

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE - Consultancy for revision of Adolescent Health and Development Strategy and prepare action plan till 2030</b>	
Hiring Office:	ADRA-Nepal Country Office, Kathmandu
Purpose of consultancy:	<p>ADRA, with support from the United Nations Population Fund (UNFPA), is implementing a project to increase access to sexual and reproductive health for all, including marginalized and vulnerable populations, and during humanitarian settings. The group of young person’s 10-19 years, defined by the Ministry of Health (WHO) as adolescents” is an especially important group from a national health and development perspective. The health of this group has important implications for the health and wellbeing of the nation. However, acknowledging that to improve the health and wellbeing of adolescents one must intervene before adolescence, it is essential that the focus of any plan to improve the health and wellbeing of adolescents should include the pre-adolescent –defined by the Ministry as young people who are 8-9 years old, as well as adolescents. Currently, pre- adolescents and adolescents represent approximately 36 percent of the total population. In 2017, the Ministry of Health and Population, in a participatory and consultative process with individuals and agencies that work with and for adolescents, and with adolescents themselves, began a process to develop a strategic plan to guide the national response to adolescent and preadolescent health and development. The Adolescent Health and Development Strategy was drafted and spanned the 5-year period 2018-2022.</p> <p>The Ministry of Health and Population now requires a consultant to facilitate a review of the 2018-2022 Adolescent Health and Development Strategy (AHD) and based on the results of this review, complete the drafting of revised AHD for the period till 2030 and prepare action plan of strategy. The process must include wide consultations with relevant stakeholders and a robust participatory process engaging adolescents and young people.</p> <p><b><u>Aim of the Consultancy</u></b></p> <p>The consultant will lead the review of achievements of the Adolescent Health and Development Strategy 2018-2022, develop a rapid assessment about adolescents and lead the development of a revised AHD for Adolescent Health for the period till 2030.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>In the process to review the AHD and draft the action plan, the Consultant should be guided by existing policies, guidelines and legislation that address the health and development needs of adolescents and youth.</p> <p>The Consultant will engage stakeholders including adolescents and young people aged 10-24 years as well as stakeholders familiar with adolescent and youth related health and development issues and health, education, protection, and other relevant sector professionals who provide services to adolescents and youth. These consultations will provide the basis for the following:</p> <ul style="list-style-type: none"> <li>• Assessment of key achievements and issues in policy, legislation, and service delivery</li> <li>• Areas which have not been achieved and reflections on bottlenecks and challenges which hampered their achievement.</li> <li>• Key concerns and emerging needs of users and providers of health services in the public and NGO sectors.</li> <li>• Proposed theory of change for the strategic plan</li> </ul>

	<p>Activities to be undertaken by the consultant. The consultant will:</p> <ul style="list-style-type: none"> <li>• Develop a detailed workplan of activities and actions with a projected timeline required for successfully completing the assignment.</li> <li>• Conduct a comprehensive desk review. This will include documents that are related to the strategic priorities in the AHD. This phase will also include analysis of AHD indicator data.</li> <li>• Submit assessment instruments for group discussions and individual interviews for approval.</li> <li>• Conduct key informant interviews with a list of stakeholders with responsibility for implementing the priority areas of focus in the AHD.</li> <li>• Conduct focus group discussions with stakeholders involved in the implementation of the focus areas; Empower Adolescents, Provide Supportive Environments (i.e., home, school, community, health services, and legislation and policy).</li> <li>• Facilitate rapid needs assessment on adolescent health to inform the process and prioritize issues.</li> <li>• Lead a prioritization process to decide on key expected result areas for the revised AHD.</li> <li>• Propose and validate a theory of change for the AHD.</li> <li>• Prepare preliminary report and presentation of revised AHD strategic priorities, key expected results.</li> <li>• Submit final report for approval</li> </ul>																		
Duration and working schedule:	The duration of the assignment will be 25 working days starting from 25 November – 25 December 2023																		
Place where services are to be delivered:	<ul style="list-style-type: none"> <li>• Kathmandu and as per the need of consultancy to travel to provinces.</li> <li>• Consultant will work in coordination with UNFPA and ADRA Nepal Personnel.</li> </ul>																		
Delivery dates and how work will be delivered (e.g., electronic, hard copy etc.):	<table border="1" data-bbox="534 1317 1532 1937"> <thead> <tr> <th><b>Proposed number of days</b></th> <th><b>Days</b></th> <th><b>Timeline</b></th> </tr> </thead> <tbody> <tr> <td>Desk review for inception report and tools development</td> <td>2 Days</td> <td rowspan="7" style="text-align: center; vertical-align: middle;"><u>25 November – 25 December 2023</u></td> </tr> <tr> <td>Submit and present inception Report and work plans</td> <td>1 Days</td> </tr> <tr> <td>Finalized guidelines, templates, and tools (1 day)</td> <td>2 Days</td> </tr> <tr> <td>Workshop conduction, Field mobilization, information collection, review of documents</td> <td>10 Days</td> </tr> <tr> <td>Preparation of report and PowerPoints</td> <td>3 Days</td> </tr> <tr> <td>Presentation of findings to FWD, UNFPA and ADRA</td> <td>1 Days</td> </tr> <tr> <td>Submission of Final Report with recommendation</td> <td>1 Days</td> </tr> </tbody> </table> <p><b><u>Key Deliverables</u></b></p> <ul style="list-style-type: none"> <li>• Inception report submitted outlining the methodology, tools, and timelines.</li> <li>• Draft report with key findings and recommendations for review by</li> </ul>	<b>Proposed number of days</b>	<b>Days</b>	<b>Timeline</b>	Desk review for inception report and tools development	2 Days	<u>25 November – 25 December 2023</u>	Submit and present inception Report and work plans	1 Days	Finalized guidelines, templates, and tools (1 day)	2 Days	Workshop conduction, Field mobilization, information collection, review of documents	10 Days	Preparation of report and PowerPoints	3 Days	Presentation of findings to FWD, UNFPA and ADRA	1 Days	Submission of Final Report with recommendation	1 Days
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	<p>ADRA Nepal and UNFPA.</p> <ul style="list-style-type: none"> <li>• Present key findings and recommendations to FWD and stakeholders.</li> <li>• Submit a final report with all quantitative and qualitative components and tools included.</li> <li>• Action Plan developed and approved by FWD.</li> </ul>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will work in close coordination and collaboration with FWD, UNFPA and ADRA Nepal Personnel. S/He will coordinate with ADRA Project Manager – Health for any support any technical, logistical, and administrative procedure.
Expected travel:	Based on requirement to selected provinces
Required expertise, qualifications, and competencies, including language requirements:	<ol style="list-style-type: none"> <li>1. At least a Advanced degree in medical science, Nursing, Public Health, Health Economics, Health Systems, or relevant field.</li> <li>2. At least 5 years of professional experience preferably in policy development, planning and management Previous knowledge on conduction similar types of interventions.</li> <li>3. Knowledge of adolescent health and development would be an added advantage.</li> <li>4. Strong analytical and research skills (both quantitative and qualitative)</li> <li>5. Significant experience in family planning programming specifically having extensive knowledge of the national FP/SRH context.</li> <li>6. Demonstrable experience in government policy analysis or development and of working with policy makers.</li> <li>7. Experience in undertaking evaluations of impacts and outputs</li> <li>8. Excellent skills and experience in facilitating key informant interviews with government officials, development partners, civil society organizations and other partners.</li> <li>9. Excellent analytical skills in writing reports with constructive and practical recommendations.</li> <li>10. Good writing and presentation skills, and ability to communicate effectively to diverse audiences.</li> <li>11. Excellent report writing skills with ability to analyse information/data and present it in a clear and concise manner.</li> <li>12. Excellent communication skills.</li> <li>13. A good understanding of the social, political, and economic context.</li> <li>14. Proficiency in written English.</li> </ol>
Services to be provided	NA
Evaluation Criteria	Based on similar type of experience.