

Request for Proposal

Facilitation: Rights from the Start – Annual Work Planning and Strategy Meeting

Project	Request for quotation for consulting: Rights from the Start: Facilitation of Annual Work Planning & Strategy meeting
Budget	\$10,000 (CAD)
Project timeline	7 February to 31 March 2022
Deadline for quote submission	15 January 2022
Notification of successful bid	28 January 2022
Purchaser	Action Canada for Sexual Health & Rights 501 - 240 Bank Street Ottawa, Ontario K2P 1X4
Contact	Meghan Doherty, Director of Global Policy and Advocacy Email: meghan@actioncanadashr.org

Project / Consultancy Overview

The Rights from the Start (RFTS) Annual Work planning and strategy meeting: In preparation for its 3rd year of implementation (running from April 2022 to March 2023), the RFTS project partners will meet through a series of online sessions between **21 February to 18 March 2022** to reflect on the past year of work, strategize the upcoming year of the project and discuss potential means of collaborations between project partners and synergies between the work undertaken by each organization. A small agenda planning committee will be constituted and will suggest potential themes and areas of work to explore in the agenda of the meeting.

The objectives for this meeting are:

- Review existing and establish new ways of working, if necessary, between the partners of the project to ensure a better collaboration:
 - Structure and systems: who is doing what, means of communications and collaboration
 - Culture: feminist and decolonial framework, values
 - Power: Dynamics between Northern and Southern based partners, power relationship regarding money and funding, knowledge, size.
- Establish a portrait of the current environment (socio-economic, political, public opinion) of the focus countries and organizations of the project to identify potential advocacy avenues at local, national and regional levels, as well as potential synergies between the partners of the project:
 - Current political context, opportunities and risks
 - Issues that have political and public opinion momentum
 - Actors and stakeholders
- Lay the foundation for the implementation of Year 3 Workplan and validate planned activities for the project. Identify synergies between the work of implementing partners and explore avenues of collaboration across countries.
- Improve the project monitoring and evaluation, and the communication of achievements and successes
 - Agree on structure and systems that would improve and facilitate reporting compliance with the funder requirement
 - Discuss potential ways to share learnings between project partners
 - Brainstorm ideas to communicate to a wide audience the successes and learning of the project

Background

About Action Canada for Sexual Health and Rights (Action Canada): Action Canada for Sexual Health & Rights is a progressive, pro-choice charitable organization committed to advancing and upholding sexual and reproductive health and rights in Canada and globally. For more information, please visit <https://www.actioncanadashr.org/about>.

About Rights from the Start: Action Canada is seeking to hire a consultant to facilitate an annual work planning and strategy meeting for its project *Rights from the Start*. This project seeks to improve comprehensive sexual and reproductive health (SRH), including safe and legal abortions and post-abortion care for young women, especially adolescent girls, and help ensure the fulfillment of sexual and reproductive rights in targeted districts of Bolivia, Ecuador, Guyana, and Peru. The project also includes a Canadian public engagement component to raise awareness of the importance of SRHR within international assistance. This project is undertaken conjointly by Action Canada and the following partners: [Fòs Feminista](#), [Akāhatā](#), [CIES](#) (Bolivia), [CEPAM-G](#) (Guayaquil, Ecuador), [GRPA](#) (Guyana), [INNPARES](#) (Peru), and [Promsex](#) (Peru).

In the framework of *Rights from the Start*, project partners are working to provide critical sexual and reproductive health services and information that advance gender equality and provide all people, including women and girls, the services and information they need to actively make decisions about their own bodies and lives.

Lack of information on sexual and reproductive health and rights, gender inequality, and barriers to health facilities and services, in addition to sexuality related stigma, result in high rates of sexually transmitted infections, unplanned pregnancies, unsafe abortions, and a lack of accountability for the realization of sexual and reproductive rights. Latin America and the Caribbean has the second-highest rate globally of adolescent pregnancies in girls aged 15 to 19. It is the only region in the world where this trend is rising, particularly in girls younger than 15 years old. Considering these realities, the Rights from the Start project uses a feminist and human rights-based approach to promote and advance comprehensive sexuality education and sexual and reproductive health and rights in Canada and the LAC region among women, men, and young people —especially adolescent girls.

Scope of work

Working with the RFTS Agenda Planning Committee, the consultant will take the overall lead in the design and facilitation of the **RFTS Annual Work planning and strategy meeting**.

The consultancy includes the development of an agenda for the meeting, in consultation with the RFTS agenda planning committee; preparation of a methodology note that will be used by the facilitator; ensuring partners are aware of any preparatory work required for the meeting; preparing a list of technology and tools required for the facilitation of the meeting; facilitation of the meeting itself; participating in debriefings and check-in meetings with the RFTS agenda planning committee on meeting days; reviewing the draft meeting report and making one round of comments.

Facilitation Specifications

Planning / preparation phase – 5 days

Task	Allocation	Due date
1.1. Review the project proposal, and reports	1 DAY	8 February
1.2. Attend meetings with agenda planning committee (+/- 2 meetings)	1 DAY	15 February
1.3. Prepare first draft of agenda	1 DAY	16 February
1.4. Incorporate comments from the Agenda Planning Committee and prepare final agenda	1 DAY	18 February
1.5. Prepare methodology note	1 DAY	16 February

Facilitation – 5,5 days

Task	Allocation	Due date
1.6. Facilitation of meeting	5 DAYS	23 February to 18 March

1.7. Daily debriefing and check-in meetings with Agenda Planning Committee	0,25	23 February to 18 March
1.8. Adjust agenda as and if needed as determined in the daily debriefing and check-in meetings	0,25	13 February to 18 March

Post-meeting - 1 day

Task	Allocation	Due date
1.9. Review the first draft of the meeting report and make any comments necessary	1 DAY	31 March

To Apply

Please send a CV, daily rate and a short motivation paragraph to meghan@actioncanadashr.org by **15 January 2022**. Please note, in-depth knowledge of and alignment with feminist principles and facilitation practices is a prerequisite for this consultancy. Priority will be given to candidates from LAC who are fluent in Spanish.