

Summary Information:			
Name/Title:	TBD	Work Dates:	35 days
Work Sites:	Offsite (location of consultant's preference)	Debriefings to be Held with:	Thomas Odong, Rebecka Lundgren, and Nana Dagadu
Purpose:	Development of Guidelines for planning, implementation, and monitoring of a community-based intervention package to transform gender norms and improve SRH outcomes in northern Uganda	Date(s) of Debriefings:	Regular & following workshop and final deliverables
		Date of Report:	TBD

Section 1: Scope of Work

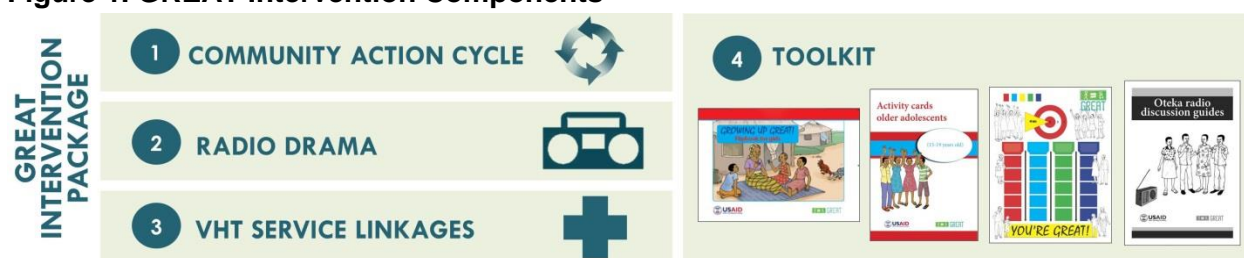
A. Purpose:

This Scope of Work (SOW) defines the key parameters, activities and outputs that are expected for this assignment, which is to develop Implementation Guidelines for the GREAT Project prior to scale-up in Uganda in early 2015.

The Gender Roles, Equality, and Transformations (GREAT) project is a five-year project funded by the United States Agency for International Development (USAID) and implemented by Georgetown University's Institute for Reproductive Health, in partnership with Save the Children (SC) and Pathfinder International (PI) and their respective implementing partners, Straight Talk Foundation (STF) and Concerned Parents Association (CPA). The Government of Uganda, represented by three line ministries (the Ministry of Health, the Ministry of Gender, Labor, and Social Development, and the Ministry of Education), is a critical stakeholder and coordinates with other district government actors. The GREAT Project aims to develop and test life-stage specific strategies to promote gender-equitable attitudes and behaviors among adolescents and their communities with the goal of reducing gender-based violence (GBV) and improving SRH outcomes in post-conflict communities in Northern Uganda.

The GREAT project is currently piloting the community-based interventions to create an enabling environment for reproductive and sexual health and family planning use. At the core of this effort is an intervention package, consisting of four components (Figure 1) and simple tools to bring about behavior change among various cohorts within the target populations. Rigorous monitoring and evaluation is allowing us to test the effectiveness of the GREAT package in changing attitudes, knowledge, and behaviors related to SRH, GBV, and gender equality. Related qualitative research through cohort interviews assesses the impact of intervention components in transforming gender norms for improved SRH and overall well-being.

Figure 1. GREAT Intervention Components



The intervention package was designed with scale in mind i.e. to be scaled up with the resources likely to be available outside a pilot setting. If the results of the project endline evaluation (November 2014) show that the GREAT package is effective and scalable, a scale-up phase is planned to begin after a results dissemination meeting in April 2015. As the project completes the pilot phase during 2014, staff have laid the groundwork for scale-up by meeting with potential user organizations to establish district-level scale-up strategies. A costing study is also on-going to: 1) inform partners about the cost of implementing and scaling up the intervention package of interventions for the scale-up phase; and 2) provide critical information to potential user organizations as they consider how to integrate the GREAT components into their existing activities.

To prepare for this expansion phase, IRH seeks to engage a consultant to work with GREAT staff in Uganda and the US to develop implementation guidelines (or a 'how to' manual). The product would have the following characteristics:

- simple-to-read, easy-to-use manual for program managers, supervisors, and field workers charged with supporting implementation of the GREAT package
- Chapters/Sections
 - Chapter 1: Introduction
Provide an overview of the GREAT approach and its central tenets – combination of ecological framework and life-course approach, focus on VYAs, research-to-practice continuum, fun and engaging activities/dialogue (see http://irh.org/projects/great_project/)
 - Chapter 2: Community Action Cycle
Step-by-step guide for planning for, implementing, and monitoring the CAC component of the intervention (see <http://irh.org/resource-library/great-community-action-cycle-implementation-guide/>)
 - Chapter 3: Serial Radio Drama
Step-by-step guide for planning for, implementing, and monitoring the radio component of the intervention (see <http://irh.org/blog/music-video-about-great-projects-oteka-radio-drama-theme-song/>)
 - Chapter 4: VHTs
Step-by-step guide for planning for, implementing, and monitoring the VHT component of the intervention (see <http://www.pathfinder.org/our-work/where-we-work/uganda/> and http://irh.org/wp-content/uploads/2013/04/GREAT_EthnographicResearchFindings_11812.pdf)

- Chapter 5: Platform/Toolkit
Step-by-step guide for planning for, implementing, and monitoring the platform/toolkit component of the intervention (see <http://irh.org/resource-library/great-scalable-toolkit/>)
- Chapter 6: Orientation for Staff on GREAT concepts and components
- Chapter 7: Adapting the package to new settings
- Chapter 8: Monitoring, Learning & Evaluation Considerations
- Chapter 9: Integrating GREAT components into existing activities¹

Substantive resources, including concept notes, project briefs, presentations, and research reports are available for developing the implementation guidelines from the GREAT pilot’s rich research and documentation efforts. Although the GREAT ‘scalable materials’ are in use by community members and considered final products, slight adjustments (mostly in language edits) were recommended at the November 2013 midterm review meeting. The consultant will document these adjustments as part of the process to develop the overarching implementation guidelines. Nevertheless, new content will be needed throughout the guideline development process to ensure that material is relevant and applicable to audiences attempting to integrate the GREAT intervention package components into existing activities.

The consultant sought for this task will work according to the following Terms of Reference:

Terms of Reference

- a. Become familiar with the project and GREAT package by reviewing resource materials provided by IRH and discussing/meeting with GREAT staff (HQ staff from IRH, Pathfinder International, and Save the Children) to talk about the project and expectations for the proposed manual. (3 days)
- b. Visit Uganda to learn about the project and gather information to be used in the manual development (workshop, field visit, etc). (10 days)
- c. Propose a manual outline, with detailed descriptions of each chapter, and engage GREAT staff in Uganda and the US in the outline review. (3 days)
- d. Develop different chapters of the manual, following a schedule developed by the consultant, to allow frequent feedback by GREAT staff. (15 days)
- e. Submit a draft manual for final review and comment by GREAT staff in Uganda and HQ, and after adjustment based on reviewer comments, submit the final document.

¹ Most likely to be added in early 2017, at the end of the scale-up phase

Task	Details	Estimated LOE	Deliverable	Tentative Date
1) Receive project orientation	Review resource materials provided by IRH & Meet with GREAT staff at HQ level to discuss the assignment and expectations for the guidelines	4 days	Meetings (phone, skype etc.)	July/August
2) Develop outline for the implementation guidelines	Propose outline for guidelines, with detailed descriptions of each chapter	2 days	Outline for guidelines	August/September
	Engage GREAT staff in Uganda and the US in outline review		Review timeline/requests	
3) Develop and facilitate workshop for preparing the guidelines	Develop workshop outline	12 days	Workshop outline	September
	Work with Program Manager and other field staff to prepare for workshop		Workshop agenda etc.	
	Travel to Uganda for workshop		Workshop mini-report (2 pages)	October
4) Develop draft guidelines	Draft Chapters 1 – 3	15 days	Draft Chapters 1 – 3	October/November
	Draft Chapters 4 – 6		Draft Chapters 4 – 6	
	Draft Chapters 7 – 9		Draft Chapters 7 – 9	
	Review comments on drafts (IRH and partners)		Comment reviews	
5) Submit finalized implementation guidelines	Submit a draft manual for final review and GREAT field and HQ staff comments (ppt needed if going to be remote)	2 days	Draft manual	November
	Submit final manuscript to GREAT point of contact		Final manual	

This work plan will be finalized following hiring of consultant and submission of specific work calendar by the consultant.

B. List of Key Contacts:

- Rebecka Lundgren, Director of Research/IRH: lundgrer@georgetown.edu
- Nana Dagadu, Program Officer for M&E/IRH: nah4@georgetown.edu
- Thomas Odong, Uganda Country Coordinator/GREAT Program Manager/IRH: todong.irh@gmail.com
- Danielle McCadden, Senior Program Assistant /IRH: dtm6@georgetown.edu

This list will be finalized following further discussions.

C. Planning & Logistics:

IRH will provide the following support to the consultant:

- Logistics and administrative support (Transport, accommodation and meals for travel) in Kampala, Gulu, and field visits and coordination with Pathfinder and Save the Children staff to that end.
- Internal background materials to facilitate the SOW (including the GREAT Project concept notes, annual reports, scale-up strategy document etc.)
- List of suggested resources and references for additional information
- Regular check-ins to answer questions and facilitate progress towards the deliverables
- Office space/communications (e.g. phones, copier, fax etc.) and/or appropriate reimbursement for said items, as needed
- Transport, accommodation and meals for travel

D. List of Outputs / Deliverables:

The following minimum outputs are expected from the Consultant:

- Work plan for assignment
- Facilitation plan for (and attendance at) orientation workshop
- Guidelines/"How To" Manual outline
- Draft Chapters
- Full draft manual with changes integrated
- Final manual

E. Consultant Qualifications:

1. Required
 - Writer with experience in using conversational language to explain concepts and processes to practitioner audiences, e.g. managers and supervisors of community-based programs.
 - Cultural sensitivity and awareness, particularly working in low-resource settings

- Strong interpersonal and collaborative skills that foster trust by field agents and confidence in sharing ideas and analyses
- Experience using participatory approaches for data- gathering and/or facilitating workshops.

2. Desirable

- Prior experience developing 'how to' manuals a plus
- Prior experience working with community-based SRH/HIV programs desired, experience with programs that use community mobilization and/or gender transformative approaches highly desired.
- Prior experience living and/or working in East and Central Africa a plus.
 - Knowledge of and technical capacity in reproductive health, GBV and/or maternal health
 - Ability to interact and work well with diverse people