

## Terms of Reference for Review of Core+ initiatives implemented in Five Countries of IPPF's South Asia Region

### **Note to the reader:**

*This ToR does not contain comprehensive documentation of the initiative to be reviewed. It however contains adequate information needed for the prospective consultant to submit a techno-commercial proposal. Detailed documentation on the project will be made available to the selected consultant.*

### **1. Introduction to IPPF and the Change Goals:**

The International Planned Parenthood Federation (IPPF) is a global service provider and a leading advocate of sexual and reproductive health and rights for all. It is a worldwide movement of national organizations working with and for communities and individuals. 2012 marked the first year implementing IPPF's three Change Goals – Unite, Deliver and Perform<sup>1</sup>. The Change Goals focus and prioritize IPPF's work to deliver its Strategic Framework 2005–2015<sup>2</sup>, and guide it to maximize impact for those people who have the greatest unmet needs for sexual and reproductive health. IPPF works through a federation of 152 Member Associations (MAs) working in 172 countries and through 6 regional office and central office, headquartered in London.

### **2. Project Rationale:**

The AusAID supported **Core+ Initiative** contributes to two of IPPF's three change goals which will take forward the South Asia regional priorities. The AusAID Core+ Initiative complements IPPF's core work and contributes to IPPF's efforts to double its services at 2010 by 2015 in the region. The key areas that this project focuses on include: service delivery, systems strengthening and reaching out to PMSU<sup>3</sup>. The period of the initiative is between 2011-2014 in 5 countries in the South Asia region that include **India, Nepal, Bangladesh, Sri Lanka and the Maldives**<sup>4</sup>

The project is large in scope and scale and seeks to take forward the regional strategic priorities through the following objectives:

1. Increasing access to sexual and reproductive health services through static service delivery points (SDPs) (contributing to change goal 2).
2. Strengthening and improving SRH service delivery to underserved communities through outreach activities (contributing to change goal 2)
3. Strengthening the existing systems related to service delivery and improving commodities security and management system (contributing to change goal 3).

### **3. Project Brief:**

IPPF signed the grant agreement with AusAID in April 2011. In the year 2012 the project prevented over 100,000 unintended pregnancies, provided over 3.8 million family planning and sexual and reproductive health services, 370,000 maternal and child health services, saving over 26,000 Maternal Disability Adjusted Life Years (DALYs). This in turn has led to 105,111 pregnancies averted and a 26,512 unsafe abortion averted.

The key strategies of the initiative are as follows:

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<sup>1</sup> Please read more about IPPF's work under the three Change Goals by following this link:

[http://ippf.org/sites/default/files/ole\\_apr2012-13\\_web.pdf](http://ippf.org/sites/default/files/ole_apr2012-13_web.pdf)

<sup>2</sup> <http://www.ippf.org/resource/IPPF-Strategic-Framework-2005-2015>

<sup>3</sup> Poor, marginalized, socially excluded and under-served.

<sup>4</sup> The project MAs include Family Planning Association of India (FPAI), Family Planning Association of Nepal (FPAN), Family Planning Association of Bangladesh (FPAB), Family Planning Association of Sri Lanka (FPASL) and Society for Health Education (SHE) in Maldives

The Core+ Initiative supported 190 static clinics across the 5 MAs which constitutes more than 50% of the total number of SDPs in the region. Support for this initiative has led to the strengthening of services at the SDP level to provide an Integrated Package of Essential Services (IPES) for SRH and beyond. It has helped strengthen regional level efforts for specific services such as cervical cancer screening, safe abortion services, and management of STIs and sexual and gender based violence (SGBV) services. Additionally, it has also helped integrate programme review and planning meetings at a regional level to stimulate MA to MA cross learning.

**The table below provides a breakup of static clinics by MAs:**

Member Associations (MAs)	No of Static Clinics under Core+ Initiative	Remarks
FPA India	12	RHFPCs (extended timings reaching out to men, boys, key population).
FPA Nepal	135	21 FHCs + 114 Community Clinics
FPA Bangladesh	37	Includes branch clinics, Special Work Units (SWUs), Madrasah Health Posts
FPA Sri Lanka	5	Excluding Colombo clinic
SHE, Maldives	5	Male clinic + 4 SDPs in the outreach
<b>Total</b>	<b>190</b>	

The initiative supported various efforts in capacity building of service providers in newer services, newer techniques and strengthened counselling. Investments were also made to train service providers in task shifting.

Core+ has contributed significantly towards expanding IPES and beyond and also strengthening outreach services in the region (more than 75%). This was undertaken by the MAs in the five countries through a variety of approaches such as community clinics in Nepal, satellite clinics in India, Special Work Units in Bangladesh, NGO led SDPs in remote islands in the Maldives and outreach services in post conflict areas in Sri Lanka. This was supported by community level efforts in education, awareness, sensitization of women, youth, men and community leaders and opinion leaders, leveraging of the government system and, building community ownership and contribution.

The project also has strengthened partnerships with diverse and relevant organizations to scale up services, for example, through partnership with state/regional/provincial/national governments for capacity building of services providers, contraceptive supplies, and integrating efforts at community level with frontline health workers. Partnerships with community based organizations helped strengthen referral for specific services and key population such as those working on SGBV issues, agencies working with PLHIV, MSM and transgender population. The initiative also contributes to reaching out to PMSUs.

The Core+ initiative has also supported system strengthening at the MA level. This includes efforts to improve data management system for informed programming at clinic level thereby improving performance of clinics, ensuring commodity security systems by developing contraceptive and logistics management guidelines for improved commodity security, developed quality of care assessment and monitoring systems and strengthen IT based system for select MAs.

The initiative is unique in its design and implementation. It has helped to take forward IPPF's South Asia regional strategic priorities and the Federations Change Goals in a flexible manner cutting across all functions and thematic areas. The initiative also contributes to doubling of services. It has also been able to integrate with IPPF core programs by responding to the country contexts and the MA need for customized programmes. It respects IPPF and MA competence in setting own priorities and provides an opportunity to reach out to a diverse group of marginalized population through the adoption of innovative approaches and scaling up of existing interventions.

#### **4. Objective of the review**

The overall objective of the proposed review is to assess progress and performance against stated objectives for the AusAID Core+ investment in the 5 MAs. It is also to document physical and financial achievements as well as to articulate good practice in the selected MAs. It is also imperative that the evaluation should include actionable recommendations that would address potential gaps in the project or enhance it in anyway. The review will need to sufficiently articulate what worked well and what did not work so well, in this intervention.

#### **5. Overall Approach**

The evaluation may include a mix of different methods of evaluation that could best meet its overall objectives. The evaluation will need to be informed by both primary and secondary sources of information. It is also recommended that a participative approach to evaluate this initiative be used. This would essentially mean that the consultant would need to engage with both IPPF SARO and the 5 MAs in order to glean findings that are true and meaningful and recommendations that are actionable in the short, medium and long term.

In addition to being participatory, the consultant should also supplement their findings by documenting the opinions of other stakeholders such as policy makers, country health system officials, and civil society (NGOs and CBOs) who have been key partners under the initiative. The evaluation will provide an opportunity to reflect on the processes, the organization, its people and technology.

*NOTE: All interviews must be consistent with evaluation protocols for seeking consent, ensuring confidentiality, and minimizing risk to respondent. Verbatim feedback from respondents may be included in substantiating the report further.*

#### **6. Scope of work**

While developing a detailed methodology, the agency/ consultant will be required to address the following aspects:

- i. Map out all stakeholders in the initiative across the MAs and highlight MA specific differences.
- ii. Develop a questionnaires, an analysis framework and chapter plan that is appropriate to the nature of the review
- iii. Assess the Logical Framework and the expected outputs and outcomes defined by all five MAs.
- iv. Review the initiative progress and achievements against the indicators outputs and outcomes.
- v. Review the strategies and key activities for each output as mentioned in the proposal and their contribution to the outcome.
- vi. Showcase case studies on innovations and learning that arise out of this initiative.
- vii. Review fund utilization status and articulate over/ under spending and reasons for this if any. Review the factors (including operational issues and bottlenecks) that have influenced the achievements or lack thereof, of the initiative and make actionable recommendations.
- viii. Provide guidelines on sustainability of the Core+ initiatives beyond the AusAID funding

#### **7. Arrangement of dissemination meeting and preparation of final report**

The agency / consultant will arrange a half a day meeting with IPPF SARO staff to present the draft report in the agreed format (to be developed by the agency/ consultant and agreed by IPPF SARO) and also share the MAs' section of the draft report with the respective MAs to seek their feedback/ inputs before finalizing the report. The cost of the meeting with IPPF SARO will be borne by IPPF SARO.

## 8. Schedule for evaluation of proposals

IPPF SARO wishes to contract a suitable agency/ consultant by 29<sup>th</sup> of November 2013. The tentative date for commencement of the review is 15<sup>th</sup> of December 2013. The estimated time to be taken to complete the evaluation study should not exceed **4 calendar months (120 days)** from the date of commencing, with the final report in English to be submitted to IPPF SARO at the end of this period by 03<sup>rd</sup> February, 2014.

## 9. Criteria for agency/ consultant selection

The proposals will be evaluated sequentially – technical evaluation, followed by financial evaluation. The technical proposals will be evaluated on the basis of the following three criteria:

- Proven and relevant track-record in the country (ies) to be covered under the following areas:
  - a. Evaluation / Research experience in area of SRH, HIV, youth and safe motherhood including abortion.
  - b. Knowledge of policy, systems and services under SRH and experience of evaluation (baseline, mid-term and end term) of projects.
  - c. Experience of undertaking such evaluations in one or more of the countries mentioned and also multi country evaluations in the region will be preferable.
- Rigor of overall approach and methodology including the work plan and quality-assurance-quality-control procedures.
- Details on and exposition of logistics including scheduling, staffing, communication, and overall management.

**Agencies/consultant in a position to cover all the 5 countries will only be considered.**

IPPF SARO will only review financial proposals from agencies/consultant whose technical proposals meet minimum 70% score. The overall scoring of the proposal would give a weightage to the technical proposal to the tune of 70% and the balance to the financial proposal.

## 10. Payment Terms

The payment terms for the assignment shall be:

30% on signing of the Agreement

30% on completion of field work and submission of preliminary findings

40% on approval and submission of the final report

## 11. Deadline for submission of proposal

Responses to this Request for Proposals should be received by courier or e-mail with subject; **“Review of Core+ Initiative Implemented in Five Countries of IPPF’s South Asia Region”**\_no later than **15<sup>th</sup> of November, 2013**. Proposals delivered and/or received after this deadline will not be considered and will be marked as disqualified. Technical and financial proposals should be prepared as per the given proposal format (Annexure I). The technical proposal must be submitted in sealed envelopes within the above deadline along with a soft copy (in PDF format) of the technical proposal. The proposal should not be submitted by email.

Proposals should be addressed to:

The Regional Director  
International Planned Parenthood Federation  
South Asia Regional Office  
66, IPPF House, Sunder Nagar, New Delhi-110003, India  
E-mail: [gdkapoor@ippfsar.org](mailto:gdkapoor@ippfsar.org); Web: [www.ippfsar.org](http://www.ippfsar.org)

**Note: Clarification can be sought by e-mail only.**

## **12. Copyright of the report**

IPPF SARO reserves the copyright of the report and the agency/ consultant cannot publish the full or part or the report without taking prior written approval from IPPF SARO. Also IPPF SARO reserves the right to inspect/study the work in progress at any time during the evaluation period. Inspection by IPPF SARO will be performed in such a manner, which will not interfere with the procedure and time schedule.

**TECHNICAL PROPOSAL FORMAT**

**1. Table of Contents**

**2. Relevant Experience**

Please provide descriptions of up to 10 relevant projects carried out in the last five years that best illustrate qualifications and capability of your agency/ consultant to conduct the proposed evaluation.

**3. Comments and Suggestions**

Please clearly identify input required from IPPF SARO on the proposed scope of work and on the data, services, facilities or other inputs

**4. Approach and Methodology (technical content)**

This section should include the approach and methodology to be adopted by the consultant/ agency for the study.

This should include an indicative list of stakeholders, type of engagement and information to be taken from each of these stakeholders, tools and methodologies to be used by the consultant/ agency, detailed work plan for the study, etc in order to achieve the given tasks identified under the scope of work of this TOR.

Details of the methodology for each task must be provided along with description of any additional research that may be needed to complete the task.

A detailed methodology for ensuring Quality Assurance and Quality Control (QAQC) measures for conducting the data collection, recording, and analyzing should also be provided.

**5. Key Personnel and Staffing**

Please provide a list of key personnel who will be involved in the study along with their roles . Resumes of key personnel (up to three to five) should be provided in the format provided below in Annexure II. In addition, please provide a detailed management and staffing plan for the study. Please include any additional information, as required, on the field staff that will assist in implementation the evaluation such as their educational qualifications, relevant experience, tenure with the organization, and other relevant information.

**6. Timeline and Deliverables**

IPPF SARO expects the agency/ consultant to submit the following mandatory deliverables

1. Top line findings
2. Draft report with executive summary
3. Comprehensive final report with executive summary
4. Data and report in electronic format

The agency/ consultant needs to submit a timeline for each deliverable within the broad time frame for this review.

## FINANCIAL PROPOSAL FORMAT

IPPF SARO requests that the financial proposal for the study to be provided in the format provided below. The cost estimates should be in US Dollars. For Indian agency/ consultant, kindly also provide your local currency equivalent.

No	Details	Amount (Local Currency, if applicable)	Cost (US\$)
1	Fee		
2	Out of Pocket Expenses (provide break up including for boarding and lodging, travel and any other cost,etc)		
3	Taxes, as applicable		
<b>Total Cost – TC</b>			

## Annexure II

Proposed position:			
1. Name of Staff:			
2. Nationality	Nationality:		
3. Education:	Year	Institution	Degree
4. Certifications if any	<<provide details and documentary proof for the same>>		
5. Countries of Work Experience:			
6. Languages:	Language	Speaking	Reading
7. Employment Record:	Total Years of Experience:		
	Year	Employer	Position
8. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:	Name of assignment / project:		
	Year:		
	Location:		
	Client:		
	Main project features:		
	Positions held:		
	Activities performed:		
	Name of assignment / project:		
	Year:		
Location:			
Client:			
Main project features:			
Positions held:			
Activities performed:			
Name of assignment / project:			
Year:			
Location:			
Client:			
Main project features:			
Positions held:			
Activities performed:			