



TERMS OF REFERENCE
Individual Consultancy

Editing of report on the 'Baseline Survey on Sexual and Reproductive Health in the Bangsamoro Core Territory' and development of a policy brief based on the report findings

OCTOBER 2017 TO NOVEMBER 2017

Background

UNFPA, the United Nations Population Fund, is supporting the peace-building and development efforts in the Bangsamoro communities through a partnership with the Bangsamoro Development Agency (BDA). The partnership, signed in 2015 between the leadership of the MILF and UNFPA-Philippines, aims to improve delivery of reproductive health services such as maternal and infant care and family planning to the Bangsamoro areas.

Among the priority interventions under the new partnership is the refurbishing and equipping of part of the existing health center at Camp Darapanan to become a birthing center for women in the community and nearby villages. Health service staff are also trained on Basic Emergency Obstetric and Newborn Care and family planning. The clinic serves as a model for rolling out reproductive health services in other Bangsamoro core territories. Prenatal, postnatal and family planning services is also made more accessible to 10 major camps of MILF through an advocacy campaign called "Ligtas Buntis."

To ensure that plans and programs in the Bangsamoro areas are strategic and evidence-based, UNFPA and the BDA commissioned the conduct of a baseline study to determine the current reproductive health situation in the areas. The study is being conducted by the Institute of Bangsamoro Studies (IBS), with the BDA serving as the principal contractee of the engagement.

The results of this baseline report have the potential to contribute to advancing the sexual and reproductive health and rights agenda of the women and girls in the Bangsamoro. It is therefore crucial to ensure that the main findings and key messages of this analysis are codified, communicated in an accessible language and highlighted clearly for external audiences.

Scope of Work

The research-expert is expected to:

- (1) Edit, copy-edit and proofread the draft baseline report (approx. 164 pages, currently 63,367 words in total) and produce a final version ready to be formatted for publication;**

Edit, copy-edit and proof-read the draft baseline study and produce a final version that will be ready for design and publication. The editing process will include a revision of the texts with tables and figures to achieve an optimal flow of information and presentation of the findings. The editing process might entail substantive re-drafting

and synthesizing of parts of the existing text in order to make the report more readable and understandable to non-expert audiences. The packaging process will also entail the formulation of the table of contents and the writing of the executive summary, ready to be formatted for publication.

For this task, the consultant is expected to refer directly to the external author of the study, the Bangsamoro Development Agency, and UNFPA Cotabato Office to ensure validity of statements. Design of the baseline report is not included in the tasks of this consultancy.

(2) Draft a policy brief, between 5 to 8 pages (maximum 10 pages) written in a journalistic and accessible style, to be disseminated to wider audiences in Mindanao.

- Identify key messages to be extracted from the draft baseline study report, ensuring their technical soundness based on the evidence presented in the report.
- Ensure that a consensus exists between the external author, the Bangsamoro Development Agency, and the UNFPA Cotabato Office in relation to the identification and formulation of key messages. This will be accomplished via email, video and phone communication with the key stakeholders. The consultant should expect several rounds of comments and discussions at this stage, for which patience and flexibility will be essential.
- Write the content of a policy brief communicating the findings of the study and key messages. The target audience for this brief is: policy and opinion makers in the ARMM/Mindanao region, and BDA and UNFPA partners within and outside the ARMM. The consultant is expected to produce at least two interim draft versions of the brief for review by the above-mentioned stakeholders. Design of the brief is not included in the tasks of this consultancy.

Deliverables

- One edited, copy-edited and proofread baseline study report by 15 November 2017
- One policy brief drafted and edited between 5-8 pages (maximum 10) by 20 November 2017

Timeframe and fee

This consultancy is home-based. The consultant will be hired under a BDA individual contract.

The professional fee shall be processed and released in two tranches:

Tranche	Amount	Output/s	Target date of delivery/submission
First tranche	PhP 30,000.00	<ul style="list-style-type: none"> • 1st draft of edited, copy-edited and proofread baseline study report • 1st draft of policy brief 	Within 1 week after approval of initial draft outputs
Second tranche	PhP 10,000.00	<ul style="list-style-type: none"> • Finalized and packaged 	Within 1 week after approval and

		baseline report • Finalized brief	study policy	acceptance of final report and policy brief
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Qualifications

The expert should possess the following qualifications:

1. Demonstrated experience in communication and editing
2. High level English essential
3. Ability to synthesize complex documents into key messages
4. Experience in drafting advocacy documents from research studies
5. Experiences in communication on matters related to health and population and development an asset
6. Excellent interpersonal skills and flexible attitude

Proprietary rights

Outputs delivered under this consultancy contract will remain the property of UNFPA.

How to apply

Qualified candidates are requested to email a cover letter, and CV to bangsamorodc11@gmail.com or bda.warda@gmail.com on or before **8 November 2017**. In your cover letter, please indicate your relevant experience, availability, estimated number of days to undertake the terms of reference above. Only shortlisted candidates will be contacted.