

# TERMS OF REFERENCE (TOR) FOR A CONSULTANT TO UNDERTAKE ASSESSEMENT ON IEC MATERIALS FOR ASRH INFORMATION, PROPOSE AND SUPPLY ASRH IEC MATERIALS

APRIL 30<sup>TH</sup>, 2019, 1:00 PM | OPEN CALLS

## 1. Introduction

IHO is looking to engage a consultant to provide assorted printed information education and communication (IEC) materials on adolescents' sexual reproductive health including posters, sign posts, flyers, t-shirts and bags, banners. Objective of the provision of the IEC materials is to strengthen and promote access to sexual reproductive health information and services by the adolescents and youth in Torit County through the print media. The print media will be used at both static sites like Torit State hospital, youth center, and schools as well as in the communities. The trained Health Managers, Health Workers, peer educators, teachers, school club members, Boma Health Teams and the community leaders shall work hand in hand as agents in promotion of sexual reproductive health in the county through IEC material promotion in their respective settings and capacities.

Impact Health Organization a national NGO has been delivering both humanitarian and development programmes in South Sudan since 2013. IHO South Sudan is implementing projects in four main programming areas: Health, Nutrition and water, sanitation and hygiene (WASH).

## 2. Background

The planned provision of ASRH material is part of the 2019 IHO-UNFPA work plan that seeks to meet the Third Government of South Sudan/UNFPA Country Programme (2019-2021) by building the capacity of service providers on ASRH, increase access to Adolescent and youth friendly health services and information through health facilities (Torit Hospital), schools, Youth Centre, mobile outreaches and Boma Health Teams. The program seeks to increase participation of adolescents in demand creation, increase provision and utilization of Youth-Friendly Services and information.

## 3. Purpose and Coverage

The goal of provision of the IEC materials is to promote access to sexual reproductive health information and services by the adolescents and youth in Torit County through the print media as a means to sustain the delivery of youth friendly sexual and reproductive health service in Torit County.

## 4. Methodology and scope of work

We expect the consultant to identify, demonstrate and proposed through the print media the key findings of our assessment on issues affecting the adolescent the youths in Torit County. Also, under the supervision and in close co-operation with the IHO project team, the consultant will implement the following tasks:

1. Map relevant INGOs, NGO and NNGOs and government ministries working on ASRH.
2. Undertake an assessment of existing and relevant IEC materials in South Sudan.
3. Provide IHO with samples of print media, based on the assessment results.
  - a. Engage MoH, UNFPA and IHO team to discuss on the relevancy and appropriateness and sensitivity IEC materials.
  - b. Engage with teachers, community leaders, adolescents, youths and communities to test the IEC materials.
  - c. Based on the outcome of the field test and the recommendation of the Ministry of Health and UNFPA, provide a fair draft of the proposed print media.
  - d. Propose and establish social media platforms.
  - e. Finalizing the printing and supply to IHO.
- a. Report on the IEC materials.

## **5. Consultant deliverables**

The following will be the expected deliverables of the consultancy:

- Work plan for developing the IEC materials, including strategy and proposed methodologies, as well as quality assurance plan;
- Evaluation of the consultants' work, by the bodies he/she has involved including but not limited to IHO, UNFPA, MoH and other partners;
- Successful production of the IEC materials;
- Technical advice and support to partners during the IEC vetting process;
- Delivery of the IEC materials;
- Establishment of social media platform;
- Submit final report on the implementation of the activity.

## **6. Duration and time frame**

The process of IEC materials production shall be expected to be completed within 15 working days.

## **7. Consultancy Competencies, Experience and Skill Requirements:**

- Minimum University degree in Health Promotion or other relevant field;
- Extensive experience (at least 5 years) in production of print media and establishment of social media platform;
- Extensive knowledge of civil society sector in South Sudan;
- Extensive experience in working with health promotions and youth;
- Extensive experience on assessment of IEC materials focused on ASRH;
- Excellent inter-personal communication skills including experience of presentation;
- Proven and demonstrated broad knowledge of and ability to utilize principles, methods, techniques and systems of working with youth;
- Excellent communication and written skills in Arabic and English is an asset.

## **8. EVALUATION CRITERIA**

This application is open to consultants who are specialized in assessment and production of IEC materials and have proven and demonstrated broad knowledge of and ability to utilize the principles, methods, and techniques of working with youth and production of IEC materials that will capture their attention. The selected contractor will be responsible for designing and executing all the activities described in this TOR in collaboration.

The selection process of the consultant will be based on the set of criteria developed by IHO Evaluation Committee to evaluate the proposals. The Evaluation Committee will evaluate the proposals by using the combined scoring method. Technical proposal will be evaluated on 60%; whereas financial proposals will be evaluated on 40%. The short listed bidding consultant or firm may be asked for a formal presentation prior to the final selection.

## **9. COMPLIANCE**

During the compliance review, the Facilitator will be assessed if he/she has submitted all the following requirements:

- CV with at least three key referees.
- Detailed Technical proposal.
- Detailed financial proposal
- Evidence of the previous experience in the same work.

## **10. AWARD OF CONTRACT AND FINAL CONSIDERATIONS**

IHO shall award the contract to the person that obtains the highest combined score for the Technical and Financial evaluation.

## **11. INFORMATION ON APPLICATIONS**

All interested persons should submit a technical proposal detailing their understanding of the assignment, methodology proposed, time frame, qualifications, and list of similar assignments conducted. In addition, the person should submit a financial proposal. Further, the person is required to submit the following documents/information demonstrating their suitability for the assignment: (a) up-to-date Curricula Vitae (CV), including past experience in similar projects and at least three references. All these documents should be delivered in hard copy in a sealed envelope, to IHO reception World Wide Movers Building Hai Malakal Juba, not later than 20<sup>th</sup> May 2019 at 17:00 hours or submit via email [jobs@ihosavinglives.org](mailto:jobs@ihosavinglives.org)

## **12. Final report**

This section outlines expectations in terms of final reporting, after the training up to 8 pages' report for the finalized assessment from the partners.

The Final report will document the context in which assessment took place resulting to production of the desired IEC materials. The deadline for sending the report is **5 days** after delivery of the IEC materials. Approval of the final report by the Contracting Authority will be the basis for issuing the final payment as indicated in the Special Conditions.

## **13. Conditions**

Gender Integration: As IHO will target equal number of Men and Women, therefore the facilitator it is expected to consider gender integration.