

Passages Project  
Request for Proposals (RFP) to  
Study End of Project Reports

**SCOPE OF WORK**

**Date of Issuance:** July 23<sup>rd</sup>, 2020  
**Deadline for Response:** July 30<sup>th</sup>, 2020; Please submit a CV with daily rate to [irhinfo@georgetown.edu](mailto:irhinfo@georgetown.edu) with the subject line “Passages EOP Report Consultancy

**Activity:** End of Project Reports for Passages Project studies

This scope of work defines the key parameters, responsibilities and deliverables expected for this consultancy, which will consist of revising and editing End of Project reports for Passages Project Studies towards developing near-final drafts towards a final product.

**Estimated period of performance:** August 1, 2020- September 30, 2020

**Number of days:** 20 days

**Location:** Remote

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

The Georgetown University Institute for Reproductive Health (IRH) is dedicated to improving the sexual and 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 sexual and 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).

**About the Passages Project**

The Passages project is a 5-year (2015-2020) initiative funded by USAID. Passages aims to address a broad range of social norms, at scale, to achieve sustained improvements in family planning and reproductive health. 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 very young adolescents, newly married youth, and first-time parents. Passages capitalizes on these formative life course transitions to test and scale up interventions that promote collective change and foster an enabling environment for healthy timing and spacing of pregnancies and family planning.

**Consultancy Overview (August 1<sup>st</sup> - September 30<sup>th</sup> 2020)**

**Task 1: August 1 – August 31, 2020, 10 Days**

Early adolescence (10 – 14 years old) is a critical period of human development with rapid psychological, physical and emotional changes including the transition to and onset of puberty and, for some, sexual debut. During this life stage, attitudes and behaviors related to gender and reproductive health (RH) begin to fully form with lasting effects through adulthood, making it an opportune time to intervene. Despite increasing recognition of the importance of focusing on very young adolescents (VYAs) to lay a strong foundation for life-long RH trajectories, most adolescent RH programs focus on

15-19 year olds and consequently, there is little longitudinal data on VYAs and limited evidence on what programs are effective in the short and longer term with this age group.

With support from the United States Agency for International Development (USAID) and the Bill and Melinda Gates Foundation (BMGF), the Passages project seeks to fill this gap by overseeing the implementation of the adaptation of a hybrid intervention based on others proven effective in similar contexts (Uganda and Rwanda), GREAT, GrowUp SMART, and VOICES – which together have created Growing Up GREAT! Growing Up GREAT! is a multi-level intervention for VYAs aged 10-14 years old and the important people in their lives. It applies an ecological perspective to provide information and address social and gender norms held at all levels of society that affect RH and wellbeing among VYAs. Implemented in two low-income localities in Kinshasa, in the Democratic Republic of Congo (DRC), the intervention engages both in-school (IS) and out-of-school (OOS) VYAs, their parents and teachers, health workers and other community members in group discussion and activities to challenge social and gender norms that drive poor RH outcomes. Specifically, it aims to increase (1) VYAs' knowledge of puberty and reproductive development, (2) gender-equitable behavior of VYAs and parents; and (3) use of family planning and other reproductive health services among VYAs as they age into older adolescence.

The Global Early Adolescent Study (GEAS) evaluates the Growing Up GREAT! intervention using a longitudinal quasi-experimental design to assess the relationship between evolving gender norms and a range of key health outcomes across the adolescent period – including RH and GBV. Additionally, the GEAS tracks other indicators of adolescent health and well-being (mental health, drug, alcohol, tobacco use, community safety) not targeted by the Growing Up GREAT! intervention. The design includes intervention and control arms, each divided into two subgroups – 1,000 IS VYAs and 400 OOS VYAs 10-14 years-old taking part in the Growing Up GREAT! intervention with matched non-intervention comparison groups.

Growing Up GREAT! is now in its last year of funding under the Passages initiative. To this end, an End of Project (EOP) report of the Growing Up GREAT! intervention is expected to be finalized by September 2020. Together, the EOP is comprised of eight sections, including the introduction and the conclusion. The draft is currently undergoing a revision to improve its clarity. Specifically, this revision has the end objectives to streamline, improve language and institute a formatting style to make it more accessible by end of August.

### **Task 2: September 1 – September 30, 2020, 10 Days**

Similar to Task 1, above, the second task will be to review, refine and edit the EOP report for the Masculinite, Famille et Foi (MFF) program, implemented in Kinshasa, DRC from 2015-2018, and scaled up in DRC and Rwanda from 2019-2021. As part of the Passages Project, IRH has been collaborating with Tearfund to implement and evaluate the MFF intervention in Kinshasa, Democratic Republic of Congo (DRC). MFF is a family-planning focused adaptation of the Tearfund-developed 'Transforming Masculinities' (TM) intervention. The TM intervention is a gender norms shifting approach to transforming harmful concepts of gender and masculinities to promoting gender equality and reduce rates of sexual and gender-based violence (SGBV). As a promising approach, since 2016, TM has been adapted, scaled and implemented in multiple settings worldwide as part of Tearfund's strategy to expand the program in efforts to reduce SGBV. Passages is now supporting scaling up the MFF adaptation of TM (MFF) in Rwanda and DRC, led by local partners.

Now in its final project year, the Passages Project is seeking to develop and disseminate numerous legacy and EOP products. As a study within Passages, MFF is currently developing several study-specific products. As a major summary product, the team is developing an EOP Report, expected to be finalized by September 2020. The current report is undergoing further content reviews and additions where sections are incomplete, with team members finalizing. The report is outlined in five major sections: background, implementation, findings, scale up and insights for the field. Each have several major sub-sections to share high-level experiences and learnings across the programs' life cycle.

For this, Task 2, the team is engaging a consultant as the final product reviewer-editor to revise the report as needed to ensure – consistent representation of ideas, brevity, clarity, voice/tone, and simplicity. This Task will take place in September, staggered with Task 1.

To carry out both of these Tasks, IRH is recruiting an external consultant with strong technical writing and editing skills, ideally with a background in instructional design.

**Responsibilities & Terms of Reference**

1. Review relevant Passages project materials including the version of the draft for context, current marked-up version with guidance for revisions
2. Hold initial and ongoing calls with key IRH staff to onboard to task(s) and gain context on the Tasks, their purpose and the future use
3. For both Tasks, conduct first revisions, including cleaning up edits and standardizing the report structures and flow
4. For both Tasks, after input, conduct second revision to the report, including visualizing the composition and structure in order to achieve clarity of the steps and exercises prior to graphic design
5. Hold regular update calls with IRH throughout editing, as needed or deemed appropriate
6. Communicate issues, progress, or input needs with IRH for guidance

**Expected Deliverables**

<b>Deliverables</b>	<b>Date due</b>	<b>Amount</b>
First draft of revised EOP report including a standardized format and editing suggestions for further iterations	August 10, 2020	4 days
Second draft of revised report with new editing and formatting style advanced, including additional sections developed and incorporated	August 20, 2020	3 days
Final fully revised report with limited set of detailed comments for IRH’s final decisions/revisions; ready for IRH’s professional formatting and publication	August 31, 2020	3 days
First revision to the MFF EOP Report, for review and input	September 15, 2020	5 days
Second revision to the MFF EOP Report, for internal finalization and design	September 30, 2020	5 days
	<b>Total</b>	20 days

**Planning & Support**

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

- All drafted materials to work from for both Tasks
- Background materials to facilitate the SOW
- Regular check-ins to answer questions and agree on next steps to facilitate progress toward deliverables, by Task
- Guidance and feedback throughout the process, by Task

**Management**

The consultant will have a contractual agreement with IRH/Georgetown University. The consultant will be supervised by the IRH Technical Monitors listed below.

**Payments will be made monthly.**

Payment will be made within 30 days of receipt and acceptance of the invoice and deliverables. Contractor is not authorized to invoice IRH for any amount in excess of this agreement. Last invoice should state "Final" and invoices should reference the Contract Number.