

Outline and guiding questions for Terms of References for framework services on Global Health and SRHR

When developing a ToR for a framework service please make sure the following headings and information is included.

1. Background of the assignment

- Brief description of the **background of the assignment**, such as program under evaluation or recent development in particular field within global health and SRHR.
- **Rationale** why this assignment is requested by Sida or embassy staff

2. Overall aim, sub-objectives and research questions

- Describe **overall aim** of the assignment and **sub-objectives** (if applicable)
- List more detailed (**research/evaluation**) **questions** that need to be answered in order to reach the overall aim and sub-objectives.

3. Intended users

- List the one or more **target audiences** for the end product of this assignment. What will be the intended use. For example will the end product inform future program design or input for a meeting?

4. Methods

- List the **data collection methods** that are required to answer the aim, sub-objectives and specific questions. You can think of (a combination of) desk review of program documentation, interviews and focus group discussions with stakeholders or program beneficiaries.
- Indicate whether interviews should be conducted through skype or face to face and if any travel for meetings and **field trips** should be included.
- Indicate whether any **guidelines or conceptual frameworks** should be used to guide the assignment such as the OECD DAC criteria, Lancet Guttmacher definition for SRHR, WHO's health systems building blocks.

5. Timeline and plan

- Give an estimate of the **duration in total days** (or hours for helpdesk requests)
- Indicate the preferred **time period** for the assignment from start date to final deadline. Indicate to what extend this is flexible.
- Provide an overview of the **time line with different steps** such as:
 - Inception meeting:
 - Draft inception report
 - Final inception report
 - Draft report to the Embassy/Sida unit:
 - Comments from the Embassy/Sida unit:
 - Second draft report to the Embassy/Sida unit:
 - Comments from the Embassy/Sida unit:
 - Final document to the Embassy/Sida unit:

6. Deliverables and editing guidelines

- Provide an overview of the various **deliverables and deadlines** if possible, such as:
 - Inception report (including updated methodology and data collection tools
 - Draft and final report
 - Draft and final presentation
 - Infographics
- Indicate whether the report or other deliverables should become publicly available
- For the report and powerpoint presentation include **editing guidelines**, such as
 - The length of the report, number of pages (excluding references and annexes (ie summary tables))
 - Language: English (USA or UK) or any other language
 - Font and size
 - Any other guidance on use of numbers, acronyms.

7. Competencies consultants

- Indicate **competences of one or more consultants** needed for this assignment. Such as:

- Educational background,
- Years of experiences in particular field and types of assignments.
- Language
- Any other requirements.

8. Details of on what Sida bases its decision on

Indicate what is required as a call-off response.

- For **framework services** this could be a proposal for the assignment, including the proposed methodology, work plan, CV of proposed consultant and budget for conducting the assignment.
- For **helpdesk services** this includes:
 - name and competences of KIT advisor
 - time estimate for number of hours
 - estimated deadline for deliverable

9. Contact

- Include **name, email address and phone number** of Embassy and Sida staff involved in the assignment
- Indicate who will be the **main point of contact** for this assignment.

10. Documentation

- Provide an overview of relevant (background) **documentation for this assignment**, including links if possible.