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**SCOPE OF WORK**

**Consultant(s) or Organization**

This scope of work defines the key parameters, responsibilities and deliverables expected for this consultancy/contract that will support the literature review on social norms and adolescent and youth reproductive health (AYRH) for the Passages Project for Georgetown University’s Institute for Reproductive Health (IRH).

* **By May 29, 2020,** please submit a CV clearly describing competency and experiences in conducting systematic literature reviews. Please direct the submission to bryan.shaw@georgetown.edu, with the subject “Literature Review Consultancy.”

**Timeline:** The activities in this SOW will take place between June – July 2020. Days and exact timeframe to be determined by the technical lead at IRH. We expect this activity to take up to 12 full days of work.

**Location:** Washington, D.C., or elsewhere/open.

**About the Institute for Reproductive Health, Georgetown University**

The Georgetown University Institute for Reproductive Health (IRH) is dedicated to improving the reproductive health of women, men and youth through a research-to-practice agenda. Our emphasis is on increasing access to and use of family planning, increasing fertility awareness through life-stage appropriate interventions, expanding access to fertility awareness-based family planning methods in an informed choice context, and developing scalable interventions to transform gender norms and catalyze the diffusion of social norms that support family planning. Cross-cutting themes in the Institute’s work include the diffusion of social norms that support reproductive health, scale up of innovations, and incorporating gender perspectives in reproductive health. In partnership with a wide range of international and local organizations, IRH conducts research, builds capacity, and provides technical assistance to public and private-sector organizations in lower and middle-income countries and the U.S. The Institute is supported by grants from U.S. foundations and government agencies, including the U.S. Agency for International Development (USAID). [Learn more](http://www.irh.org)

**About the Passages Project**

The Passages Project aims to address a broad range of social norms, at scale, to achieve sustained improvements in family planning and reproductive health, with a focus on very young adolescents, newly married youth, and first-time parents. This research project is building the evidence base and contributing to the capacity of the global community to strengthen normative environments that support reproductive health, especially among the aforementioned groups. Passages capitalizes on formative life course transitions to test and scale up interventions that promote collective change and foster an enabling environment for healthy timing and family planning and healthy timing and spacing of pregnancies. [Learn more](http://www.irh.org/projects/passages)

**About the Activity: Literature Review(s) for Social Norms Advocacy Brief**

The USAID-funded Passages Project is now in its fifth year. The projects’ initial phases centered on establishing an evidence base, providing technical assistance, and building a network of partners and programs. This included developing and launching new initiatives at the country, regional, and global levels that share goals of advancing the work on scaling up normative change. As Passages enters its final year, global leadership and dissemination efforts will focus on information synthesis, knowledge sharing, and capacity building. As part of this effort, IRH will be developing a brief product geared toward donor and high-level implementing audiences advocating for the importance and feasibility of norms-shifting approaches for AYRH outcomes.

To provide content for the brief product, we will be conducting 2-3 systematic literature reviews among published and select, unpublished literature. Literature reviews will focus on gathering evidence for three research questions:

1. Why do social norms matter for AYRH?
2. Can programs shift norms relating to AYRH within project frameworks?
3. How do we know norms-shifting is happening?

**Purpose of Consultancy/Contract:** IRH is seeking an individual or organization to support key aspects of this literature review. The IRH technical lead will design the initial research strategy including research terms and databases. The consultant will primarily execute, review, and organize output from 2-3 systematic literature reviews consistent with research questions above. The consultant will support the refinement of the strategy and in initial analysis.

The ***objectives***of this initiative are:

1. **Support** the development/refinement of a **literature review strategy** including search terms and databases that encompasses each of the above research questions;
2. **Conduct the literature review(s)** according to the strategy and **document steps** taken;
3. **Review output** (abstracts/articles) from the literature review(s) and **apply quality/selection criteria** to reduce to most relevant literature;
4. **Organize output** for analysis of findings
5. **Support initial analysis** for key themes

*The specific activities and approach are flexible and can be carried out depending on the proposed consultant/contractors plan of action.*

**Responsibilities & Terms of Reference**

* Review relevant documents to achieve working knowledge of the Passages Project, this initiative, and social norms concepts necessary for understanding the content
* Participate in meetings with IRH to develop consensus on strategy and conduct of the literature review(s) and update IRH technical lead on progress
* Conduct literature review according to strategy
* Documentation of all key steps taken
* Organize literature review output
* As needed, support analysis of literature review results

**Expected Deliverables**

* Documentation (e.g. Word) of key steps taken in conduct of literature review
* Word or excel file(s) with output from each step (pre-/post- review according to quality criteria) of literature review

**Planning, Logistics & Support**

IRH will provide the following support and information to the selected consultant:

* Internal background materials to facilitate the SOW
* Meeting set up and logistics
* Regular check-ins to answer questions and agree next steps to facilitate progress toward deliverables
* Access to shared platforms for communication and outreach efforts
* Review of deliverables

**Key Contacts**

* Bryan Shaw, Senior Research Officer | bryan.shaw@georgetown.edu
* Anjalee Kohli, Senior Research Officer| | ak1684@georgetown.edu
* Manika Garg, Program Associate | mg1900@georgetown.edu

**Submission of Proposals**

By **May 29th, 2020,** please submit a CV clearly describing competency and experiences in conducting systematic literature reviews. Please direct the submission to bryan.shaw@georgetown.edu, with the subject “Literature Review Consultancy.” The selection criteria will include:

* Demonstrated experience in conducting systematic literature reviews
* Demonstrated understanding of and experience in gender, normative change, social norms and reproductive health
* French/Spanish proficiency would be helpful