

## Terms of Reference

### Consultant services sought for End of Project Evaluation of FPAN's

#### **"Scaling up Family Planning and Reproductive Health Services in Selected Districts of Nepal (Global Gag Rule, Emergency Fund)"**

##### **A. Project Background**

Family Planning Association of Nepal (FPAN) is a member association of International Planned Parenthood Federation (IPPF) which makes us part of a locally owned, globally connected civil society movement that provides and enables services, and champions sexual and reproductive health and rights for all, especially the underserved. IPPF has a vision where all people are free to make choices about their sexuality and wellbeing, in a world without discrimination. We are proud to commit ourselves to that Vision.

FPAN is the first and leading national NGO devoted to Sexual and Reproductive Health Rights (SRHR) established in 1959, and started family planning and Sexual and Reproductive Health (SRH) programs in Nepal, before the government launched its own Family Planning and Maternal and Child Health Project in 1969. FPAN works across 37 districts to provide critical health services to poor, marginalized, socially excluded, and underserved (PMSEU) communities, including sex workers, people living with HIV (PLHIV), LGBTI people, injecting drug users, men who have sex with men, migrant workers, and survivors of gender-based violence (GBV). In the context of federalization and restructuring of the state, presence of FPAN at federal, province and local levels requires harmonized strategy, structure, systems and procedures along with appropriate roles and responsibilities. It also uncovers the opportunity to collaborate with the newly formed local governments having full of authority and competence in delivering SRHR services at the community.

In pursuit of harmonizing the organizational set up with the new governance system with federal, provincial and local level forwarded by the new constitution, the present set up of 28 branches of FPAN have been proposed to be clustered into 7 provincial jurisdictions. According to this, all the 28 Branches of FPAN will be divided in to 7 clusters based on the current federal structure applied by the government. Among the Seven Clusters of branches, each branch Office will be renamed as Main Program Office, therefore there will be 7 Main Program Offices and 21 Program Offices in current FPAN structure.

##### **Project Summary:**

The project **"Scaling up Family Planning and Reproductive Health Services in Selected Districts of Nepal (Global Gag Rule, Emergency Fund)"** has been implemented from April 2018 to March 2020. The Global Gag rule (GGR) Emergency grant has a compelling responsibility of fulfilment of the gaps in SRH services brought about by the enforcement of the GAG Rule. Apart from this, the service gaps, capacity enhancement of health work force and institutional strengthening of community organizations are the pivotal responsibilities, inevitably come along with the fulfilment of SRH services to this grant. In this context, this project envisages to deliver SRH services in 11 districts of Nepal targeting marginalized and disadvantage group including young people, migrants and vulnerable groups for the improvement of their sexual and reproductive health and rights.

##### **Project Location: 11 Districts**

| Province   | District                                |
|------------|---|
| Province-1 | Jhapa, Sunsari                          |
| Province-2 | Dhanusha, Saptari                       |
| Province-5 | Palpa, Kapilvastu, Dang, Banke, Bardiya |
| Province-7 | Doti, Baitadi                           |

## Overall goal of the project

Improved Sexual Reproductive Health and Right of marginalized and disadvantage group including young, migrants and vulnerable groups.

## Objectives of the project

1. Improved access to quality integrated SRH services and information to marginalized and disadvantage group including young, migrants and vulnerable groups.
2. Enhanced clinical skills of service providers including CBD workers making them skillful to provide quality family planning and reproductive health services.
3. Improved enabling environment for the integrated SRH services for the marginalized and disadvantage group including young, migrants and vulnerable groups.

## B. Evaluation Purpose, Scope and Criteria

Scaling up Family Planning and Reproductive Health Services in Selected Districts of Nepal (Global Gag Rule, Emergency Fund)" is a two-year project started from April 2018 and ending in March 2020. **The purpose of this evaluation is to assess the outcome and impact of the project initiatives.** This evaluation study will analyse the success of the project by reflecting on the goals and objectives (**Improved enabling environment for the integrated SRH services for the poor and marginalized people including young, Migrant and Vulnerable**) of the project. Expected as well as unexpected results against the goals and objectives will be assessed, as well as their overall consistency with the indicators. The documentation report would be based on the project's contribution to scale-up the family planning and reproductive health services. The report will also highlight the need of GGR fund to fulfil the FPRH needs of the poor, marginalized and underserved people including the young and Muslim community. Key findings including best practices and lessons will be shared in the dissemination workshop and in the documentation report to showcase the outcomes of the project.

## C. Methodology

The exact methodology required to undertake this evaluation will be finalized by the consultant based on the information provided in these terms of reference. However, it is envisioned that a mixed methods approach involving rigorous qualitative and quantitative research will be necessary. The final report will be due on 20 March 2020 and should include a set of pragmatic recommendations informed by the findings of the review, appreciating the context of a project that is ending.

### Specific objectives (Focus and scope of work)

1. To what extent the project has been successful to minimise the gap arisen due to Global gag rule (in terms of funding gap, services delivery, reaching out beneficiaries etc.)
2. To what extent VSC/LARC camp has been successful to reach out to hard to reach community, breaking the effect of seasonality on family planning (as proposed by the FPAN) and any other impact. Can it be replicated in other part of Nepal?
3. To assess the knowledge, attitude, skills and practice of the poor, marginalized and underserved people including young and migrant people on family planning and reproductive health.
4. To assess the effectiveness of the service delivery models; community-based distribution (CBD-RHFV+PE) and mobile camps in terms of service delivery (integrated approach), user friendly-quality of care, cost factors
5. To assess the situation, enabling environment, identify problems/constraints and needs pertaining to family planning, sexual and reproductive health among the poor, marginalized and underserved people including young and migrant people

The study will evaluate the **relevance** of the project such as:

- Has the project been able to hit the prevalent issues of FP and SRH in the project area?

- Has the scenario changed since the execution of the project intervention?
- Is the intervention consistent with the needs and priorities of the target groups living in the project area?
- Has the partnership between FPAN and local bodies such as Rural/Municipalities and local health institutions been effective in delivering expected results?

In addition, the evaluation will also analyse **efficiency** of the project, whether the project funds have been used economic efficiently in accordance with sound financial management and effectively for the purpose intended such as:

- How well the local institutions Rural/Municipalities health institutions are placed in transforming the resources into the intended results in terms of quantity, quality and time?
- Can the cost of the interventions be justified by the results?
- The extent of leverage (by local institutions themselves) in terms of cash and kind

The study will also evaluate the **effectiveness** of the project by examining how well the results achieved have attained the purpose of the intervention:

- Has the intervention achieved its objectives or will it do in the future?
- Does the service delivery model, used by the project, are successful to reach the expected number of FP/RH services in a user-friendly manner?
- Has the intervention related to youth friendly services contributed to provide youth friendly services?

**Outcomes** of the project should be checked through, checking that progress has been made towards achieving the overall goal and objectives of the intervention, and if they are concurrent with the indicators set in the project work plan.

- The overall effects of the intervention, intended and unintended, long and short term, positive and negative
- Has it been able to reach targeted beneficiaries in terms of coverage and outreach and bring desired changes?
- The changes occurring in access to FPSRH

**Sustainability** or the integration in core fund of the project should also be looked whether the interventions continue after the external support has come to an end. It will also look at whether benefits produced by the interventions will be maintained or not, after the termination of the project support.

- What are the outcomes of capacity building programs implemented for the service providers including CBD workers?
- Do the technical, financial and managerial capacity of project staff including branch managers and accountants sound in delivering project interventions?
- What are the benefits of the partnership for the project in terms of programs and cost?
- Has the integration of FP and SRH have well been taken by local Community?
- What could be the other mechanism of demand generation and service delivery for the poor, marginalized and underserved people after the end of the project?

#### **D. Accountabilities and Responsibilities**

FPAN will be responsible for overall process of the final evaluation, such as:

1. Overall responsibility and accountability for the final evaluation
2. Provide relevant documents to the final evaluation
3. Approval of deliverables
4. Co-ordination in the internal review process
5. Facilitate the final evaluation process including field work.

The consultant is responsible for:

1. Conducting the final evaluation according to the clauses stipulated in the TOR
2. Day-to-day management of the final evaluation
3. Brief the regular progress and updates (reporting) to the program Director and focal point of the project
4. Production of deliverables in accordance with contractual requirements substance satisfactory to IPPF-SARO
5. Report to the program Director and focal point of the project
6. Align the final evaluation with project documents including project proposal and log frame.

#### **E. Inception Report**

The consultant will prepare an inception report for the final evaluation that will operationalize and direct the research work. The inception report will describe how the evaluation is to be carried out /methodology, bringing refinements, specificity and elaboration to this term of reference. It will be approved by the Program Director of FPAN. The inception report will be shared to the FPAN prior to conducting the final evaluation. FPAN and IPPF SARO will review the inception report and provide feedback within 10 working days and finalize. Once finalized and agreed upon, the inception report is considered as an integral part of the agreement between the consultant and FPAN.

The Inception report will address the following elements:

- Overview of project
- Objective and expectations of survey
- Roles and responsibilities
- Research methodology
- Survey framework
- Information collection and analysis
- Reporting
- Work scheduling

#### **F. Field Mission**

The survey team will commence field level work as stipulated in the survey work plan. The research team will maintain close coordination with staff of FPAN branches and at central and local level and project stakeholders as and when required. This mission is expected to take no longer than 20 March 2020.

#### **G. Deliverables**

The consultant will prepare: 1) Inception Report; 2) Final report; and 03) Debriefing meeting in accordance with scope and standards of the evaluation.

These deliverables are to be:

- The proposal should include the information written in English.
- Submitted two sets of hard copy to FPAN via its reception desk as well via electronically
- All reports are to be submitted to the GGR project at FPAN.

#### **H. Draft Inception Report**

A draft inception report is to be submitted within one week (1) of the signing of the contract.

## I. Final inception report

Within three days of receiving feedback and comments on the draft work plan, the consultant will produce an inception report.

## J. Draft Report of Final Evaluation

The consultant will submit a draft report of the final evaluation within six (6) weeks upon signing the contract.

## K. Final Report of the Evaluation

Within one (1) weeks of receiving feedbacks and comments on draft report, the consultant will submit a final report including an abstract /executive summary.

## L. Qualification and Experiences:

Consultant should have previous experience of 5 years on professional qualification and relevant experience in the area of research of health-related projects (This evaluation will be conducted by a team of experts so that individual experts/institutions are encouraged to send their CVs along with the proposal). In this regard, the consultant shall submit signed declaration with details of experience.

## M. Application process:

- Expression of Interest including Technical and financial proposal.

## N. Selection/evaluation criteria

| Criteria for evaluation   | Weight     |
|---|------------|
| 1. Academic qualification and experience of the evaluation team                 | 20         |
| 2. Experience in similar evaluation study using mixed methods in immediate past | 20         |
| 3. Presentation of technical proposal including methodology                     | 30         |
| 4. Time allocation to complete the evaluation study                             | 10         |
| 5. Total budget proposed for the stated evaluation study                        | 20         |
| <b>Total</b>  | <b>100</b> |

- Major technical aspects of the proposal (including methodology) on family planning and sexual and reproductive health and rights.
- Proposed time frame and work plan
- Availability of the research specialists on FPSRH.

Senior Management Team (SMT) will evaluate and select the expert consultant/institution based on technical & financial criteria. SMT can take support/advices with relevant stakeholders/persons if needed.

Financial Proposal (20% marks)

- The lowest bid offered by technically qualified proposal will be considered as the reference.

## O. Submission of proposals:

Interested research service providers are hereby invited to submit a proposal and quotation for this assignment. Technical and financial proposals should be sealed separately and then both of these sealed proposals should be kept into another common envelope and again sealed, and submitted to FPAN office.

## Technical Proposal

- Introduction (Objective of research)
- Methodology: including study design, data collection tools and techniques, sampling techniques/procedure and sample size, data analysis plan, ethical considerations
- Time frame and work plan
- Resources – roles and responsibilities of all staff and field workers, data processors, etc
- Appendix:
- Background information of research organization/department/unit.
- Professional qualification, experience and expertise of research team
- CVs of principal investigator and other key research staff who would participate in the survey.

## Financial Proposal

- Proposed budget and its breakdown.

### P. Deadline

The closing date for submission of proposals is based on the notice published in the national daily newspaper or organization's website.

### Q. Copyright of the Report

FPAN deserves copyright of the report and the researcher cannot publish part or full report without taking prior approval of FPAN.

### R. Other Issues

A separate agreement will be made between FPAN and the researcher after forwarding the study which includes:

- Mode of payment
- Taxes
- Others

### S. Contact person

For the purpose of responding to this invitation and/or for further information, contact

**Subhash C. Shrestha**, Programme Director, Phone: 015010302, e-mail: [fpanfinnish@fpan.org.np](mailto:fpanfinnish@fpan.org.np) and project focal point **Anil Kumar Basnet**, Phone: 015010302, email: [abasnet@fpan.org.np](mailto:abasnet@fpan.org.np)

*FPAN deserves the right whether to forward the research or cancel it at any stage in case the work of researcher is not satisfactory as per the agreement.*

Grievance Reporting and Redressal';

1. FPAN reserve the rights to accept or reject all or any of the proposal/EoI without assigning any reason to it.
2. The terms not explicitly mentioned here may be mutually agreed at the time of contracting.

## **Annexures**

Annexure 01: List of documents available at FPAN for desk review

- GGR emergency project implementation guideline
- FPAN VSC Camp Guideline
- Semi and annual report of the project
- Qualitative Assessment report

Annexure 02: List of stakeholders to conduct KPIs and FGDs

- District Health Office.
- Municipality/Rural municipality.
- Reproductive Health Coordination Committee (RHCC).
- National Association of PLWHA in Nepal.
- Laligurans Ekata Samaj.
- Blue Dimond Society (BDS).
- Mahila Sahayogi Samaj.
- Fatima Foundation.

## **Annexure 03: Standard format to submit technical and financial proposal**

### **Proposal Development Form**

This section includes guidelines for both technical and financial proposals.

#### **I. Background information**

Name of the organization : .....

Address : .....

District : .....

Municipality : .....

Ward # : .....

Phone number : .....

E-mail : .....

#### **II. Details of contact person**

Name : .....

Position : .....

Phone number : ..... (Landline) ..... (Mobile)

E-mail : .....

PAN number : .....

#### **III. Major topics and sub-topics for proposal development**

##### **1. Organization Background**

- 1.1 Work experience related to similar surveys and research
- 1.2 Existing and current manpower and organization organogram.

##### **2. Project Background**

- 2.1 Integrated SRH-HIV services in earthquake affected districts
- 2.2 Major challenges and issues
- 2.3 Understating of the scope of work
- 2.4 Objective of the assignment
- 2.5 Rationale for the study

##### **3. Scope of work**

- 3.1 Study area and data collection sites

##### **4. Study methodology**

- 4.1 Study design and frame
- 4.2 Sample size

##### **5. Data management and analysis**

- 5.1 Data collection tools [enclose a questionnaire]
- 5.2 Data collection process
- 5.3 Data analysis and interpretation tools

##### **6. Data quality assurance**

- 6.1 Data validation mechanism
- 6.2 Cross verification process
- 6.3 Process to review records
- 6.4 Mechanism to ensure data quality at different levels

##### **7. Monitoring and supervision plan**

- 7.1 Process, tool, frequency, responsible person
- 7.2 Risk management and mitigation plan

## 8. Project management

- 8.1 Project management structure and organogram of the proposed team
- 8.2 List of proposed team members and roles and responsibilities of two key proposed team members and their CVs
- 8.3 Staff recruitment process
- 8.4 Capacity building initiatives

## 9. Work plan

- 9.1 Describe a detail work plan and make sure that it is in line with the proposed activities.

### Work Plan (Two Months):

| S. No. | Activity | Quantity | Timeline (weeks) |   |   |   |   |   |   |   | Responsibility | Remarks |
|--------|----------|----------|------------------|---|---|---|---|---|---|---|----------------|---------|
|        |          |          | 1                | 2 | 3 | 4 | 5 | 6 | 7 | 8 |                |         |
|        |          |          |                  |   |   |   |   |   |   |   |                |         |
|        |          |          |                  |   |   |   |   |   |   |   |                |         |
|        |          |          |                  |   |   |   |   |   |   |   |                |         |
|        |          |          |                  |   |   |   |   |   |   |   |                |         |

## 10. Budget

- 10.1 Develop a detail budget and ensure that it is in line with the proposed activities. In the proposal, enclose a summary of the budget only.
- 10.2 All costs/ prices shall be quoted in Nepalese Rupees (NPR) inclusive of all taxes and expenses, and VAT shall be shown additional as applicable.
- 10.3 Submit the detail **budget separately** in a separate envelop.

### Templates for budget summary

| S. No. | Activities | TOTAL | In % |
|--------|------------|-------|------|
| 1      |            |       |      |
| 2      |            |       |      |
| 3      |            |       |      |
| 4      |            |       |      |
| 5      |            |       |      |
|        | TOTAL      |       |      |