



January 10th 2024:

Terms of Reference	Regional Healthcare Worker Sensitisation Training Manual for Young Key Populations (Consultant for Revision)
Project Name	Strengthening meaningful engagement of youth-led organisations to monitor and advocate for improved HIV responses for young key populations
Project Duration	January 22 nd - February 19 th 2024

1. Background

In order to provide healthcare workers with training to understand and respond appropriately to the realities and needs of young key populations, Youth LEAD developed the Regional Healthcare Worker Sensitisation Training Manual with financial support from the Global Fund Asia Pacific Multi-Country grant called SKPA-1 (Sustainability of HIV Services for Key Population in Asia Program) and UNAIDS RST Asia Pacific. The manual provides a comprehensive guideline to train and develop healthcare workers' capacity and skills to understand the needs and realities of young key populations (YKPs) and provide them with friendly services.

The training manual was piloted in four countries (Papua New Guinea, Indonesia, the Philippines and Cambodia) from 2021 to 2023 and completed by July 2023. One of the objectives of the piloting of the manual is to receive feedback from all implementing partners and participants of the trainings to improve and further tailor the sessions to lived experiences of healthcare workers engaging with YKPs, and vice versa. One of these feedback items was the need for a HIV prevention module in the annex of the manual, which was completed in the third quarter of 2023. However, there are other feedback items from healthcare worker participants, YKP-led networks who implemented the training and the core partners (Youth LEAD and UNAIDS RST) during the piloting phase that require integration and revision of the training manual.

2. Consultancy Objectives

Youth Leadership, Education, Advocacy and Development (Youth LEAD)

75/20 Ocean Tower II, 17th floor , Sukhmvit soi 19 (Wattana) , Sukhmvit Road , Klong Toey Nua , Wattana District , Bangkok 10110



This project seeks a consultant to revise the training manual based on the feedback and recommendations from the piloting phase. Recommendations from the consultant are highly encouraged as well. The objective is to ensure the updated version of the training manual from the perspective of the “trainer” is in a friendlier and straightforward format. In terms of the perspective of the “participant”, to ensure more interactive activities as the content is quite heavy per session. Regarding the Youth LEAD Secretariat, to ensure there is a better M&E tool equipped with the manual to collect data on the progress of the participants in YKP knowledge and HIV & SRHR related skills. This consultancy does not include the design of the training manual, however suggestions are welcome for the designer.

3. Scope of Work

Under the overall supervision and working in close collaboration with the Youth LEAD secretariat, the consultant will be responsible for:

- An induction call with the Youth LEAD Secretariat to have clarity on the context and objectives of the manual revision, timeline and methodology
- Meeting on the final and agreed recommendations for the revision (from the piloting phase and consultant recommendations) and the M&E tool
- Two rounds of feedback on the revision of the manual
- Two rounds of revision on the M&E tool

4. Communication

The consultant will communicate and report to the Programme Officer of Youth LEAD.

5. Level of Effort

Particular	Location	Proposed Number of Days
Induction Call	Local Country	1 day
Review of training manual	Local Country	3 days

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Recommendations and M&E tool confirmation meeting	Local Country	1 day
1 st round of draft module edits	Local Country	7 days
2 nd round of draft module edits	Local Country	7 days
1 st round of draft module edits	Local Country	3 days
2 nd round of draft module edits	Local Country	2 days
Final version	Local Country	2 days
		26 days

6. Deliverables

- 2x training manual drafts
- 2x M&E tool drafts
- Final training manual with appropriate revisions
- M&E tool

7. Estimated Duration of Contract

22nd of January to 19th of February. This is subject to extension as required and approved by Youth LEAD.

8. Requirements

- Bachelor's degree in a relevant subject, such as, social sciences, development, international relations, health or any related fields or relevant years of experience
- Excellent written and verbal communication skills in English
- Experience in developing or delivering similar training manuals
- Experience working or supporting young key populations
- Experience working with healthcare workers in Asia Pacific
- Independent, highly organised and able to meet deadlines
- YKPs are highly encouraged to apply

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Interested candidates please forward a resume, cover letter (outlining relevant experience to the position) and writing sample to vanessa@youth-lead.org by the 18th of January 2024 COB.

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