

## Contractor Application – Terms of Reference

### Monitoring & Evaluation Workshop Facilitator

November – December 2022

#### **SHEDECIDES SUPPORT UNIT**

Applications must address all of the requirements of the Terms of Reference, and include all of the information/documents requested at Section 7.

<b>1. Background</b>	<p><b><u>Overview of SheDecides</u></b></p> <p>SheDecides is a global political movement standing up for a world where every woman, girl and young person – in all their diversity – can decide what to do with their body, life and future.</p> <p>SheDecides convenes, unites and mobilises a diverse group of change makers across the world, to stand up and take action for the right to decide. Our members include governments, civil society organizations, youth leaders, parliamentarians, activists, service providers, researchers, media, artists and donors.</p> <p>We bring together <a href="#">leaders</a> from Africa, Asia, the Arab Region, Latin America and the Caribbean, Europe and North America. We unite to take collective action and to speak out for bodily autonomy and SRHR for all. This means that women, girls and young people in all their diversity:</p> <ul style="list-style-type: none"><li>• Have access to information about their bodies and rights</li><li>• Have the agency to act on those rights to make decisions</li><li>• And have access to the services that support those decisions, including access to safe and legal abortion services.</li></ul> <p><a href="#">Our bold vision for 2022-2027</a> is to advance sexual and reproductive health and rights (SRHR) and bodily autonomy for all, by:</p> <ul style="list-style-type: none"><li>• Countering the rising tide of opposition</li><li>• Strengthening coordinated political action for the right to decide, including access to safe and legal abortion services, young people’s SRHR and comprehensive sexuality education</li></ul>
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	<ul style="list-style-type: none"><li>• Amplify the voices, stories and successes of our movement members and allies</li></ul> <p>The SheDecides Support Unit (SDSU) serves as secretariat to the global SheDecides movement, under the governance of the Guiding Group of SheDecides Champions, the advisory support of the Youth Accountability Panel and the leadership of the SDSU Lead.</p> <p>The SDSU is hosted by the IPPF Central Office. It is an autonomous entity with its own strategy (2022-2027), budget and governance structure.</p> <p>-----</p> <p>The <a href="#">Youth Accountability Panel</a> (YAP) is an independent platform for young people in the SheDecides movement. Its nine Panelists, all aged under 28 years old, represent different regions and come from different backgrounds. Together as Panelists they:</p> <ul style="list-style-type: none"><li>• Hold the SheDecides movement to account for implementing the SheDecides Youth Engagement Strategy</li><li>• Provide strategic guidance and direct the SheDecides Support Unit on ways to strengthen engagement and support for young people within the movement</li><li>• Review proposals relating to youth engagement and propose young people that could serve as SheDecides Champions</li><li>• Strengthen collaboration with youth activists and networks</li><li>• Provide leadership and input into SheDecides strategy documents</li><li>• Develop innovative ideas to amplify young voices and youth demands both within and outside the SheDecides</li></ul>
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	<p style="text-align: center;">movement</p> <p>In May 2022, members of the YAP held a strategy session at the sidelines of the SheDecides+5 meeting in Brussels to develop an updated <b>Youth Engagement Strategy (2022-2027)</b>. This strategy was presented to the Guiding Group in September 2022 and sets out key youth engagement principles and also includes several targets to track progress.</p> <p>As a next stage in the process the Youth Accountability Panel has requested support in developing simple measurement tools to track implementation of the Youth Engagement Strategy. They have also requested capacity development support from an external expert on Monitoring and Evaluation.</p> <p>A contractor is required to support the Youth Accountability Panel in this next stage. The key deliverable for this engagement will be the creation of simple monitoring and evaluation guide to help measure progress against targets included in the newly revised Youth Engagement Strategy (Y.E.S).</p> <p>To achieve this the contractor will need to plan and facilitate two virtual workshops for the 9 Youth Accountability Panelists;</p> <p><u>#1 Workshop:</u> An introduction to Monitoring and Evaluation  <u>#2 Workshop:</u> An interactive session to develop simple measurement tools for the Youth Engagement Strategy.</p> <p><u>Key stakeholders</u>  Contractor  SheDecides/IPPF</p>
<p><b>2. Purpose</b></p>	<p>The facilitator will plan and ensure the smooth running of the process in a timely and fulfilling manner. The facilitator will develop simple monitoring and evaluation plan and reporting template for the Youth Engagement Strategy (2022-2027),</p>

	<p>incorporating Youth Accountability Panel input from the second workshop.</p>
<p><b>3. Roles and responsibilities</b></p>	<p><u>Contractor’s specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> <li>○ To design and facilitate two-virtual workshops for the 9 Youth Accountability Panel.</li> </ul> <p><u>#1 Workshop:</u> A learning session to introduce the YAP to Monitoring and Evaluation {Max. 3 hours with breaks}</p> <p><u>#2 Workshop:</u> An interactive session to develop simple measurement tools for the Youth Engagement Strategy. {Max. 4 hours with breaks}</p> <ul style="list-style-type: none"> <li>○ To finalise a simple monitoring and evaluation plan for the Youth Engagement Strategy (2022-2027).</li> <li>○ To develop simple guidelines and template for the SheDecides Support Unit, on how track and report progress in implementing the Youth Engagement Strategy (2022-2027).</li> </ul> <p><u>IPPF’s specific roles and responsibilities:</u></p> <p>N/A</p> <p><u>SheDecides Support Unit specific roles and responsibilities</u></p> <ul style="list-style-type: none"> <li>○ To provide the facilitator with all necessary information on the Youth Accountability Panel, the Youth Engagement Strategy (2022-2027), SheDecides Monitoring and Evaluation Framework.</li> <li>○ Take appropriate strategic decisions as required and in a timely manner to facilitate the delivery of the project deliverables.</li> <li>○ Take appropriate steps to ensure access to relevant materials.</li> </ul>

<p><b>4. Timeline</b></p>	<p><u>Anticipated Commencement date.</u> 21 November 2022</p> <p><u>Anticipated completion date.</u> 19 December 2022</p> <p><u>Estimated time required. <b>5 Days</b></u></p> <ul style="list-style-type: none"> <li>• 2 days preparation for the workshops (with advanced reading/ materials for the YAP members)</li> <li>• 1 day facilitation (2 x 0.5 day workshops)</li> <li>• 2 day finalization (developing a simple monitoring and evaluation plan for the Youth Engagement Strategy (2022–2027) and reporting guidelines and template for the SheDecides Support Unit.</li> </ul> <p><u>Factors that may affect completion date:</u></p> <ul style="list-style-type: none"> <li>• Postponement or changes due to availability of Youth Accountability Panelists.</li> </ul>
<p><b>5. Milestones and deliverables</b></p>	<ul style="list-style-type: none"> <li>• Liaise with the SDSU’s Policy Advisor (Lewis Emmerton) for feedback and support in advance of starting the proposed process. <u>w/c 21 November</u></li> <li>• Take the steps to prepare, develop and distribute any necessary materials, pre-reading/ tasks for the virtual workshop by <u>w/c 28 November</u></li> <li>• Facilitate a two virtual workshops <u>early December</u></li> <li>• Complete the Monitoring and Evaluation plan for the Youth Engagement Strategy (2022–2027), reporting guidelines and template for the SheDecides Support Unit by <u>16 December</u></li> </ul>
<p><b>6. Contractor requirements</b></p>	<p><u>Professional qualifications:</u></p> <ul style="list-style-type: none"> <li>○ Minimum of a bachelor’s degree, or equivalent relevant qualification and experience.</li> </ul>

	<p><i>Experience required:</i></p> <ul style="list-style-type: none"> <li>○ Experience in facilitating and leading workshops with young people on sexual and reproductive health, bodily autonomy and youth engagement.</li> <li>○ Experience working with online interactive tools which can facilitate remote collaboration (e.g. Miro, Mural, Trello)</li> <li>○ Experience with Planning, Monitoring, Evaluation and Learning</li> <li>○ An understanding of strategy documents and reporting guidelines.</li> <li>○ An understanding of SheDecides as a global movement and what it stands for, particularly its core value of using positive, simple and accessible language.</li> </ul> <p><i>Skills:</i></p> <ul style="list-style-type: none"> <li>○ Ability to work with people of diverse backgrounds.</li> <li>○ Strong verbal, written &amp; interpersonal skills.</li> <li>○ Excellent time management and organizational skills.</li> <li>○ Ability to facilitate virtual workshops</li> <li>○ Fluency in English is required.</li> </ul>
<p><b>7. Application</b></p>	<p>Please send your proposal by <b>Thursday 3 November 2022</b> to <a href="mailto:lewis@shedecides.com">lewis@shedecides.com</a>, including;</p> <ul style="list-style-type: none"> <li>• CV of the consultant involved in the project</li> <li>• a one-page plan of the steps you would take to support the SheDecides Support Unit (SDSU) in achieving each milestone, including theoretical and methodological approach.</li> <li>• a detailed budget, including consultancy fees and potential expenses.</li> <li>• References of past clients for whom you have carried out similar work – including contact details.</li> </ul> <p><b>Applications are particularly encouraged from young consultants between 18–30 years old.</b></p>