**Terms of Reference**

*Consultancy: Training Curriculum Development and Implementation of Early Career Researcher Capacity Building Programme*

**Type of Contract: Consultancy**

**Duration: 50 working days**

**Expected Start date: 26th July 2022**

1. **Context**

The Union for African Population Studies (UAPS)is a non-profit making Pan-African organization whose main objective is to promote the scientific study and application of research evidence in policy formulation and program improvement on population and development issues in Africa. In a bid to further its mission, UAPS is launching a fellowship programme targeting early career researchers (ECR) working on population and development issues in Africa including on Family Planning/Sexual and which Reproductive Health and Rights (FP/SRHR), with the aim of building a critical mass of ECRs with expertise in population analysis, research, and communication. The fellowship is part of a larger programme called ‘Support for African Research and Data Use Capacity Building, “AfRes-Data” for short, funded by the Bill & Melinda Gates Foundation. AfRes-Data aims to strengthen the capacities of African population scientists to generate cutting-edge research to address population and development issues in Africa through capacity development of the next generation of researchers, by creating platforms for data use, dissemination, and networking, and by increasing UAPS’s capacity to achieve its mission and objectives.

The training programme will include modules on research design and methods, grant writing and management, data analysis and scientific writing, followed by a six-month mentorship programme. As a result, this consultancy requires professional expertise in the aforementioned topics.

This TOR is intended for all training and research organisations that have the experience and qualifications to conceptualise and implement these teaching and learning materials. Although the geographic scope of the assignment is Anglophone, Lusophone, and Francophone Africa, the structure of the workshop and contents of the materials should be submitted in English or French.

1. **Consultancy Objectives**

The specific objectives for this work will be the following:

1. Design specific training materials under the following topics:

* **Research design**
  + Research methods
  + Data analysis
* **Grant writing and management**
* **Scientific Writing**

These materials should be contextualised for current doctoral students as well as recent doctoral graduates (at most 3 years post-graduation) working in the areas of population, family planning, and sexual and reproductive health and rights (SRHR); and should be accessible in English and French.

1. Develop a plan on how to deliver the programme to the proposed target group in a hybrid format (virtual and in-person), including the most effective training strategies, methodologies, and tools.
2. Develop a pre-and post-training survey based on the developed curricula.
3. Conduct a needs assessment to inform a six-month post-training mentorship programme and propose a possible format for the programme.
4. **Expected Deliverables and Reporting Requirements**

The consultant is expected to provide the following outputs:

1. **Workplan** – outlining in detail the work/activities to be undertaken including methodology, implementation plan and timelines (workdays allocated to each activity)
2. **Training materials** – The consultant is expected to submit soft and hard copies of all training materials in English and French at the completion of the programme.
3. **Training workshop** - The consultant is expected to deliver two 5-day training workshops onresearch design(research methods and data analysis), grant writing and management and scientific writing.
4. **Pre- and Post- survey** - Administer pre- and post-evaluation forms and prepare required post-training reports incorporating evaluation results and trainer’s views on lessons learned and recommendations.
5. **Mentorship needs assessment** – Conduct a needs assessment to inform a six-month post-training mentorship programme based on developed curricula, and propose a possible format for the programme
6. **Final report** – This should clearly illustrate the methodology used, activities undertaken, successes, challenges, results (planned and unplanned), soft and hard copies of the materials and recommendations on how to address any lessons learnt.

The duration of the assignment is expected to be 50 working days from contract signature date.

1. **Payment Structure**

The consultant will be paid the consultancy fee upon completion of the following targets:

• Payment 1: (40% of total amount) After completion, submission and acceptance of the work plan and training materials for the ECR workshop (Deliverables 1 and 2)

• Payment 2: (30% of total amount) After completion, submission and acceptance of the Deliverable 3 and 4 by the UAPS secretariat as well as the implementation of the two 5-day workshops.

• Payment 3: (30% of total amount) After completion, submission and acceptance of the Deliverable 5 by the UAPS secretariat.

1. **Proposal Submissions**

Interested organisations should submit proposals including the following:

1. Technical proposal not exceeding 10 pages in length (font size 12) highlighting:
   1. The proposed approach and activities to be taken for the implementation and management of the assignment
   2. An operational work plan with timelines
   3. A track record of consultant/team relevant to the current assignment
   4. An overview of the narrative summarising the consultant’s understanding of the scope and the intended goals of the training materials and an outline of the final report
2. Proposed budget including a breakdown of costs with man-days for each team member.
3. Curriculum Vitae of consultant and of each member of the team. These should be for the core team alone and should not exceed 4 pages. Only include information relevant to the current assignment.
4. Scanned copy of academic and professional certificates for the core team members.
5. Other supporting material deemed to be relevant to the proposal may be attached as an annexe. Although annexes are useful, they will not be evaluated.
6. **Qualification Requirements**
7. The lead consultant should hold a PhD demography, public health, epidemiology, sociology, economics, statistics/biostatistics with proven experience in teaching and research (design, methods, grant development, data management and analysis, scientific writing, etc.)
8. At least 5 - 7 years working experience in FP/SRHR issues
9. Consultants should be fluent in both written and spoken English and French.
10. Consultants should demonstrate a satisfactory understanding of population, family planning and SRHR issues in Africa. The consultants’ profile should be outlined in the submitted proposal.
11. Consultants should have experience working in an academic/research setting with postdoctoral graduates
12. **Application Deadline**

Interested organisations must submit the aforementioned documents to UAPS through the following email [uaps@uaps-uepa.org](mailto:uaps@uaps-uepa.org) **30th June 2022** by midnight (GMT) Only fully constituted applications as indicated in 5) will be considered.