



## **Terms of Reference**

**for**

**The **Recruitment** of a Consultant to Carry Out a Rapid Survey in Bamenda on the Provision of Comprehensive Sexuality Education (CSE) and Sexual and Reproductive Health Services for Adolescents and Young People**

**JULY 2024**

## **1. Summary of the Consultancy**

A majority of adolescents enter into sexuality without any knowledge or skill and without any preparation from their family. Most young people learn about their sexuality through their peers, media or social networks. Identified reproductive health issues for this segment of the population include: early sexual intercourse, multiple partners, unwanted early pregnancy, sexually transmitted infections, early marriages, sexual violence and abuse, clandestine abortions, and multiple partners. The current economic hardship as a result of the conflict has greatly affected the youths of Bamenda who have resorted to hard drugs and transactional sex as a coping mechanism, thereby increasing their risk to mental health challenges and the afore mentioned social mishaps. Comprehensive sexuality education has been identified as an evidence based curriculum which can help these adolescents and young people to make conscious decisions about their sexual and reproductive health and rights and hence live healthy lives and exploit their full potentials.

This call for consultancy therefore invites consultants to submit their interest to carry out a rapid survey on the provision of Comprehensive Sexuality Education (CSE) and Sexual and Reproductive Health services for adolescents and youths in Bamenda. This survey is one activity in a project titled '**Comprehensive Sexuality Education (CSE) to improve the Sexual and Reproductive Health of Conflict Affected Adolescents and Youths in the Peri-Urban Areas of Bamenda**' Supported by United Nations Population Fund (UNFPA) and will be implemented by the Hope for Vulnerable Children's Association (HOVUCA) for a period of 6 months. This survey is aimed at assessing the current level of provision of CSE in and out of school as well as assess the available Sexual and reproductive health (SRH) services for adolescents and young people in Bamenda. The study is expected to identify gaps in the provision of CSE in and out of school and also barriers faced by adolescents and youths in accessing SRH services and proposed recommendations that will help HOVUCA and UNFPA to work towards improving information on SRH services for adolescents and youths and the quality of delivery of CSE in and out of schools for adolescent and youths in Bamenda.

## **2. Purpose**

The purpose of the rapid survey is a) to assess the current position and coverage of CSE and SRH services for adolescents and youths including assessing availability, accessibility, quality and affordability; b) evaluating knowledge, practices and attitudes by adolescents and youth with regards to CSE and SRH services c) identifying gaps and barriers faced by adolescents and youths in to accessing CSE and SRH services; d) collect information of existing policies and programs related to CSE and SRH services for adolescents and youths e) develop recommendations for improving the delivery of CSE and Services for adolescents and youths in this humanitarian setting.

## **3. Job description**

The consultant will work closely with the Hope for Vulnerable Children's Association team, though he/she will have the overall responsibility of organizing, managing and leading the field study and producing the quality report. The consultant would have as responsibility to:

- Develop the survey/research protocol for ethical committee of MOH's approval
- Develop an inception report detailing the consultant's understanding of the assignment
- Develop data collection tools to be reviewed by HOVUCA staff.
- Collaborate with the host organizations – HOVUCA to ensure smooth coordination and effective communication. This may involve participating meetings, assisting in identifying groups of adolescents and youths for focus group discussions, identifying quarters where interviews or data can be collected, sharing updates, and addressing any concerns or issues that arise during the study.

- Use digital data collection
- Collect reliable and valid data from primary and secondary sources. Primary data will be collected through surveys, interviews, and focus group discussions, while secondary data will be gathered from existing reports, official documents, and online resources.
- Engage with various stakeholders – such as government agencies, NGOs, community leaders, and service providers – to gather information and insights that contribute to the overall understanding of the existing situation and potential areas for improvement.
- Conduct a desk review of existing policies, strategies related to CSE and SRHR for adolescents and young people.
- Analyze the collected data to generate meaningful insights and conclusions. A detailed report will be provided, which includes information on the study methodology, key findings, and recommendations for improving the availability and quality of CSE and SRH services for youths in Bamenda.
- In consultation with HOVUCA, recruit and orientate data collectors who will collect the data.
- Coordinate and supervise data collection, including interviews and focus group discussions.
- conduct data analysis
- Alongside narrative, use charts, graphs, and tables to visually represent the survey results.
- Compile all the findings, conclusions, and recommendations derived from the survey into a comprehensive report, which will be submitted to the host organizations – HOVUCA for inputs
- Develop a final report incorporating feedback provided by HOVUCA
- Submit all the questionnaires and data sets (raw data) used in analysis.
- Submit to HOVUCA the final report
- Prepare power point presentations of the Rapid Assessment findings and present during the 3 days validation meeting that will be organized by HOVUCA to share the results with key stakeholders including beneficiary representatives

#### **4. Duration and working schedule:**

The assignment will be 20 days in total between 22 July – 21 August 2024.

**5. Survey target group:** The survey will specifically target girls and boys, educational institutions encompassing head teachers, focal teachers, and PTA members. Additionally, the survey targets various community stakeholders, such as young people, parents, community leaders, health workers, local government officials, including the education coordination personnel, and health coordinators.

**6. Geographic Area:** The rapid assessment will be implemented in the urban and peri-urban areas of Bamenda.

#### **7. Expected qualifications including language requirements of the Consultant**

The consultant should have the following academic qualification and experience:

- Bachelor's Degree (Master degree high chance to win the position) in social science (Sociology, Economics public health and Development studies) or related fields relevant to the assignment, like sexual and reproductive health and rights of adolescents and young people.
- Technical knowledge of comprehensive sexuality education and sexual and reproductive health and rights.

- Sound knowledge and understanding about the different comprehensive sexuality education modules and needs of young people
- Previous experience in working with diverse young people in a participatory, engaging and training way
- Should be well acquainted with community based participatory planning as well as government planning system of Bamenda
- Experienced in child friendly and gender-sensitive approaches and child protection
- Demonstrated experience in conducting primary qualitative and quantitative data collection and analysis, study, research, evaluation and assessment.
- Ability to recruit data collectors locally with focus on those that know the local context, language, culture/norms/values (NB: The team should be gender balanced)
- Strong report writing skills in English (NB: working language is English)
- Language skills: English and Pidgin English
- Fluency in one of the mother tongues of the area will be a plus
- Availability to start the task on the **2<sup>st</sup> of August 2024**

### **8. Supervision**

- The consultant will supervise data collection, including interviews and focus group discussions. HOVUCA's project officer and project coordinator will supervise the overall survey process.

### **9. Survey Results Validation Meeting**

The consultant will:

- collaborate with HOVUCA in the organisation of the 3 days survey findings validation meeting.
- Facilitate the survey result meeting

### **10 Payment will be in instalments**

- 20% upon submission of the inception report with data collection tools
- 45% upon submission of draft report
- 35% upon submission of the final report, PowerPoint presentation, and draft abstract and journal article

### **11. List of documents to be submitted with the Request for Proposal (RFP)**

The applicants for the consultancy should submit a proposal covering the following aspects:

- Detailed response to the ToR
- Introduction/ Background
- Consultant's understanding of the task
- Work plan
- Proposed methodology with clear number of sample size and sampling framework
- If applicable include any specific IT equipment, tools or materials that the Consultant will use/have to carry out the survey
- Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
- CVs
- Example of previous work
- Recommendation letters from previous assignments with contacts of responsible persons

**12. Submission of interest**

Interested consultants should send the application the following email addresses to **contact@hovuca.org** and copy **hovuca@gmail.com** with subject line marked “**Rapid Survey on the Provision of CSE for adolescents and Youths in Bamenda.**” not later than **July 28<sup>th</sup>, 2024 5.00pm (Cameroon Time)**

**13. Evaluation and award of Consultancy**

HOVUCA will evaluate the applications and award the assignment based on technical power HOVUCA reserves the right to accept or reject any application received without giving reasons and is not bound to accept the lowest, the highest or any bidder. Only the successful applicant will be contacted and those not successful be notified.

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