

# Request for Proposal – VCAT manual revision

## A. Statement of Purpose

Ipas is seeking an instructional design consultant to update and revise our existing toolkit: [Abortion Attitude Transformation: A Values Clarification Toolkit for Global Audiences](#) with the support and input of a small staff working group. We are seeking a consultant with high-level skills in curriculum development who is also a strong facilitator or trainer with extensive experience using participatory methodologies and designing experiential learning activities. Adaptation of exercises must consider the needs of workshop participants working in a non-dominant language as well as low literacy participants. The consultant will review existing adaptations, determine adaptation and evaluation needs, and create a revised toolkit that can address multiple content areas as well as multiple audiences.

## B. Background Information

Founded in 1973, Ipas is a global nongovernmental organization dedicated to ending preventable deaths and disabilities from unsafe abortion. Through local, national and global partnerships, Ipas works to ensure that women can obtain safe, respectful and comprehensive abortion care, including counseling and contraception.

The Values Clarification and Attitude Transformation toolkit was first published in 2011 and has been adapted for use in a variety of contexts and for a broad range of stakeholders and audiences as a resource to assist participants as they articulate and clarify values and views around abortion.

## C. Scope of Work

Timeline: April 2018 – August 2018

### Task 1: Analyze Ipas VCAT landscape

1. Collect, review, and analyze/evaluate existing adaptations made by staff across our global teams.
2. Conduct key informant interviews with select toolkit users, including Ipas staff and external partners, to solicit user input and priority needs for revised version of the toolkit.

### Task 2: Propose revision process and toolkit structure

1. Using insights from the review of existing VCAT adaptations and key informant interviews, consultant will propose a revision process and toolkit format to the working group that will address multiple needs, including:
  - Multiple AUDIENCES:
    - Health care providers and health care facility management and staff
    - Policymakers and/or policy advocates
    - Development workers such as UN agency staff and foreign embassy staff
    - Community groups
  - Multiple CONTENT areas:
    - Introduction to Abortion
    - Second Trimester Abortion
    - Medical Abortion Self-Use
    - Youth and Abortion

- Abortion in Humanitarian Settings
  - VCAT Training of Trainers modules
2. In addition, consultant will consider VCAT evaluation needs and review existing pre- and post-tests to create evaluation guidelines for inclusion in the toolkit.

### **Task 3: Revise toolkit and related materials**

1. Incorporating feedback from the working group about the design proposal, consultant will revise the toolkit to address priority needs articulated by key stakeholders.
2. Consultant will create a brief (1-2 page) document and accompanying PowerPoint introducing changes to the toolkit to Ipas stakeholders.

### ***Summary of Deliverables***

- 1. Revision proposal – due within the first month of the contract period. Specific dates TBD.***
- 2. Revised toolkit – due by the end of the contract period.***
- 3. Introduction brief and PowerPoint – due by the end of the contract period.***

## **D. Contract Details**

- Period of Performance: April 2018 – August 2018.
- All deliverables due by the end of the contract period.

## **E. How to Submit a Proposal**

Consultant will be chosen through a competitive bidding process.

Please submit a proposal detailing your experience and qualifications in the area of toolkit design for global audiences, how you will approach revising a toolkit to address multiple content areas and serve multiple audiences, and a proposed project fee. Proposed project fee for this project should be fixed and quoted in US dollars.

The full proposal should include:

- A short cover letter that includes a statement of interest, your approach to the project and a summary of relevant experience (maximum of 1 page)
- A resume or CV that highlights relevant experience with instructional design, curriculum and toolkit development and subject matter expertise in adult learning, experiential and participatory methodologies
- Two references who can speak to your experience and quality of work related to curriculum design, training delivery and facilitation style
- A project fee in USD with budget showing a breakdown of the level of effort to conduct the project.

Ipas may award a contract resulting from this solicitation to the consultant whose offer conforms to this RFP and will be in the best interests of Ipas and relevant stakeholders. Ipas may reject any or all offers or proposals, if doing so is in the best interest of the organization. This RFP shall not be construed as a guarantee of contract, nor does it commit Ipas to pay any costs associated with submissions or any other costs incurred prior to the execution of a formal agreement.

Criteria for consultant selection

Number	Description	Weight
1	Project proposal (clarity and feasibility of proposed approach)	40
2	Instructional design and curriculum development experience	30
3	Training and facilitation experience	20
4	Pricing and pricing methodology	10

Send your proposal to Elizabeth Guthrie at [guthrie@ipas](mailto:guthrie@ipas) with subject line reading: **VCAT Toolkit Revision** by COB April 23, 2018.