**Terms of References**

**Development of Glossary Report**

**Background**

Oxfam has been working in Lebanon since 1993 providing humanitarian assistance to vulnerable people affected by conflict, and promoting economic development, good governance at a local and national level, and women’s rights through Oxfam’s work with partners. Oxfam also works with local partners to contribute to the protection and empowerment of marginalized women and men.

Oxfam in Lebanon is currently implementing the “Masarouna” project aiming to support young people to achieve more freedom to enjoy their Sexual and Reproductive Health and Rights (SRHR) in inclusive societies. The project will improve social justice for young people, empowering them to reclaim civic space and speak up for their SRHR to make their societies more inclusive, underpinned by principles of equality and non-discrimination.

**Pathway 1** is focused on influencing with and by young people for their SRHR, direct influencing of decision-makers, service providers and other stakeholders, and challenge harmful traditional social and cultural norms and values, countering misconceptions and misbeliefs by providing accurate and up-to-date information on the importance of SRHR for young people.

**Pathway 2** is focused on strengthening civil society and reclaiming civic space. We will work with young people and support their inclusion in civil society, build partnerships, and safeguard and reclaim space for young people’s voices.

**Purpose and objectives**

As part of Masarouna, a trained group of youth have proposed an initiative consisting of developing an expert-led glossary of SRHR terminology, aimed at equipping the age group (18-35) including people with visual and hearing impairments with the necessary SRHR knowledge that can increase their agency to make decisions about their own bodies and lives.

Oxfam is hiring a consultant/consultancy firm to develop the content of the glossary. The report needs to encompass inclusive SRHR concepts written in both Arabic and English languages.

The end product will be disseminated to 1500 young people as well as to actors and entities concerned about the field of SRHR and Special Needs, in hard copies and using digital and audio-visual tools as well as social media platforms. Also, this consultancy entails consulting with the group of youth who designed this initiative and introducing them to the draft and end products through engagement and validation workshops.

**Scope of work**

1. In collaboration with experts in sexology, and gynaecology, as well as specialised organisations supporting content production for people with visual and hearing impairment, the consultant will develop an SRHR glossary that is comprehensive, sensitive, inclusive, and reflecting the diverse experiences and identities of people with diverse SOGIESC.
2. In addition, the consultant will organize one youth engagement workshop as well as one validation workshop to ensure the participation of the youth group as well as Oxfam’s team throughout the process.

**Timeline**

The total number of working days allocated for this consultancy is set at 67 days starting in November 1st, 2023 and running until February 1st, 2023

**Expected Outputs**

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| **Output** | **Number of days** |
| 1. Complete the literature review of existing SRHR curricula; | 10 |
| 1. Conduct consultations with relevant experts in the field of SRHR, and Special Needs education; | 10 |
| 1. Produce the first draft of the report; | 10 |
| 1. Organise and deliver One Engagement and One Validation workshops; | 5 |
| 1. Submit Final Draft of the English and Arabic reports; | 5 |
| 1. Produce and deliver 2 final audio-visual materials promoting the glossary (1 infographic and 1 promotional video); | 10 |
| 1. Transform the audio-visual material into a sign language material to be accessed by people with hearing impairment; | 7 |
| 1. Transform the report into a Braille language material to be accessed by people with visual impairment; | 10 |

**Qualifications of the consultants/consultancy firm**

* A masters’ Degree (or equivalent degree/experience) in Sexuality, Public Health, Gender, Social Work, Social Sciences, or a related field is mandatory.
* Exposure to Special Needs education, especially for people with visual and hearing impairments;
* Good experience and knowledge in SRHR, gender equality and protection programming.
* Good understanding of intersectionality and feminist approaches.
* Excellent knowledge of the Lebanese context.
* Proven experience in developing manuals and training materials.
* Demonstrated ability to deliver high-quality written reports.
* Experience in using participatory workshop facilitation methodologies.
* Excellent communications skills (written and oral) in English and Arabic.

**Management of the assignment**

The administration of this assignment will be managed by Oxfam. The tasks and deliverables of the consultant will be coordinated with Masarouna’s project team at Oxfam in Lebanon.

**Expression of Interest (EOI)**

Interested consultant(s)/consulting firms should submit their:

* CVs of consultants and/or role of each consultant recruited under the scope of this assignment for firms.
* A cover letter detailing the interest in the assignment and relevant experience.
* A proposal including a detailed methodology and workplan.
* Financial proposal detailing the consultancy fees per day as well as all the estimated costs.
* A sample of relevant previous research or reports written.
* Minimum of three references of similar activities implemented, preferably INGO or local NGO experiences.
* Registration and official government documents, if applicable. Noting that 7.5% will be deducted from the total amount if not registered.

Oxfam International in Lebanon reserves the right to reject any and all bids, including the Bidding processes, or not to award the contract at any time, without thereby incurring and liability to the affected Bidders.

Please submit the full application documents (as mentioned above) to [lebanonprocurement@oxfam.org.uk](mailto:lebanonprocurement@oxfam.org.uk) by October 29th , 2023 midnight mentioning “SRHR Glossary” in the subject line.