



**Request for Application (RFA) for Case Study Coordinator Consultant**

“Male Engagement and Reproductive Empowerment in Togo: Understanding Pathways, Processes and Outcomes of Couples Counseling”

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**Date of Posting: 2 July, 2018**

**Deadline for Application: 20 July, 2018**

**Submission Instructions: Please include a CV, proposed daily rate and cover letter expressing your interest and qualifications, as part of your application materials.** Applications are to be submitted electronically to hf242@georgetown.edu and copied to ejs264@georgetown.edu. Please include the subject line “Case Study Coordinator Consultant - Couples Counseling Togo.” The successful consultant will be interviewed and notified within 15 days of the deadline.

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**Background**

This Request for Application (RFA) defines the key parameters, activities and outputs for a Togo-based Case Study Coordinator Consultant. The consultant will support case study activities under Breakthrough RESEARCH “Male Engagement and Reproductive Empowerment in Togo: Understanding Pathways, Processes and Outcomes of Couples Counseling.”

Population Council has received funding from the United States Agency for International Development (USAID) to implement the project, “Breakthrough RESEARCH” (Cooperative Agreement No. AID-OAA-A-17-00018). Breakthrough RESEARCH is a five-year United States Agency for International Development (USAID)-funded project implemented by Population Council in partnership with Georgetown University Institute for Reproductive Health (IRH), Population Reference Bureau, Tulane University School of Public Health, Avenir Health, and ideas42. Working with a range of stakeholders as partners, Breakthrough RESEARCH aims to improve healthy behaviors and norms across key global health areas, including family planning and reproductive health; HIV/AIDS; maternal, newborn and child health; emerging infectious diseases; and malaria.

In Togo, Breakthrough RESEARCH is collaborating with the Maternal and Child Survival Project (MCSP) to conduct a case study of MCSP’s male engagement and couples counseling activities in the District of Kloto, Togo. MCSP program objectives in Togo include the testing of new counseling and male engagement approaches in order to expand family planning (FP) uptake and sustained use. Togo has a high fertility rate (4.8), low contraceptive use among married women (19.9%), and high unmet FP need (33.6%). MCSP conducted formative research that found the need to increase opportunities for engaging men in the SRH counseling and services more broadly. Grounded in this formative research, MCSP designed different male engagement and couples counseling approaches with potential for scale in Togo’s Kloto District. These activities were designed along with the Togolese Ministry of Health and other partners through a validation strategy workshop, and based on current structures and services available in the intervention areas.



The Case Study Coordinator Consultant in Togo will coordinate field data collection activities to support a case study of MCSP's male engagement and couples counseling interventions, working closely with the MCSP team in Togo and Breakthrough RESEARCH Senior/Research Officer, based out of IRH's office in Washington, D.C.

**Location:** Lomé or Kpalimé, Togo

**Period of Performance:** July 20 to September 30, 2018 (with possibility of renewal until April 2019, after September 2018)

### **Purpose of Assignment**

The Case Study Coordinator Consultant in Togo will work with Breakthrough RESEARCH staff based out of IRH's office in Washington, DC and collaborate closely with MCSP staff based in Lomé, Togo. The Case Study Coordinator Consultant will support data collection around counseling activities training sessions, counseling session observations, and qualitative interviews with providers and couples. Briefly, assignment activities include: 1. Conduct periodic observations of MCSP's male engagement training and community-based session activities; 2. Provide study coordination, training and oversight of two Research Assistants during data collection of interviews with service providers and select couples; 3. Participate in biweekly calls and meetings with Breakthrough RESEARCH and/or MCSP teams; 4. Coordinate and prepare for Research Utilization Committee meetings with partners in Togo; 5. Liaise with the Institutional Review Board (IRB in Togo); and; 6. Participate in data entry and analyses.

### **Specific Tasks and expected timeline:**

Under the direction of the IRH Senior/Research Officer at Breakthrough RESEARCH, the Case Study Coordinator Consultant's specific tasks will include:

1. **Conduct systematic observations of trainings and community activities conducted by community health workers (CHWs), providers, and counselors:**
  - a. CHW and service provider trainings in Kpalimé (July 2018)
  - b. Group-based couples counseling sessions in Kpadapé (August – September 2018)
  - c. Individual-based couples counseling sessions in Kpimé (August – September 2018)
2. **Provide study coordination, training and oversight of RAs during data collection:**
  - a. Undertake research ethics certification prior to the start of the study (if not already undertaken). The digital FHI 360 Research Ethics Training Curriculum or the Collaborative Institutional Training Initiative (CITI) is preferred
  - b. Review the translated data collection instruments and consent forms in French and local language for understanding (July 2018)
  - c. Prepare and co-facilitate data collection training, along with the Breakthrough RESEARCH Senior/Research Officer, and support pilot testing of instruments (August 2018)
  - d. Provide support and supervision to two Research Assistants based out of Kpalimé, Kloto, including daily debriefs after data collection to identify and trouble shoot any issues (August and September 2018)

- e. Ensure study quality procedures are met, including proper consent of participants, and secure and confidential storage and transfer of study materials (July to September 2018)
3. **Participate in biweekly calls and meetings with Breakthrough RESEARCH and/or MCSP teams, including:**
  - a. Biweekly calls with Breakthrough RESEARCH Senior/Research Officer and other staff based out of Washington, D.C. to discuss field activities and needed support and coordination (July – September 2018)
  - b. Biweekly meetings with MCSP staff in Togo, including MCSP Technical Advisor and Consultant to discuss coordination and communication of activities and emerging findings (July – September 2018)
4. **Coordinate and prepare research utilization committees with local partners**
  - a. Coordinate a local research utilization committee with MCSP, Ministry of Health (MOH) and other local partners (July 2018)
  - b. Prepare and convene research utilization committee to share planned data collection and future processes for sharing of emerging findings (August 2018)
5. **Liase with the local IRB and provide necessary documentation**
  - a. Coordinate submission of research protocol and supporting documentation to Comité de Bioéthique pour la Recherche en Santé (CBRS) (July 2018)
  - b. Provide communication and updates to CBRS as need is identified (July - September 2018)
6. **As needed, conduct data entry and/or other analyses:**
  - a. Data entry and/or digitizing of observation forms collected (July - September 2018)
  - b. Conduct any analyses of monitoring data in preparation of research utilization committees (August - September 2018)
  - c. Securely transfer any digitized data to Breakthrough RESEARCH Senior/Research Officer (August - September 2018)

**Provided by Breakthrough RESEARCH / IRH:**

To carry out the scope of work in this agreement, the Contractor will receive the following from IRH:

- Background documents, including draft study protocol and data collection instruments
- Review of data collection and processes for this activity
- IRH will provide materials for data collection including notebooks, folders, pens, bags, locks,
- IRH will coordinate with MCSP to ensure that the local study coordinator is introduced to communities and potential participants
- IRH will cover costs related to study coordinator’s needs, including transport costs to study sites. When possible, transport will be coordinated with MCSP.

**Anticipated Level of Effort and Timeline (24 days total):**

Study Activities	Study Period (Months)		
	July 2018	August 2018	September 2018
1) Conducting observations of MCSP's male engagement training activities;	4		
2) Provide oversight of two Research Assistants during data collection of interviews with service providers and participating couples; identified		4	4
3) Participate in biweekly calls and meetings with Breakthrough RESEARCH and/or MCSP teams, including:	0.5	1.5	1
4) Coordinate and prepare for Research Utilization Committee with partners in Togo;		1	1
5) Liaise protocol submission with CBRS IRB	1	1	
6) Conduct data entry and analyses as needed		2	3
<b>TOTAL DAYS (24):</b>	<b>5.5</b>	<b>9.5</b>	<b>9</b>

**List of Deliverables:**

The Contractor will be responsible for delivering the following products

Deliverable	Days Needed	Deliverable Due Date
1) Submit ethics training certificate and training observations notes	4	August 15, 2018
2) Field / debrief notes from debrief meetings with Research Assistants	8	September 30, 2018
3) Notes from meetings with MCSP team in Togo	3	September 30, 2018
4) Notes from meetings with Research Utilization Committee	2	August 30, 2018
5) Research protocol approved by CBRS IRB	2	August 30, 2018
6) Submit process observation and other monitoring data entered and if needed, analyzed descriptively	5	September 30, 2018



#### **MINIMUM REQUIREMENTS:**

- Graduate of a master's degree program in public health, international development, social sciences or other related field
- Fluency in French and if possible, the local dialect of Ewe
- Based in Lomé or Kpalimé, Togo
- Experience with field research coordination, quantitative and qualitative data collection and/or program evaluation
- Team player and collaborator, able to work in teams
- Able to use personal, secure computer

#### **SUBMISSION INSTRUCTIONS AND DEADLINES:**

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