karongi where the workshop is taking place, UNFPA Rules and Regulations governing travel will apply.
Required expertise, qualifications and competencies, including language requirements:	<p><b>Required experience and qualifications.</b></p> <p><b>Education</b></p> <ul style="list-style-type: none"> <li>• A minimum of a bachelor's degree in Public Health, Journalism, Communication, Media Studies, or a related field is essential. An advanced degree (master's or above) would be advantageous.</li> </ul>

	<ul style="list-style-type: none"> <li>● Combining a degree in Public Health with expertise in SRHR, media communication skills, training experience, and an understanding of ethical reporting forms a strong foundation for an Individual Consultant to effectively facilitate Media Capacity Building on Sexual Reproductive Health.</li> <li>● Strong background and understanding of Sexual Reproductive Health and Rights (SRHR) issues, including knowledge of reproductive health policies, family planning, maternal health, HIV/AIDS prevention, gender equality, and related topics</li> <li>● Proven experience in developing and delivering training sessions, workshops, or capacity-building programs, preferably related to SRHR or public health topics.</li> <li>● In-depth knowledge of ethical considerations in reporting sensitive issues related to SRHR, ensuring responsible and accurate coverage in the media</li> <li>● Ability to facilitate engaging and interactive sessions, encouraging active participation and learning among diverse groups of participants.</li> <li>● Capability to develop comprehensive workshop curricula, training materials, and resources tailored to the needs of media professionals.</li> <li>● Skills in creating engaging presentations, case studies, and practical exercises to enhance learning outcomes.</li> </ul> <p><b>Language and other skills</b></p> <ul style="list-style-type: none"> <li>• Fluent in English and good working knowledge in French, and Kinyarwanda</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA will provide: <ul style="list-style-type: none"> <li>● Required documentation</li> <li>● Support services where appropriate</li> <li>● Logistics arrangements while there is a need to travel</li> </ul>
Other relevant information or special conditions, if any:	
Signature of Requesting Officer in Hiring Office:	
Date:	