

## TERMS OF REFERENCE

**Type of Service:**

Technical Consultancy

**Project Title:**

Monitoring of the Implementation of the Responsible Parenthood and Reproductive Health (RPRH) Law

### **RATIONALE**

Section 21 of the Responsible Parenthood and Reproductive Health (RPRH) Act of 2012 mandates the submission “to the President of the Philippines and Congress an annual consolidated report on the law.” The Annual Report must contain:

- Comprehensive assessment of the implementation of the programs under the law;
- Comprehensive report from government agencies and instrumentalities; and
- Contain recommendations for executive and legislative actions.

With this, the National Implementation Team (NIT) for the RPRH law, chaired by the Department of Health, annually gathers and consolidates the country’s accomplishments in the areas of family planning, maternal and neonatal health, adolescent reproductive health, gender-based violence, and HIV and AIDS from all levels of program implementation including municipalities, provinces, regional agencies and national offices.

An annual writeshop is conducted to transform these data on accomplishments to a comprehensive report, which will be submitted to the President and to Congress. In this respect, the UNFPA has been requested to provide technical assistance to support the 10th year report preparation writeshop, and shall engage a consultant, through the Philippine Legislators’ Committee on Population and Development, who has the expertise on monitoring and evaluation, technical writing and past experience in RPRH report preparation.

### **OBJECTIVES**

This consultancy aims to generate technical inputs and guidance from available experts to:

- a) Review and analyze data on performance by each key result area (KRA) of RPRH based on the previous RPRH reports, PIDS analysis and RPRH Implementation Review,
- b) Assist in the development and finalization of the Strategies and Targets, Implementation Modality and Monitoring & Evaluation sections of the RPRH Multi Sectoral Strategic Framework, and
- c) Assist in the finalizing the 10th Annual Report of Accomplishments on RPRH Law Implementation according to ideal tone, voice, and messaging.

## **SCOPE OF WORK AND EXPECTED OUTPUTS/DELIVERABLES**

The **Consultant** will be hired to provide assessment and technical inputs as to assessment of the RPRH implementation to include planning, implementation, and reporting. This includes writing, content-editing, and copywriting support in the preparation and development of the RPRH Law Annual Report for submission to the Office of the President (OP) and the two houses of Congress. The Consultant will perform the following tasks for the RPRH Report

1. Review the performance data submitted to the NIT secretariat and provide advice on how best to ensure completeness and validity of reports submitted;
2. Write, edit and proofread the reports, ensuring adherence to acceptable style guides without altering the substance and format of the document;
3. Consolidate, review and edit the submission of the leads for the KRAs;
4. Coordinate with the KRA Focals to ensure logic, coherence, and consistency throughout the report and smooth transition in each of the KRAs and crosscutting sections;
5. Copy-edit and provide analysis to the report;
6. Provide recommendations on how to improve the monitoring of the implementation of the RPRH law.

## **IMPLEMENTATION ARRANGEMENT**

### **A. Project Management, Contract Administration, and Contact Persons**

#### **Ms. Ma. Aurora O. Quilala**

Deputy Executive Director

Philippine Legislators' Committee on Population and Development

#### **Dr. Mara Jean Almazora - Millar**

Medical Officer IV

Child Adolescent and Maternal Health Division, Department of Health (DOH)

#### **Dr. Ann Ysabel Gonzales - Andres**

Medical Officer IV

Child, Adolescent and Maternal Health Division, DOH

#### **Dr. Charl Andrew Bautista**

Analyst, Population and Development

UNFPA Philippines

## **Project Management/ Contract Administration Arrangement**

The Technical Assistance Provider is not required to report daily throughout the duration of the engagement. They should be present during meetings that are initiated by partners DOH-DPCB, UNFPA Philippines, and PLCPD. They are required to brief the technical staff from time to time of the progress of their work.

### **Proprietary Rights / Ownership**

1. All outputs of the project such as electronic files, modules, work plans, training assessment and designs, reports, documentations and materials, produced by the Technical Assistance Provider for this engagement shall become and remain the property of the DOH-DPCB, and the Consultant shall deliver all outputs to the DPCB not later than upon termination or expiration of the contract. The Consultants may retain a copy of outputs but future use of these outputs is subject to the restrictions and approval of DOH-DPCB. The disclosure of personal and sensitive information / data gathered under the project is covered by the Republic Act 10173-Data Privacy Act of 2012.
2. Copyright. The Property Rights in all proprietary documentations or methodologies shall remain vested in the owner of such rights.

### **Confidentiality**

All data and information received from the partners, especially DOH, are to be treated confidentially and are only to be used in connection with the execution of the Terms of Reference. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of DOH. For avoidance of doubt, this obligation of non-disclosure of confidential information shall survive the termination of the Contract.

### **Review and Approval of Documents and Other Outputs:**

1. The Technical Assistance Provider/ Consultant shall prepare and submit materials or documents to the project management team for acceptance.
2. The team, led by the DOH-DPCB shall review the submitted materials or documents. If accepted by the team, the document shall be used to support requests for payment; if not accepted, the consultant will be notified of the reasons for disapproval and the required modifications to be made on the document and/or material.

The Technical Assistance Provider/Consultant shall modify the document/output if needed and resubmit to the team for acceptance.

## **ROLES AND RESPONSIBILITIES**

### **Project Management Team**

1. DOH-DPBC to organize a technical working group who will be in charge of providing technical inputs during consultations, workshops, writeshops and other activities.
2. Provide technical inputs in relation to RPRH including interventions, initiative, program management and other relevant information on program implementation.
3. Assist to coordinate availability of resource persons from the national to local levels.

4. Ensure the accuracy of the deliverables submitted as stipulated in this agreement and review.
5. Monitor and evaluate the implementation of all activities under this Agreement.

**TA Provider / Consultant**

1. Perform the services and carry out the obligations with all assiduousness, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices.
2. Conduct all activities with due care and diligence, in accordance with the Contract and with the skills and care expected of a competent provider of the services required.
3. Regularly update and coordinate with the technical working group and DOH-DPCB.
4. Acknowledge that any failure to acquaint itself with all such data and information shall not relieve its responsibility for properly estimating the difficulty or cost of successfully performing the Contract.
5. Be responsible for timely provision of all resources, information, and decision making under its control within the time schedule specified in the TOR. Failure to provide such resources, information, and decision making may constitute grounds for termination.
6. Abide by all the terms and conditions stipulated in the project contract.
7. Submit to the Project Management Team the final materials, work plans, reports, documentations, materials specified in the TOR or agreed upon during negotiation.
8. Do progress reporting as agreed by both parties.

**TIMELINE**

This engagement shall adhere to the following timeline:

- 31 July 2024: Submission of first draft of the report
- 30 September 2024: Submission of the final draft of the report
- 30 November 2024: Recommendations on the improvement of the monitoring of the implementation of RPRH Law

**QUALIFICATIONS OF THE CONSULTANT**

***Experience***

- At least five (5) years of experience in conducting and facilitating workshops, focus group discussions, planning and policy development, health systems strengthening, and experience in Family Health, men, women and adolescent reproductive health, and Family planning
- At least four (4) years of experience in monitoring, supportive supervision, health systems strengthening

***Qualification***

- Master's Degree relevant to the project
- Extensive knowledge and practice in conceptualizing, design, development in public health or capacity building

## **CRITERIA FOR SELECTION OF CONSULTANT**

The following shall be considered in the selection of the Consultant

- A. Experience and Qualification** (Work similar to the project, work experience related to the project, education, and relevant training)
- B. Ability to deliver the agreed outputs**
- C. Plan of approach/Methodology**