

IMPACT HEALTH ORGANISATION

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Call for consultancy Services Terms of Reference

Facilitate the process of review of National IEC materials for Family planning

TITLE:	Facilitate the process of review of National IEC materials for Family planning
PROJECT PROGRAM TITLE:	Empowering Youth, Women, and Girls in South Sudan: A Multidimensional Approach to integrated Maternal Health, GBV, SRH, FP, HIV/AIDS Information and Services, Climate Resilience, and Peace.
DUTY STATION:	Juba South Sudan
EXPECTED START DATE:	08-07-2024

BACKGROUND / PROJECT DESCRIPTION

Impact Health Organization in collaboration with the national Ministry of Health with support from UNFPA is set to facilitate the process of reviewing National Information, Education and Communication (IEC) materials for Family Planning. This initiative will be spearheaded by the Ministry of Health, under the Department of Reproductive Health and Health Promotion.

This activity aims to review and adopt various existing National IEC materials on family planning developed by the Ministry of Health and other humanitarian agencies. The primary objective is to ensure that all IEC materials align with the national family planning strategy and meet the national standards. IEC materials are considered a key component of family planning programs and has 2 major programmatic objectives:

1. To raise awareness on the existence of family planning methods and services in order to create demand for the services
2. To educate family planning acceptors on proper use of methods to ensure correct and continued contraceptive use.

This activity marks a significant milestone in the ongoing efforts to improve access to comprehensive family planning services and information. The collaboration between Impact Health Organization, UNFPA, and the Ministry of Health signifies a strong commitment towards enhancing reproductive health and promoting responsible parenthood. The family planning technical working group involvement further underscores the importance placed on ensuring that all IEC materials are evidence-based, culturally sensitive, and age-appropriate.

This comprehensive review process will not only lead to the approval and dissemination of high-quality IEC materials but also contribute to building a robust knowledge base on best practices in family planning communication strategies. By fostering a collaborative environment among key stakeholders, this initiative seeks to create a sustainable platform for continuous improvement in family planning programs.

OBJECTIVES

Broad Objective

The main objective is to review and adopt various existing national IEC materials on family planning developed by the Ministry of Health and various humanitarian agencies and facilitate dissemination to different partners.

Specific Objectives

1. To identify and gather family planning IEC material developed by different humanitarian agencies.
2. To analyze and identify gaps in the existing FP IEC material.
3. To review and adopt national IEC materials on family planning ready for dissemination to different partners.

Functions and Duties to be Performed by the Consultant.

- Conduct Comprehensive desk review of the IEC materials: The consultant is expected to conduct a thorough review of all available National IEC materials related to family planning. This includes examining the content, accuracy, relevance, and effectiveness of the materials.
- Facilitate joint review of IEC materials for family planning through 2 days review meeting: The consultant will engage with key stakeholders such as the Ministry of Health and other implementing partners (IPs) involved in family planning programs. The review team will include Family planning technical working group, Health promotion technical working group, implementing partners including those who developed the materials.
- Provide recommendations for Improvement of the IEC materials: Based on the review findings, the consultant should provide recommendations for enhancing the quality, clarity, and accessibility of the IEC materials. This may involve suggesting revisions, additions, or updates to better meet the needs of diverse populations.

TARGET GROUP

The target group will include representatives from Ministry of Health, UNFPA, Experts in the field of family planning, , a well as representatives from other Implementing Partners (IPs) involved in supporting family planning programming.

EXPECTED, DELIVERABLES, PAYMENT MILESTONES AND DURATION

Expected Deliverables:

The consultant hired by Impact Health Organization for the review of National IEC materials for Family Planning is expected to deliver several key outcomes throughout the engagement. These deliverables include:

- Stakeholder Engagement: The consultant will engage with key stakeholders, including the Ministry of Health and other implementing partners, to gather input and insights on the available IEC materials related to family planning.
- Review Process Facilitation: The consultant will lead the review process of all available National IEC materials, ensuring that they meet the necessary standards and criteria set forth by the Ministry of Health and other relevant authorities.
- Harmonization of assorted National IEC Materials: Based on the review process and stakeholder feedback, the consultant will work towards developing assorted National IEC materials for family planning that can be disseminated by MOH for use nationwide by all partners.
- Documentation: The consultant will document all stages of the review process, including feedback received from stakeholders, changes made to existing materials, and final versions of approved IEC materials.

Payment Milestones:

The payment structure for the consultant's services can be divided into several milestones to track progress and ensure timely completion of deliverables. A suggested payment schedule could include:

Initial Engagement: Upon signing the contract, an initial payment of 30% will be made to initiate the project and cover any upfront costs or preparations required by the consultant.

Stakeholder Engagement Phase and IEC materials review process: A 30% payment can be made once the stakeholder engagement phase is successfully completed, gathering feedback and insights from key stakeholders and completion of the review process for all available National IEC materials, indicating progress towards finalizing approved materials.

Final Submission of report .The final payment of 40% be tied to the submission of all documentation, finalized IEC materials, and any additional requirements outlined in the contract.

Duration

The entire process, from stakeholder engagement, review process to final approval of National IEC materials, is expected to be completed within a tight timeframe of 5 days. This duration necessitates efficient coordination, effective communication with stakeholders, focused work sessions, and prompt decision-making to ensure timely delivery of high-quality outputs

INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS:

The consultant hired by Impact Health Organization to facilitate the review process of National IEC materials for Family Planning will operate within a structured institutional framework. The institutional arrangement and reporting relationships for this assignment are crucial to ensure effective coordination, communication, and decision-making among all stakeholders involved in the review process.

Reporting Structure: The consultant will report directly to a designated project manager or coordinator within Impact Health Organization. This individual will serve as the primary point of contact for the consultant and will oversee the overall progress of the review process.

Ministry of Health: As a key stakeholder in the review process, the Ministry of Health will play a significant role in providing guidance, feedback, and approvals on the reviewed IEC materials. The consultant will need to establish a reporting relationship with relevant officials within the Ministry of Health to ensure alignment with national policies and guidelines.

Other Implementing Partners (IPs): In addition to the Ministry of Health, other implementing partners involved in family planning programs may also be part of the review process. The consultant will need to engage with these IPs to gather input, collaborate on reviews, and address any concerns or recommendations they may have regarding the IEC materials.

Steering Committee: To enhance oversight and decision-making, an established steering committee comprising representatives from Impact Health Organization, Ministry of Health, and other IPs may be formed. The consultant could be required to provide regular updates and reports to this committee, seeking their input and approval at key milestones throughout the review process.

Documentation and Communication Protocols: Clear documentation protocols should be established outlining reporting requirements, communication channels, meeting schedules, and feedback mechanisms. The consultant should adhere to these protocols to ensure transparency, accountability, and effective information sharing among all stakeholders involved in the review

process.

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONSULTANT

- **Education and Experience:** The successful individual consultant should have a background in public health, communication, or a related field. A relevant advanced degree such as a Master's in Public Health (MPH) or Communication would be beneficial. Additionally, the consultant should have extensive experience in working with national health organizations, preferably in the field of family planning.
- **Knowledge of Family Planning and IEC Materials:** The consultant should possess a deep understanding of family planning programs and strategies. They should be well-versed in Information, Education, and Communication (IEC) materials related to family planning, including their design, dissemination, and impact evaluation.
- **Expertise in Review Processes:** The consultant should have prior experience in conducting reviews of health communication materials. Familiarity with the process of evaluating the effectiveness, accuracy, cultural appropriateness, and relevance of IEC materials is crucial for this role.
- **Understanding of National Health Systems:** A successful consultant should have a good grasp of the national health system where they will be operating. Knowledge of the Ministry of Health's structure, policies, and procedures is essential for navigating the review process effectively.
- **Stakeholder Engagement Skills:** Given that the review process will involve collaboration with the Ministry of Health and other Implementing Partners (IPs), strong interpersonal and communication skills are vital. The consultant should be able to engage with diverse stakeholders, build consensus, and manage relationships effectively.
- **Analytical Skills:** The ability to critically analyze complex information, identify key issues, and make evidence-based recommendations is a key requirement for this role. The consultant should be able to synthesize data from various sources to inform decision-making.
- **Project Management Abilities:** As the review process will involve coordinating multiple stakeholders and timelines, strong project management skills are necessary. The consultant should be organized, detail-oriented, and capable of meeting deadlines efficiently.
- **Cultural Sensitivity:** Given the sensitive nature of family planning topics and the diverse cultural context within which these materials will be used, cultural sensitivity and awareness are essential qualities for the consultant to possess.

CRITERIA FOR SELECTING THE BEST OFFER:

Expertise and Experience: The consultant should have a proven track record in conducting similar reviews of national IEC materials for family planning. They should possess expertise in public health, family planning programs, and communication strategies.

Understanding of National Guidelines: The consultant must demonstrate a clear understanding of the national guidelines and policies related to family planning in the country. This includes knowledge of the Ministry of Health's standards and requirements for IEC materials.

Collaboration Skills: The consultant should have strong collaboration skills to effectively engage with the Ministry of Health and other implementing partners (IPs) involved in the review process. They should be able to facilitate discussions, gather feedback, and incorporate input from various stakeholders.

Quality Assurance: The consultant should have a robust quality assurance process in place to ensure that the reviewed IEC

materials meet high standards in terms of accuracy, relevance, cultural sensitivity, and effectiveness in promoting family planning messages.

Innovative Approaches: It is essential that the consultant can bring innovative approaches to enhance the impact of the IEC materials. This could include incorporating new technologies, creative design elements, or interactive content to make the materials more engaging and impactful.

Budget and Timeline: The consultant's proposal should outline a realistic budget that aligns with the organization's resources and timelines for completing the review process. They should provide a detailed breakdown of costs and deliverables to ensure transparency and accountability.

References and Recommendations: Prior client references and recommendations are crucial in evaluating the consultant's credibility and past performance. Positive feedback from previous clients who have worked with the consultant on similar projects can provide valuable insights into their capabilities and professionalism.

GUIDELINE FOR SUBMISSION OF PROPOSAL:

To ensure a comprehensive and competitive proposal for conducting an assessment of youth-led initiatives in South Sudan, focusing on areas such as sexual and reproductive health, gender-based violence, climate change adaptation, and peace and security, follow these guidelines:

Introduction:

The proposal submission should start with a clear and concise introduction outlining the purpose of the assignment, which is to review all available National IEC materials for Family Planning for approval by the Ministry of Health and other Implementing Partners (IPs).

Consultant's Qualifications:

The consultant should provide detailed information about their qualifications, expertise, and experience related to family planning, health communication, and program evaluation. This section should highlight the consultant's capacity to carry out the review effectively.

Methodology:

The proposal should include a detailed methodology outlining how the consultant plans to conduct the review of the National IEC materials. This section should describe the approach, tools, and techniques that will be used to assess the materials thoroughly.

Timeline:

A clear timeline specifying key milestones and deliverables should be included in the proposal. The timeline should outline when different stages of the review process will be completed and when final approval is expected.

Budget:

The proposal should provide a comprehensive budget detailing all costs associated with conducting the review. This includes consultant fees, travel expenses, accommodation, research materials, and any other relevant costs.

Collaboration with Stakeholders:

It is essential to outline how the consultant plans to collaborate with the Ministry of Health and other Implementing Partners during the review process. This section should detail communication strategies and mechanisms for feedback and input from stakeholders.

Quality Assurance:

The proposal should address how quality assurance will be ensured throughout the review process. This may include mechanisms for peer review, validation of findings, and ensuring that recommendations align with best practices in family planning communication.

Submission Process:

Clear instructions on how to submit the proposal, including deadlines, contact information, and any specific requirements set by Impact Health Organization or other relevant authorities involved in approving the National IEC materials.

Evaluation Criteria:

The proposal should clearly state how it will be evaluated by Impact Health Organization or designated evaluators. This may include criteria such as relevance to objectives, feasibility of methodology, cost-effectiveness, and alignment with stakeholder needs.

Conclusion:

A brief conclusion summarizing key points of the proposal and reiterating the consultant's commitment to conducting a thorough review of National IEC materials for Family Planning.

CONFIDENTIALITY AND PROPRIETARY INTERESTS:

Confidentiality

In the context of reviewing National IEC materials for Family Planning, confidentiality is crucial to protect sensitive information contained in these materials. The consultant hired by Impact Health Organization should ensure that all documents and discussions related to the review process are treated with the utmost confidentiality. This includes safeguarding any proprietary information, personal data, or other confidential details that may be shared during the review.

Ethical Approval and Compliance:

Before engaging in the review process of the National IEC materials for Family Planning, it is essential to obtain ethical approval from relevant authorities. The consultant should ensure that all activities conducted during the review adhere to ethical standards and comply with regulations set forth by the Ministry of

Health and other implementing partners (IPs). This includes obtaining consent from stakeholders involved in the review process and ensuring that no ethical boundaries are crossed during the evaluation of the materials.

Data Use and Ownership:

During the review of National IEC materials for Family Planning, it is important to clarify data use and ownership rights. The consultant should establish clear guidelines on how data collected during the review will be used, stored, and shared. Additionally, ownership of any new insights or findings generated through the review process should be clearly defined to prevent any disputes over intellectual property rights.

Publication and Dissemination:

Once the review process is completed and approved by relevant stakeholders, considerations around publication and dissemination of the reviewed National IEC materials for Family Planning arise. The consultant should develop a strategy for how the approved tools will be published and disseminated to ensure widespread access and utilization. This may involve creating dissemination plans, identifying key channels for distribution, and monitoring the impact of the published materials on improving family planning practices nationwide.

HOW TO APPLY:

Interested consultants should submit their applications to: tenders@ihosavinglives.org cc: pm@ihosavinglives.org, procure@ihosavinglives.org

The closing date for applications is 07/07/2024 at 5:00 PM and application will be selected on rolling basis.

