



REQUEST FOR PROPOSAL

Solicitation Title: Study Coordinator and Partnerships Monitor

Issue Date: November 2, 2023

Closing Date: November 20, 2023

Expected Award Date: December 1, 2023

Background

Research for Scalable Solutions (R4S) is a five-year implementation science project funded by the U.S. Agency for International Development (USAID). Led by FHI 360, the project is conducting implementation science research to improve the efficiency, cost effectiveness, and equity of family planning programs. The project will also generate evidence for improving country-level family planning policies in Africa and Asia.

The R4S program at FHI 360/Côte d'Ivoire will conduct a study evaluating the effectiveness of an intervention known as Empathways, aimed at improving healthcare providers empathy for, communication with, and service delivery to young clients' in selected regions of Côte d'Ivoire. FHI 360/Côte d'Ivoire seeks a consultant to fill the role of Study Coordinator and Partnerships Monitor, who will be responsible for overseeing study implementation and progress, including ensuring that research is conducted in accordance with the protocol and standard operating procedures and in compliance with ethical standards. S/he will also be responsible for managing stakeholder engagement throughout the study process, including overseeing a data collection organization, the in-country implementing partner, the MOH, and other key stakeholders.

The consultant is expected to work 40 percent time through the end of September 2024. S/he will work directly with FHI 360 staff in Côte d'Ivoire and at Headquarters and will also liaise frequently with Ministry of Health (MOH) points of contact and other stakeholders to ensure local involvement in interpretation of results.

Scope of Work

Study Coordinator Role:

- Work with principal investigator(s) to prepare and submit research package to local ethics committee and monitor status of application,
- Act as a liaison between the FHI 360 research team, the data collection organization, and the in-country implementing partner (RISE project) for all needed communication,
- Provide technical and administrative support to the local research partner. This includes oversight through regular phone and email check-ins, attending relevant parts of the data collection training,



- Oversee development of and adherence to the study schedule and notification of the PI(s) when there are changes to the schedule,
- Reporting any ethical violations or breaches of the protocol,
- Participate in data analysis and interpretation,
- Contribute to manuscript drafting,
- Lead the planning of the results dissemination meeting,
- Procure essential study equipment and materials.

Partnership Monitor Role

- Conduct a stakeholder analysis to identify key stakeholders in the FP and PrEP arena in Côte d'Ivoire,
- Lead the coordinating and liaising with the members of the study advisory committee and MOH stakeholders,
- Manage stakeholder engagement including maintaining routine communication with MOH and members of study advisory committee and coordinating routine updates to broader set of identified stakeholders.
- Assist or lead development of country-specific strategies to assist with research uptake.

Location of Work

Training and follow-up will be conducted from the FHI 360 office in Abidjan. Willingness and ability to travel regularly to two districts within Abidjan.

Timetable and Address for Submission

Proposals are due no later than 5:00 PM EDT on **DATE**. Required documentation listed below must be e-mailed to:

Email: xxx@fhi360.org

Qualifications

- Master's Degree in Public Health or Medical Degree, with research experience
- Experience managing and/or monitoring health-related research projects (family planning or HIV preferred), including stakeholder engagement
- Knowledge of family planning, barriers to family planning, HIV, PrEP and other related subject matter
- Knowledge of Côte d'Ivoire health system at district level
- Skills in MS Word, Excel, and NVivo (or similar) software



- Willingness and availability to travel to the study districts is required
- Certification in human subjects research ethics preferred, from FHI 360 or CITI. May be obtained online from:
 - <https://www.fhi360.org/sites/all/libraries/webpages/fhi-retc2/index.html> or
 - <https://about.citiprogram.org/en/homepage/>
- Strong oral and written communication skills in French and English

Evaluation Criteria

Proposals will be evaluated in accordance with the following criteria:

Criteria	Weight
Experience managing and conducting research, including supervising data collection organizations, research assistants/data collectors, and ethical compliance	25%
Experience working with Ministry of Health officials at district and national level, and general stakeholder engagement experience	25%
Knowledge of subject matter (family planning, PrEP)	15%
Experience leading research study trainings for data collection	10%
Experience in qualitative data collection	10%
Skills in MS Word, Excel, and NVivo (or similar) data analysis software	10%
Completeness of resume and certificates	5%

Required Documentation

Proposals must include the following components:

- Resume
- Cover letter
- Copies of all relevant certificates together with name, title, organization and contacts of three professional references.
- Daily rate for consultancy, justified by the most recent rate paid for a similar task.

FHI 360 Disclaimers

- FHI 360 may cancel the solicitation and not award
- FHI 360 may reject any or all responses received
- Issuance of the solicitation does not constitute an award commitment by FHI 360
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
- FHI 360 will not compensate any offeror for responding to solicitation
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion



- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- FHI 360 will be contacting each offeror to confirm contact person, address and that bid was submitted for this solicitation