

Urban Adolescent SRH SBCC Implementation Kit Pilot Partner Organization - Request for Proposals

BACKGROUND

The Health Communication Capacity Collaborative (HC3) is a five-year, global project funded by USAID, and based at the Johns Hopkins Center for Communication Programs (CCP). It is designed to strengthen developing country capacity to implement state-of-the-art health communication programs.

In order to improve the capacity of practitioners to implement social and behavior change communication (SBCC) activities for urban adolescents on sexual and reproductive health (SRH) and other health issues, HC3 created an urban adolescent SRH SBCC Implementation Kit. The Kit's intended audience is program managers or organizations working in SRH and family planning, SBCC, adolescent-focused programs, or for youth organizers themselves. The Kit breaks down seven "Essential Elements" of designing, revising and implementing SRH SBCC programs for urban adolescents through explanatory text, activities, illustrations and worksheets. The Kit also provides an overview of SBCC theories, adolescent and early adult life stages, what makes urban environments unique for health programs and suggested additional resources.

The Kit is available in French and English. It has been pretested in Benin and Madagascar and revised according to feedback. It is now ready for use.

"PILOT PARTNER" STIPEND

Pilot Partner organizations must work with adolescents in an urban environment and should fall into at least two of the following categories: 1) a social and behavior change communication (SBCC) organization, 2) a family planning (FP) or sexual and reproductive health organization, and/or 3) a youth-led organization.

HC3 is offering stipends of up to \$9,000 each to four organizations in Benin and Madagascar (two per country) to serve as "Pilot Partners" to use the Kit in their existing work and pre-test it through practice.

The life of the stipend will be approximately six months. The purpose of the stipend is to use the Kit, identify and document the successes and challenges in using it, and describe how to adapt the Kit's content to better fit the organizations' needs. The Kit will help "Pilot Partners" to improve existing components of their work and activities according to key SBCC principles. It will not serve to create a new project or implement activities.

The stipend should be used to offset personnel or material costs needed to use the Kit in the organizations' existing project work. These costs may include: staff time, photocopies, organizing group work sessions or activities as required by the Kit's worksheets and suggested exercises. **Stipend funds should not be used for the invention of an otherwise unfunded project, and are not intended to be used for project implementation.**

SCOPE OF WORK AND DELIVERABLES

Selected organizations will be asked to review the Kit and use it in their work. Organizations may either elect to use the Kit as a whole or select individual “Essential Element” units that address a priority need for their organization or project(s). During the life of the stipend, HC3 will provide virtual and on-site technical assistance to the organizations. During and at the conclusion of the stipend’s activities, organizations will document their experience according to templates and guidance to be provided by HC3.

Specifically, selected organizations, in consultation with HC3, will:

- Independently review the Urban Adolescent SRH SBCC Implementation Kit to familiarize themselves with the Kit’s content and give feedback on the Kit as a whole
- Select “Essential Element” units to use in their project work, and develop a detailed strategy for applying the Kit to their work
- Correspond weekly with HC3 on work progress and develop a calendar for virtual and on-site HC3 technical assistance
- Participate in, and possibly host, online discussions through HC3’s virtual forum Springboard (healthcomspringboard.org) with HC3 team members and other Pilot Partner organizations to share challenges, successes and experiences using the Kit
- Document their experience using the Kit and provide detailed feedback on the Kit’s use and how it can be improved in a final report (templates will be provided by HC3)
- Contribute to the writing of an article about the pilot experience, including lessons learned, for publication in a peer-reviewed journal as needed

Pilot Partner organizations may also be invited or encouraged to attend conferences (e.g., a regional HC3 SBCC conference in February 2016) to discuss their Kit piloting experience and lessons learned. These expenses would be covered by HC3 outside of the Pilot Partner stipend, and should not be taken into consideration by applicants when developing a budget for these tasks.

TIMELINE

The scope of work is to be completed between September 2015 (pending agreement signatures) and March 2016. It is anticipated that the time-period will be:

September – October 2015: Formalize Contract with Pilot Partners

November: Kit Application Strategies Submitted and Technical Assistance Planned

December – February 2016: Implementation and Technical Assistance

March: Final Documentation Report Submitted and Finalized

SELECTION CRITERIA

Pilot Partner organizations will be evaluated according to their commitment and availability, past relevant experience, demonstrated capacity to handle the requested activities and additional information provided by references. Organizations interested in applying for a Pilot Partner stipend should:

- Be an SBCC, youth-led, or family planning/reproductive health service delivery organization
- Have at least one existing project in adolescent family planning/reproductive health and/or SBCC in which the Kit can be used
- Have at least three years' experience designing and implementing interventions for young people in family planning, SBCC, adolescent sexual and reproductive health, or related programs
- Be located in an urban or peri-urban location and implement programs in urban and peri-urban areas
- Work with urban or peri-urban adolescents ages 10-19 (male and/or female)
- Have adequate staff and technical capacity to apply the Kit carefully to at least one current or future project (e.g., will have sufficiently trained staff to lead and support Kit piloting efforts, manage the funding, monitor and report on progress and outcomes, etc.)
- Have reasonably consistent and reliable access to Internet to facilitate virtual technical assistance.
- Be able to provide documentation proving the organization is legally permitted to operate in the country where work will be carried out, as well as financial reports and proof of an organization bank account capable of receiving transfers in local currency
- Have French fluency to use the kit and facilitate communication with HC3

HOW TO APPLY

1. All interested applicants must send an email to PartenairePiloteHC3@gmail.com to indicate interest and request the draft Urban Adolescent SRH SBCC Kit to prepare their proposals.
2. Questions for clarification must be submitted by **August 14, 2015** to PartenairePiloteHC3@gmail.com.
3. Responses to questions will be shared via email by **August 21, 2015**.
4. Applicants must email proposals to PartenairePiloteHC3@gmail.com by **September 8, 2015**. Proposals must include the following to be considered:
 - A description of your organization, its current relevant work, and your project implementation sites; this should include a classification of your organization as being at least one of the following: an SBCC organization, an FP/SRH organization, a youth-led organization (no more than 2 pages)
 - A description of past relevant work in SRH, FP, SBCC, adolescent and urban populations (no more than 2 pages)
 - A description of the proposed team of staff, with bios, who will manage the Kit use activities (no more than 2 pages)
 - A general description strategy (no more than 3 pages) that describes:
 - why the Kit will be useful to the organization
 - to what project(s) the Kit will be applied, and who currently funds the project

- a ranking of all seven Kit “Essential Element” sections in order of preference for use under this stipend, an explanation as to why each section received its ranking, and a description of how each Kit section could be used in project work (e.g., in what activities, for which priority audience, in what geographic areas, with/by whom, according to what timetable, etc.)
- A budget in US dollars and CFA or Ariary outlining how the funds (maximum USD \$9,000) will be used to complete the strategy outlined
- Samples of past SBCC project materials, if available electronically
- A minimum of three professional references for the organization (complete with email, phone number and a short description of the organization’s relationship to the named individual)
- Complete contact information (mailing address, phone number and email)

RFP Calendar:

Expressions of interest via email (to receive draft Kit)	August 7, 2015
Questions from interested firms due	August 14, 2015
Responses to questions sent out to interested firms	August 21, 2015
Proposals due	September 8, 2015 at 11:59 p.m. (Washington, DC time)
Winning agency notified of selection	September 18, 2015