GENERAL INFORMATION

Pact seeks to engage the services of a consultant to carry out data collection, support analysis and report writing for a formative assessment to inform design of a gender transformative positive youth development (PYD) approach to improve family planning/reproductive health (FP/RH) outcomes in adolescents and youth in fishing communities of Mangochi and Nkatabay districts in Malawi. The successful candidate will be required to travel to remote rural areas within Mangochi and Nkatabay districts to complete the formative assessment. The successful candidate will be required to engage a team of 4 data collectors; 2 facilitators and 2 note-takers, comprised equally of males and females. They will be responsible for payment, management and quality of results from this data collectors team.

ANTICIPATED AMOUNT AND TIMELINE

Timeline: April 2022 – September 2022
Type of consultancy: deliverable based
Amount: USD $34 100, negotiable

PROPOSAL SUBMISSION AND QUESTION PERIOD

All interested and/or qualified candidates should submit their full proposal in a single PDF document to wdothi@pactworld.org and tpande@pactworld.org. Pact will respond to all questions requiring clarification. All questions and concerns should be sent to the MOMENTUM Country and Global Leadership team – William Dothi (Monitoring, Evaluation, Research and Learning (MERL) Manager, Pact Malawi – wdothi@pactworld.org) and Tripti Pande (Learning, Evidence and Impact (LEAP) Officer, Pact Washington DC – tpande@pactworld.org). Responses will be provided within 5 working-days of receipt.

BACKGROUND

Pact/Malawi, an international non-governmental organization, has been established in Malawi since 2007. It’s flagship USAID-funded project, Restoring Fisheries for Sustainable Livelihoods in Lake Malawi (REFRESH), aims to conserve freshwater biodiversity and restore fisheries’ productivity in eight (8) districts in Malawi.
To encourage cross-sectional partnerships between sustainable ecosystems, fisheries and health, the USAID-funded MOMENTUM Country and Global Leadership award, is partnering with REFRESH to conduct a formative assessment to identify appropriate intervention approaches and ways in which REFRESH can promote access to and use of family planning and reproductive health (FP/RH) services among adolescents and youth and advance positive youth development (PYD) in project geographies.

Over the last decade, Malawi has made great strides in FP/RH outcomes where the adolescent fertility rate (15-19 years) decreased from 146 per 1,000 to 131 per 1,000 and 60% of married women (15-49 years) reported use of any method of contraception (World Bank Group, 2022). Despite this, 20% of women report unmet FP needs. Further, among married adolescent girls, 22% report unmet needs for modern contraception methods. This number rises to 52% among unmarried adolescent girls (World Health Organization, 2020). Additionally, only 32% of sexually active unmarried adolescent girls use FP methods (NSO, 2021). Furthermore, only 32% of sexually active unmarried adolescent girls use FP methods (World Health Organization, 2020) (National Statistical Office, Malawi Multiple Indicator Cluster Survey 2019-20, Survey Findings Report., 2021). (National Statistical Office, Malawi Multiple Indicator Cluster Survey 2019-20, Survey Findings Report., 2021).

A growing body of evidence shows that integrated development programming, known as population, environment, and development (PED), is a promising approach to increase resilience to climate change, improve biodiversity conservation, and meet the demand for voluntary FP (Yavinsky RW, 2015). MOMENTUM Country and Global Leadership intends to add to this evidence base by building on previous approaches generated by USAID’s Evidence to Action project’s work in Tanzania and the youth approaches in the HOPE LVB project in Uganda. To do so, Pact, as part of MOMENTUM Country and Global Leadership, will lead a formative assessment to understand how adolescent girls and boys and young women and men are engaged in REFRESH supported community structures, patterns of FP/RH service use among adolescents and youth and existing barriers impeding access to and utilization of services.

PURPOSE AND SCOPE OF FORMATIVE ASSESSMENT

This formative assessment will be conducted prior to program design. It will assist in guiding the design of intervention strategies that will meet adolescents and youth’s FP/RH needs while conserving the freshwater biodiversity of Lake Malawi by restoring the natural fisheries productivity in select lakeshore districts.

1 MOMENTUM Country and Global leadership part of a suite of innovative awards funded by the U.S. Agency for International Development (USAID) to holistically improve family planning and maternal and child health in partner countries around the world. The project focuses on technical and capacity development assistance (TCDA) to ministries of health and other country partners to improve outcomes.
The **main objective** of the formative assessment is to inform the design of a gender transformative positive youth development (PYD) approach to improve FP/RH outcomes among adolescent girls and boys (15-19) and young women and men (20-24) in-fishing communities of Mangochi and Nkhatabay districts.

Specific objectives of the formative assessment:

1. Describe patterns of FP/RH service use among adolescent girls and boys and young men/women in Mangochi and Nkhabay’s fishing communities.
2. Identify priority barriers (including gendered barriers) to access to and use of FP/RH services among adolescent girls and boys and young men/women in Mangochi and Nkhabay’s fishing communities.
3. Determine the priority age- and life-stage of adolescent girls and boys and young men/women to engage in Mangochi and Nkhabay’s fishing communities.
4. To understand participation of adolescent girls and boys and young men/women, particularly young women and their male partners, in REFRESH-supported community structures [i.e. Beach Village Committees (BVCs) and Village Savings and Loans Associations (VSLAs)] in order to identify opportunities for intervention.

**METHODOLOGY**

The methodology presented below will be submitted to US and in-country IRB for approval. The consultant will be asked to review the methodology to ensure that they are comfortable with the various aspects. A detailed concept note, including facilitation guides and consent forms, will be shared with the successful candidate.

The formative assessment team proposes a cross-sectional mixed methods design focusing on all sub-objectives in two districts; Mangochi and Nkhabay.

The assessment will be split into two stages: **Stage 1** (secondary data collection and analysis, quantitative & qualitative) and **Stage 2** (primary data collection, qualitative). Stage 1, secondary data collection, will comprise a desk review of REFRESH project reports including; annual reports, gender analysis, and monitoring data on engagement with community structures. Additionally, external sources will also be included, such as; population data from the National Statistics Bureau, use of FP/RH services and methods from National HMIS data, availability of FP/RH services and location of facilities by reviewing HMIS data or physical clinic logbooks/summary forms/ client records. Stage 2, primary data collection, will comprise of two qualitative methods; 1) focus group discussions (FGDs) with adolescents and youth and 2) key informant interviews (KII) with beach village leadership (BVC) leaders and community health post leaders. The FGDs will be conducted building the Pathways to Change (P2C) approach which focuses
on using vignettes to identify barriers and facilitators to behavior change. The KIIs will use a semi-structured interview guide to facilitate data collection (see data collection section below).

The target population will include adolescent girls and boys and young women and men. Adolescents are defined as 15-19 years and youth are defined as 20-24 years. The assessment will employ a multi-stage sampling approach with 3 levels: 1) district level, 2) BVC level and 3) participant level.

- **District level**: the two districts – Mangochi and Nkatabay - were purposively selected based on accessibility by road, gender distribution, marital status and number of community structures present.
- **Beach Village Committee (BVC) level**: Due to time, resource and feasibility, BVCs will be sampled through convenience sampling. As mentioned in the data collection section below, data will be collected in 1 BVC per district.
- **Participant level**: The assessment will employ purposive quota sampling for participants to ensure proportionate representation from sub-populations.

<table>
<thead>
<tr>
<th>FGDs (PER DISTRICT)</th>
<th>KII (PER DISTRICT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adolescent unmarried females (15-19)</td>
<td>BVC leader male</td>
</tr>
<tr>
<td>Adolescent married females (15-19)</td>
<td>BVC leader female</td>
</tr>
<tr>
<td>Youth females (20-24)</td>
<td>Health post leader</td>
</tr>
<tr>
<td>Unmarried males (15-24)</td>
<td></td>
</tr>
<tr>
<td>Married males (15-24)</td>
<td></td>
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</tbody>
</table>

**DATA COLLECTION**

**Stage 1: secondary data collection**
The secondary data collection will begin prior to the engagement with the consultant. It will comprise a desk review of REFRESH project reports including; annual reports, gender analysis, and monitoring data on engagement with community structures. Additionally, external sources will also be included, such as; population data from the National Statistics Bureau, use of FP/RH services and methods from National HMIS data, availability of FP/RH services and location of facilities by reviewing HMIS data or physical clinic logbooks/summary forms/ client records. Additional discussions with the REFRESH staff on engagement of adolescent girls and boys and young women and men in BVC structures based on their programmatic knowledge and health system structure.
The consultant will be asked to assist specifically with data collection on availability of FP/RH services and location of facilities by reviewing HMIS data and/or review physical clinic logbooks/summary forms/client records. The data collected from this stage will assist in establishing targeted FGD sub-populations for Stage 2 (primary data collection).

**Stage 2: primary data collection**

*Recruitment/invitation to participate*

Using Pact’s long-standing successful relationship with BVCs and the fishing communities, all recruitment will be facilitated by BVC leaders, in collaboration with REFRESH staff members. BVCs will be used as an “entry point” into villages with the target populations. The figure below showcases the step-by-step approach for participant recruitment in Stage 2. The team of data collectors will be present during each step of the process.

![Step-by-step approach for participant recruitment in Stage 2](image)

Each village chief will assist in reaching the target population using 3 possible methods:

1. Providing a register with profiles (including name, age, gender) of each village member
2. Conducting household recruitment
3. Visiting village community meetings to encourage recruitment (and/or identify potential participants)

Depending on the recruitment method directed by the village chief, data collectors will either have access to village registers or visit participants in person. All recruitment will occur in person, even during COVID-19. Participants will be informed, in-person, about the objectives of the assessment, FGD and KII dates as well as the location. For all activities, written informed consent will be sought from participants individually and in private before the discussions and interviews begin.

All primary data collection will occur in the local language, Chichewa. All documents, including the FGD guide and KII guide will be translated from English to Chichewa. The data collection teams will be trained on qualitative data collection, specifically the Pathways to Change (P2C) approach, to ensure high quality data collection. Each FGD will last up to 90 minutes whereas each KII will last up to 60 minutes to avoid interview fatigue. After each FGD and KII, a debriefing will be scheduled with the MERL Manager, Activity Manager, facilitator and note-taker to discuss emerging themes and areas to improve/encourage further follow-up in subsequent FGD and KIIs. This will also help assess the point of saturation in data collection.
To avoid discussing behavioural tendencies of sensitive nature (i.e. sexual behavior) directly with the participants, the data collectors will build off the P2C approach. As explained above, P2C is an approach used as an educational tool (game) as well as a method to identify barriers/facilitators to change. The approach uses realistic fictional stories (vignettes) from the same communities are participants who have specific behaviors they should change. In addition, using a game board participants identify priority barriers and facilitators at each level of the socio-ecological model for the fictional characters and stories presented. The game has 3 objectives:

1. Debate and discuss about facilitator or barriers that is being described is personal, social or environmental
2. Enable a better understanding of what is necessary to support behaviour change
3. Generate information reflecting what the population sees as main barriers to change and facilitators to change

DATA CLEANING, VERIFICATION AND ANALYSIS

FGD notes will be consolidated on Microsoft Word. Upon completing all KIIIs, the data will be transcribed verbatim in Chichewa by the data collectors and subsequently translated to English. Further, FGD notes, notes as well as KII transcripts will be analysed using inductive thematic analysis by at least two members of the formative assessment team. All data analysis will occur on the MaxQDA platform. The thematic analysis will enable identification of major and minor themes followed by specific categories to assist in reporting. The consultant will be requested to assist the Activity Manager with data cleaning and analysis.

All data reported will remain anonymous and direct quotes will not contain participant identifiable information. Further, the results of the formative assessment will assist in developing a program strategy to integrate gender-transformative adolescent and youth FP/RH approach into REFRESH activities for FY22-23. The results of the formative assessment will be disseminated through a short technical brief and a final internal report which will be created in collaboration with the MERL lead and Activity Manager. These products will be disseminated as learnings to all Pact staff, MOMENTUM Country and Global Leadership partners, and other key stakeholders as relevant.

DUTIES AND RESPONSIBILITIES

The consultant will be responsible for:

- Full management of the data collectors (e.g. recruitment, management and quality control)
- Assisting in creating and finalizing documents for in-country IRB submission in Malawi
- Review secondary data including project monitoring data, project reports, health facility records on availability of FP/RH services and engagement with adolescents and youth (male and female)
- Translating FGD and KII guides from English to Chichewa
- Piloting the interview guide
- Leading trainings with data collectors and facilitators
• Conduct focus group discussions and key informant interviews with adolescents, youth, beach village committee (BVC) leaders and health post leaders (clinical assistants)
• Translate all FGDs and KIIs from Chichewa to English
• Support the lead researchers in data analysis, and report writing
• Conducting frequent check-ins with the Activity Manager and in-country Monitoring, Evaluation, Research and Learning (MERL) lead

MILESTONE DELIVERABLES

| DELIVERABLE                                      | SPECIFICATIONS                                                                                                                                                                                                 | DEADLINE         |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------- Adamantix  |  |
| Consultancy workplan (data collection plan)    | • N/A                                                                                                                                                                                                   | April 30th 2022 |
| Presentation and short report on secondary health facility data | • Conducting secondary data analysis on health facility data  
• Collecting data from health facility registers and/or lab forms on accessibility and availability of FP/RH services | May 9th 2022    |
| Translating FGD and KII guides into Chichewa   | • N/A                                                                                                                                                                                                   | May 18th 2022    |
| In-country IRB submission                      | • Assisting the Activity Manager and in-country MERL manager in submitting to in-country IRB  
• Ensuring all documentation is appropriate for submission | May 18th 2022    |
| Piloting FGD and KII guides                   | • Piloting FGD and KIIs guides with subset of population  
• Training data collectors and facilitators on Pathways to Change and KII methods with Activity Manager and MERL manager | June 10th 2022   |
| Conducting FGDs and KIIs*                     | • Leading and facilitating data collection  
• Conducting frequent check-ins with Activity Manager and in-country MERL lead | July 5th 2022    |
| Transcribing and translating KII transcripts | • Transcribing and translating KII transcripts  
• Submitting all KII transcripts/raw data to MERL lead and Activity Manager | July 15th 2022 |
| Finalizing notes from FGDs | • Transcribing FGD notes onto Microsoft Word and sharing all notes to MERL lead and Activity Manager | July 15th 2022 |
| Presenting overarching results to Activity Manager and in-country MERL lead ** | • Powerpoint presentation on the overarching results/analysis of FGD and KIIs | July 22nd 2022 |
| Assisting data analysis, report writing | • N/A | August 30th 2022 |

*The FGD timeline is subject to change based on the in-country IRB approval.

**At minimum, the presentation on overarching findings should contain:

- An introduction
- Methodology
- Immediate themes and/or categories identified while conducting FGD and KIIs
- Potential themes to include in codebook for qualitative analysis
- Successes and/or challenges of FGDs and KIIs
- Lessons learned

**MANAGEMENT OF CONSULTANCY AND REPORTING**

The consultant will be managed by Pact Malawi REFRESH’s Chief of Party and MERL lead. Further, the consultant will also conduct frequent check-ins with the LEAP Officer/PED Activity Manager (Pact Washington DC).

**TIMELINE**

The consultancy is expected to run from April 2022 – September 2022 with data collection occurring in June 2022 and a design meeting (with USAID and MOMENTUM Country and Global Leadership partners) in-person in September 2022. All milestone deliverables will be approved by the Chief of Party, in-country MERL lead and PED Activity Manager.
SUBMISSION REQUIREMENTS

Please ensure to submit one single PDF document with sections as outline below.

I.  Section I: Letter of Expression of Interest

II. Section II: Consultant(s) CV or company profile, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references (1 page)

III. Brief description of why the applicant/firm considers him/herself as the most suitable for the assignment, including description of and with references/links to past evaluation reports conducted, with particular reference to the methods outlined in this TOR (maximum 2-3 pages)
   a. Please include relevant experience:
      i. Gender-based approaches
      ii. Sexual and reproductive health
      iii. Leading and managing a team of data collectors

IV. Section III: Description of methodology on how the applicant will approach and complete the assignment (maximum 1-2 pages)
   a. Please specify how you will operationalize the proposed methodology above and mitigate any risks

V. Section IV: Workplan including results presentation, the design workshop and check-in meetings with the MERL Manager and PED Activity Manager (1 page)

VI. Section V: Consultant(s) CV or company profile, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references (maximum 1 page)

VII. Section VI: Budget-indicating all fixed total contract price, supported by a breakdown of costs with explanations as needed (no page limit)

The full package of the application should be submitted as a single PDF document to William Dothi (wdothi@pactworld.org) and Tripti Pande (tpande@pactworld.org) by 5:00pm Lilongwe time on April 22nd 2022.

Only selected candidates will be contacted. Candidates may be asked for a virtual interview upon evaluation of their proposal.