



IMPACT HEALTH ORGANISATION

Bilpham Road
Tongping
Juba South Sudan
Email: info@ihosavinglives.org
Website: www.ihosavinglives.org
 +211920023750

Call for consultancy Services Terms of Reference

Review and adapt the ASRH toolkit for Humanitarian Settings.

TITLE:	Review and adapt the ASRH toolkit for Humanitarian Settings.
DUTY STATION:	Juba South Sudan
EXPECTED START DATE:	08-07-2024

BACKGROUND / PROJECT DESCRIPTION

South Sudan continues to face complex humanitarian crises resulting from regional and internal conflict, seasonal floods and draught due extreme weather conditions leading to displacement and suffering of people. The recent influx of returnees and refugees as a result of the Sudan Crisis has further worsened the situation of people especially those in Upper Nile state. Increasing need for assistance including meeting the sexual and reproductive health needs of adolescents and young people.

Adolescents are in rapidly growing segment of the worlds population, they account for nearly a quarter of the 1.4 billion people who are living in countries affected by crisis and fragility, yet adolescents are chronically overlooked in emergencies and their capabilities and aspirations often remain unrecognized in humanitarian action.

Emergencies and protracted conflicts in South Sudan has disrupted the support systems that many adolescents rely on, such as family, social and economic structures. In these settings, education, social support and health systems are suspended or unavailable ,leaving many adolescents without access to SRH information and services. Without targeted interventions, adolescents face unique crisis. They are the group most likely to drop out of school in times of crisis and economic hardship leaving them at high risk of child labor , forced recruitment and forced marriage.

Given the complex challenges faced by adolescents, Impact Health Organization together with the Ministry of Health is embarking on a crucial initiative to review and adapt the Adolescent Sexual and Reproductive Health (ASRH) toolkit specifically designed for humanitarian settings. This significant undertaking will be led by the Ministry of Health specifically the reproductive Health Department. The ASRH toolkit landscape currently comprises four distinct versions developed by prominent organizations such as the Inter-Agency Working Group (IAWG), Save The Children, UNFPA, and Plan International. The forthcoming activity will involve a series of consultation meetings involving young individuals alongside technical experts from Impact Health Organization, UNFPA, the Reproductive Health Department of the Ministry of Health, and various other key partners. These collaborative efforts aim to review and amalgamate the existing ASRH toolkit documents into a unified national document that will serve as a comprehensive resource for addressing adolescent sexual and reproductive health needs in humanitarian contexts.

OBJECTIVES

The main objective of this activity is to consolidate existing ASRH toolkits from various agencies into one comprehensive national document. This consolidation aims to streamline and harmonize the content, strategies, and approaches of the different toolkits to ensure a unified and effective framework for addressing adolescent sexual and reproductive health needs in humanitarian settings.

Functions and Duties to be Performed by the Consultant.

The consultant will play a crucial role in the successful adaptation of the ASRH toolkit for humanitarian settings. Their responsibilities will encompass various aspects of the project, from initial review and analysis to finalization and dissemination. Here are key roles and responsibilities:

1. Review and Analysis:

- Conduct a comprehensive review of existing ASRH toolkits: This includes analyzing the content, structure, and methodology of the existing ASRH in emergency toolkits. The consultant will identify strengths, weaknesses, gaps, and areas for improvement in each toolkit.
- Analyze the context of humanitarian settings: The consultant will research and understand the specific needs, challenges, and cultural considerations of ASRH in humanitarian settings. This will inform the adaptation process and ensure the toolkit's relevance and effectiveness.

2. Content Adaptation and Development:

- Develop a framework for adapting the ASRH toolkit: This framework will guide the process of integrating relevant content, adapting language and terminology, and ensuring cultural sensitivity.
- Lead the content adaptation process: The consultant will work closely with the Ministry of Health, IHO, UNFPA ASRH implementing partners and young people to adapt the toolkit's content, ensuring it meets the specific needs of the target audience and context.
- Develop new content: The consultant may need to create new materials or modules to address specific gaps identified during the review process.

3. Coordination and Collaboration:

- Facilitate meetings and workshops: The consultant will lead meetings and workshops with stakeholders to discuss the adaptation process, gather feedback, and ensure consensus on the final toolkit.
- Coordinate with all stakeholders: The consultant will act as a liaison between the MoH team, IHO, UNFPA team ASRH IPs, and young people, ensuring effective communication and collaboration throughout the project.

4. Quality Assurance and Finalization:

- Ensure the quality and consistency of the adapted toolkit: The consultant will review and edit the final toolkit to ensure it is accurate, comprehensive, and meets the established standards.
- Prepare the final toolkit for dissemination: The consultant will ensure the toolkit is formatted and packaged appropriately for distribution to relevant stakeholders.

5. Documentation and Reporting:

- Document the adaptation process: The consultant will maintain detailed records of all activities, decisions, and feedback received during the project.
- Prepare reports on the project's progress and outcomes: The consultant will provide regular updates and a final report summarizing the adaptation process, key findings, and recommendations.

TARGET GROUP

The primary target group for the review and adaptation of the ASRH (Adolescent Sexual and Reproductive Health) toolkit for Humanitarian Settings consists of three main categories:

- **MoH Team:** This group includes professionals from the Ministry of Health who are responsible for formulating and implementing sexual and reproductive health policies and programs at the national level. They have expertise in various areas, such as public health, policy development, and program management. The MoH team's involvement in the review process is essential to ensure that the adapted ASRH toolkit aligns with national policies and strategies.
- **ASRH Implementing Partners (IPs) and Donors:** These organizations work closely with the MoH to implement adolescent sexual and reproductive health programs at the grassroots level. They have hands-on experience with program implementation, community engagement, and working with young people. The ASRH IPs' participation in the review process ensures that the adapted toolkit is practical, feasible, and resonates with on-ground realities.
- **Young People:** The ultimate beneficiaries of the ASRH toolkit are adolescents aged 10-19 years old. Engaging young people in the review process is crucial to ensure that their voices, perspectives, needs, and challenges are adequately represented in the toolkit. By doing so, the resulting National ASRH Tool Kit will be more effective in addressing their sexual and reproductive health concerns within humanitarian settings.

EXPECTED, DELIVERABLES, PAYMENT MILESTONES AND DURATION

Expected Deliverables:

- **Review Report:** A detailed report summarizing the findings of the toolkit review, including strengths, weaknesses, gaps, and recommendations for adaptation.
- **Draft National ASRH Toolkit:** A comprehensive draft of the National ASRH Toolkit, incorporating the reviewed content and adapted to the specific context of South Sudan.
- **Feedback and Revision:** A process for gathering feedback on the draft toolkit from the MoH team, IHO, UNFPA team, ASRH IPs, and young people, followed by revisions based on the feedback.
- **Final National ASRH Toolkit:** A finalized, user-friendly National ASRH Toolkit, including all necessary materials, resources, and guidance.

Payment Milestones:

- **Milestone 1:** Completion of the toolkit review and submission of the review report (30% of total payment).
- **Milestone 2:** Submission of the first draft of the National ASRH Toolkit (40% of total payment).
- **Milestone 3:** Submission of the final National ASRH Toolkit, including training materials (30% of total payment).

Duration:

- The activity duration is estimated to be 20 days.

INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS:

The consultant will play a pivotal role in the review and adaptation process of the ASRH toolkit for humanitarian settings. The consultant will work closely with the Ministry of Health, Implementing partners and young people throughout the process. He/she will be responsible for the following.

1. Activity Design and Planning: The Consultant will engage with IHO and MOH to align the assignment objectives ensuring that it addresses the critical ASRH needs of young people in emergency situations.
2. Coordinating and facilitating the review process of involving all key stakeholders and young people. The review process will be venue based and will bring all stakeholders on board. The consultant will take lead in consolidating inputs from different stakeholders during the review process.
3. Develop the national ASRH tool Kit for emergency setting incorporating stakeholders inputs and recommendations.

Impact Health Organization (IHO) will play the following roles.

1. Providing the consultant with necessary logistics support.
2. Work with the Ministry of Health to mobilize stakeholders and logistically support the review process.

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONSULTANT.

The consultant who will be leading the review and adaptation of the ASRH (Adolescent Sexual and Reproductive Health) toolkit for Humanitarian Settings should possess a combination of education, experience, and skills to effectively carry out the assignment. Here are the qualifications that the successful individual consultant should have:

Education: The consultant should have at least a Master's degree in Public Health, Social Work, Psychology, Gender Studies, or a related field. A degree in medical or nursing fields with a focus on adolescent health or sexual and reproductive health would also be relevant.

Experience: The consultant should have at least 10 years of experience in designing, implementing, and evaluating ASRH programs in humanitarian settings. Experience working with UN agencies, international organizations, or government bodies would be an advantage. The consultant should also have experience in conducting reviews and developing toolkits or guidelines for ASRH programs.

Skills: The consultant should possess excellent analytical, writing, and communication skills. They should be able to facilitate meetings and workshops with diverse stakeholders, including young people, MoH team, IHO, UNFPA team, and ASRH IPs. The consultant should be proficient in using MS Office applications and have experience in using online collaboration tools such as Zoom, Google Meet, or Microsoft Teams. Knowledge of qualitative and quantitative research methods would be an advantage.

Personal Qualities: The consultant should have a strong commitment to advancing ASRH among young people in humanitarian settings. They should be respectful of diverse cultures and perspectives and have a proven track record of working collaboratively with different stakeholders. The consultant should also be adaptable and able to work under tight deadlines and in challenging environments.

CRITERIA FOR SELECTING THE BEST OFFER:

The selection of a consultant for the "Review and Adapt the ASRH Toolkit for Humanitarian Settings" activity will undergo a rigorous process to ensure the chosen individual possesses the necessary

skills, experience, and commitment to deliver a high-quality, impactful outcome. Here are some key criteria to consider when evaluating potential candidates:

1. Technical Expertise:

ASRH Knowledge: The consultant should demonstrate a deep understanding of Adolescent Sexual and Reproductive Health (ASRH) issues, including relevant policies, programs, and best practices. This includes familiarity with the specific needs of adolescents in humanitarian settings.

Toolkit Development: Proven experience in developing and adapting toolkits for health education and training programs is essential. The consultant should be familiar with different toolkit formats, including their structure, content, and delivery mechanisms.

Humanitarian Context: Understanding the unique challenges and complexities of providing ASRH services in humanitarian settings is crucial. This includes knowledge of relevant international guidelines, ethical considerations, and cultural sensitivities.

2. Experience and Qualifications:

Relevant Experience: The consultant should have a demonstrable track record of working on ASRH projects, preferably in humanitarian settings. This could include experience with NGOs, government agencies, or research institutions.

Training and Education: A relevant academic background in public health, social work, education, or a related field is highly desirable. The consultant should possess a strong understanding of research methodologies and data analysis.

Communication and Facilitation Skills: The consultant must be able to effectively communicate with diverse stakeholders, including government officials, health professionals, young people, and community members. Strong facilitation skills are essential for leading workshops and engaging participants in the review and adaptation process.

3. Commitment and Collaboration:

Teamwork: The consultant should be a team player and demonstrate a willingness to collaborate effectively with the MoH Team, IHO, UNFPA Team, ASRH IPs, and young people.

Time Management and Organization: The consultant must be able to manage their time effectively and meet deadlines. They should be organized and detail-oriented to ensure the smooth implementation of the project.

Ethical Considerations: The consultant should be committed to upholding ethical principles and ensuring the safety and well-being of all participants involved in the project.

4. Additional Considerations:

Language Proficiency: Fluency in the local language(s) of the target population is highly advantageous.

Cultural Sensitivity: The consultant should be aware of and sensitive to cultural norms and values within the target community.

Budget and Timeline: The consultant should be able to work within the allocated budget and timeline for the project.

Evaluation Process:

The selection process should involve a multi-step approach to ensure a thorough evaluation of candidates. This could include:

Initial Screening: Reviewing applications and CVs to identify candidates who meet the minimum criteria.

Shortlisting: Selecting a smaller pool of candidates for further evaluation.

Interviews: Conducting structured interviews to assess candidates' technical expertise, experience, and communication skills.

Reference Checks: Contacting previous employers or collaborators to verify the candidate's qualifications and work performance.

Proposal Review: Evaluating the consultant's proposed methodology, timeline, and budget for the project.

GUIDELINE FOR SUBMISSION OF PROPOSAL:

Interested candidates should submit their proposals according to the guidelines below:

1. Proposal Format

The proposal should be typed, using Arial 12-point font with margins of at least 1 inch on all sides.

Pages should be numbered consecutively in the lower right corner of each page.

Use section headings and subheadings to clearly organize the proposal content.

The proposal should not exceed 10 pages, including all annexes and attachments.

2. Proposal Content Requirements

The proposal should include the following information:

Cover Letter: A brief introduction of the applicant, highlighting qualifications relevant to the assignment.

Executive Summary: A concise summary of the proposed approach, methodology, timeline, and expected outcomes.

Technical Approach: A detailed description of how the applicant intends to conduct the review process, including:

Strategies to liaise with MoH Team, IHO, UNFPA Team, ASRH IPs, and young people during the review process.

Proposed tools or techniques for evaluating existing ASRH Tool Kits from UNFPA, Plan International, Save The Children, and IAWG.

Steps to consolidate reviewed materials into a National ASRH Tool Kit.

Qualifications and Experience: Evidence of relevant experience in conducting similar reviews or evaluations in adolescent health or humanitarian settings (attach CVs or relevant documents).

Describe previous assignments that demonstrate expertise in: Adolescent sexual and reproductive health (ASRH) programs or initiatives;

Collaboration with governments, international organizations (e.g., UNFPA), IPs, and young people; and

Consolidating research or program materials into practical toolkits or guides for field application.

Timeline: A detailed plan outlining estimated timeframes for each phase of the review process leading up to submission of the final National ASRH Tool Kit (not exceeding 1 month). Please note that any deviation from this proposed timeline should be justified in advance with a compelling explanation acceptable to both IHO and UNFPA Teams.

Budget: An itemized budget detailing all anticipated costs associated with carrying out this assignment (including professional fees for consultant(s), communication expenses, travel costs if necessary).

CONFIDENTIALITY AND PROPRIETARY INTERESTS:

As a consultant, there are several confidentiality interests that must be taken into account to ensure the integrity and success of the project to review and adapt the ASRH (Adolescent Sexual and Reproductive Health) toolkit for Humanitarian Settings. These interests include:

Protection of Personal Information: The consultant will have access to personal information of various stakeholders involved in the project, such as team members from the MoH, IHO, UNFPA, ASRH IPs, and young people. It is essential to maintain the confidentiality of this information and use it solely for the purpose of the project.

Proprietary Information: The ASRH toolkits from UNFPA, Plan International, Save The Children, and IAWG may contain proprietary information belonging to these organizations. The consultant must respect the intellectual property rights of these organizations and not disclose any proprietary information without proper authorization.

Confidentiality Agreements: The consultant may be required to sign confidentiality agreements with the organizations involved in the project. These agreements will outline the specific confidentiality interests and obligations of the consultant.

Proprietary Interests of the Consultant

While the consultant does not have any proprietary interests in this project, it is important to note that any contributions made by the consultant during the course of the project may be considered as work for hire and owned by the respective organizations. Therefore the consultant should clarify ownership rights and any potential compensation for any significant contributions made during the project.

Additionally, if the consultant uses any pre-existing materials or methods in their work on the activity, they must ensure that they have appropriate rights to use such materials and that their use does not infringe on any third-party rights.

HOW TO APPLY:

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

The closing date for applications is 7/07/2024 at 5:00 PM and application will be selected on rolling basis.

