



## Terms of Reference

**Documentation of Best practices for different Family Planning interventions to inform future direction for sustainable FP financing including: Community-based Distribution (CBD), Self-injection of Sayana Press and Private sector engagement**

### 1. Organization Background

Amref Health Africa (Amref) has been working in South Sudan since 1972. The Organization played a vital role in planning and developing the Primary Health in the country after the civil war. The first project Amref developed was the Primary Health Care (PHC) as a choice of reaching the rural population, which was then followed by the implementation of the Rural Health Support Project (RHSP) from 1982-1990. In addition, Amref continued to work with both the local communities and the national authorities. The foundation has established a working relationship with the Ministry of Health to serve millions of people especially women and children.

In its 50 years of existence in South Sudan, Amref has established its footprint in Terekeka, Morobo, Juba, Yei, and Lainya of Central Equatoria; Greater Kapoeta, Chukudum and Torit in Eastern Equatoria; Maridi, Yambio, Tambura, Nzara, Ezo, Ibba, Mundri and Mvolo in Western Equatoria; Bor of Jonglei; Wau and Jur-river in Western Bahr-El-Ghazel; and now in Upper Nile, Unity, Jonglei and Lakes States with operational activities reaching communities in hard-to-reach rural areas. Through its various programmes, Amref has reached a wide range of communities and impacted the lives of the South Sudanese people, both directly and indirectly.

### 2. Project Background

Amref Health Africa in South Sudan is implementing a project that is focused on improving sexual and reproductive health of adolescents, women and girls which is a key effort towards achieving Sustainable Development Goal 3, which calls for good health and well-being. In close collaboration with the Ministry of Health, UNFPA, and other partners, Amref Health Africa in South Sudan has implemented projects to ensure universal access to sexual and reproductive healthcare and integrating the delivery of these services into primary healthcare, making it as accessible as possible to the target population. With UNFPA funding, Amref supported the development and rollout of sexual and reproductive health interventions focused on ensuring crisis affected populations, particularly women and adolescent girls in Juba, Maridi, Wau and Yambio counties, have increased access to information and services for maternal health, family planning, gender-based violence and HIV prevention. Amref recognizes that good documentation of programme experiences as part of knowledge management best practice. To do this, a qualified subject matter expert is required to lead the documentation process.



### 3. Purpose and Scope of Service

The purpose of the consultancy is to logically document the different Family Planning interventions including Community Based Distribution (CBD), self-injection of Sayana Press and engaging the private sector to inform future direction for sustainable Family Planning financing.

#### 3.1 Methodology

The consultant will work closely with Amref's project team, TWG members and other implementing partners to ensure that information is gathered and curated into a hand-book for best practices. A validation exercise will be conducted with different stakeholders to ensure that the policy guidelines are comprehensive.

#### 3.2 Key Tasks and Deliverable

- Conduct a desk review of existing interventions and programs by different partners related to family planning services in South Sudan.
- Compile the information that is collected and review the documents making sure it reflects input from stakeholders.
- Hold technical discussions with the Family Planning technical working group members, the private sector and other relevant stakeholder on the process for developing the handbook.
- Lead technical write ups and shape the process of development of the hadbook by working with the key actors in the Ministry and outside stakeholders.
- Facilitate the validation workshop for the policy guidelines
- Proofread, edit the documents in readiness for submission to the MOH.

#### 3.3 Tentative Schedule

The consultancy must be completed within a period of 21 working days for the development of the materials from the first day of commencement of task and the signing of the contract. The consultant should be able to submit a well detailed breakdown of tasks as appropriate as indicated in key deliveries

#### 3.4 Activity Schedule

Meeting	2 days
Field consultations	2 days
Development of a Manual guide	10 days



Presentation of discussion of drafts	2 days
Validation process	4 days
Presentation of final documents	1 day
<b>Total Number of days</b>	<b>21 days</b>

#### 4. Qualifications and Experience of Consultant/s or Company

- Extensive knowledge on family planning services and interventions in South Sudan including the private sector.
- Knowledge of Behavior change communication and demand generation for family planning.
- Experience developing national strategic documents and policies.
- Experience working with government agencies in South Sudan.
- Ability to work within a multicultural environment and under tight deadlines.
- Excellent interpersonal skills.
- Excellent communication and facilitation skills

#### 5. Budget

The consultant should provide a detailed cost breakdown of the project materials such as consultant fee and travel along with the technical proposal as per the TOR.

#### 6. Roles and Responsibility

##### 6.1 Consultant:

- Document the different FP interventions including CBD, self-injection and private sector engagement to inform future direction for sustainable FP financing

##### 6.2 Stakeholders:

- Supervise the consultation process.
- Provide necessary resources and guidelines.

#### 7. Application Requirement

Interested candidates for the consultancy are expected to provide the following documentations:

- Sample of previous work.
  - A technical proposal with detailed response to the TOR focusing on the scope of work, methodology for the work, and the budget.
8. CV for all consultants to be involved.

##### Management Arrangement

The assignment will be overseen by the Amref program manager. The consultancy can also be done offsite provided the clear timelines and deliverable are met effectively.

#### 9. Evaluation and Selection Criteria






The bid proposals received will be evaluated using a two-stage procedure, the technical evaluation 70% and financial evaluation 30%. The technical part will be completed first before evaluating the financial package as per scoring matrix.

### 10. Rights to Copyright

The produced materials will be the property of the national Ministry of Health. Materials that will be developed during field work cannot be used by other parties apart from the MOH and or its partners, unless expressly authorized by the MoH.

### 11. Submission of proposals

Please send your proposal with a Subject heading of “TOR\_ Documentation of Best practices for different Family Planning interventions” addressed to the Human Resources Business Partner, through; [jobs.southsudan@amref.org](mailto:jobs.southsudan@amref.org). Emails should not exceed 2MB. The closing date for submitting applications is **Monday, 22nd August 2022 by 5:00pm.**

**Amref Health Africa is committed to the principles of safeguarding. Amref Health Africa will not tolerate any form of abuse, discrimination, and harassment, wherever it occurs or whoever.**

