



**TERMS OF REREFERENCE**  
**NARRATIVE REVIEW ON SRHR**  
**FOR ADOLESCENTS AND YOUTH**

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## INTRODUCTION

In 2020, Share-Net International (SNI) will arrange its second International Co-creation Conference (CCC), “Engaging in Knowledge Translation Together”, together with its country hubs. This will be a working conference where participants will work together to create concrete knowledge products that will be used for influencing policy and practice at country, region or global level. All participants, including researchers, practitioners and policy makers will engage in dialogues and are part of the creation process of these knowledge products. During the final sessions of the CCC, SNI will launch the call for **small grants** to finalise these knowledge products. '**Sexual and Reproductive Health and Rights (SRHR) for Adolescents and Youth**' has been selected as the focus of the second Share-Net International Co-Creation Conference. This year, the conference will be organised by Share-Net Bangladesh (SNBD) and due to the circumstances of the COVID-19 pandemic, it will be hosted online using interactive and innovative platform at the end of this year.

## AIM AND OBJECTIVES OF THE CONFERENCE

The conference **aims** to **translate knowledge and evidence** into products that members of SNI and other participants who are mainly the SRHR practitioner can use the products **to improve policy and practice** around one or more specific SRHR themes.

**The specific objectives of the CCC are to:**

- present state-of-the-art knowledge and evidence around **SRHR for adolescents and youth**;
- identify areas where change is needed, and the kind of products and processes needed to improve policies and/or programmes;
- develop products and outputs jointly with content experts, professional writers, media specialists and visual designers;
- analyse the framing of the messages and language used in the products, checking the potential for reaching the target audience;
- develop concrete action plans for different countries and settings on how to influence the change processes;
- launch the SNI **small grants** round that will focus on implementation of these action plans; and
- offer the opportunity to learn, exchange and network between and with international actors on SRHR.

**Expected outputs of the entire process are:**

- a list of key stakeholders involved in SRHR for Adolescents and Youth globally;
- narrative review of the thematic track;
- evidence brief of the thematic track;
- a long list of possible knowledge products based on deliberative dialogues;
- actual knowledge products developed during and after the CCC to influence policy and/or practice;
- action plans to implement the knowledge products developed; and
- feedback to SNI members on the process and achievements/impacts.

**Expected outcome:** The action plans are executed to achieve breakthrough improvements in policy and/or practice around SRHR.

## FOCUS OF THE CONFERENCE

**SRHR for Adolescents and Youth** is the focus of the conference selected by the Share-Net members. Adolescents and young people consistently lack access to sexual and reproductive health (SRH) information and services. Adolescents and young women have the same right to control over their bodies as adults, and need to receive information, counselling and access to the full range of modern contraceptive options. The adolescent SRH challenges are currently recognised through Sustainable Development Goal (SDG) number 3, which aims to eradicate HIV infections and provide universal access to SRH services as well as incorporating such services into national strategies.

According to UNICEF, the number of adolescents (10 to 19 years old) in the world today is 1.2 billion, making up 16% of the world population. It is important to integrate adolescents and youth in the SRHR programmes in a participatory way so that they are able to take decisions and act accordingly having the right information. According to UNICEF, globally around 21% of young women were married before their 18<sup>th</sup> birthday. Youth-friendly SRH services and information therefore are essential conditions to reduce teenage pregnancies and related maternal mortality. Also, risky sexual behaviour of adolescents, correct information about SRHR through social media and youth clubs, child marriage, sexual orientation, equal opportunities, menstrual health management (MHM), use of media for communication, helpdesks could be the underlying issues of this track.

More information on the methodology can be found in the Annex 1.

## WHAT WE ASK FROM THE CONSULTANT

Share-Net International and Share-Net Bangladesh is seeking the services of a consultant to assist in the preparation of the second SNI CCC. We are looking for an expert to perform mapping analysis, write narrative review on the topic of SRHR for Adolescents and Youth to assist in the preparation and development of content for the CCC. The contractor is allowed to subcontract others to do the job. The different tasks relate to the development of content as well as to the coordination between different hubs, secretariats and CCC. We are expecting the following deliverables from the consultant.

**Deliverable 1:** Perform a mapping and analysis of key (inter)national stakeholders in the selected SRHR thematic area with input from the International Communities of Practice (iCoP) and national CoPs who will develop a content paper<sup>1</sup>. This list should include both potential participants in the CCC and key informants for the scoping interviews and deliberative dialogues, including adolescents and youth. The list of people should indicate why they should be invited and which qualities they could bring to the conference, so that a balanced group of people with different qualities can be invited.

**Deliverable 2:** Narrative review<sup>2</sup> of a maximum of 35 pages in which main information sources and literature are reviewed in order to help scoping the topic. This review will be written based on the following inputs to be collected by the consultant:

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<sup>1</sup> The content paper will delineate the overall conference topic including focus areas in the context of each country hub.

<sup>2</sup> Ferrari, R., 'Writing narrative style literature reviews', *Medical Writing*, 2015, vol. 24, no. 4: "Describe and appraise published articles but the methods used to select the articles may not be described. Includes: General debates, appraisal of previous studies and the current lack of knowledge, rationales for future research, speculate on new types of interventions available. The assumptions and the planning are not often known. Selection and evaluation biases not known. Not reproducible."



- Document and literature review on SRHR for Adolescents and Youth
- Overview of key developments and initiatives in the field of SRHR for Adolescents and Youth
- Review of interventions and strategies developed so far, with an indication of success/failure
- Exploration of views, perceptions, needs and experiences of experts in the field of the selected SRHR theme, based on interviews with a minimum of five key experts and one focus group discussion with the iCoP. This should result in an inventory of views, needs and gaps in the SRHR theme and provide insights into the 'state of the art' (what is going on?) and relevant stakeholders (who is involved?) in the respective countries. The aim of the interviews is to clarify the challenges to be discussed in the deliberative dialogues, potential causes of the problem, and possible ways to address them, including good practices and lessons learned.
- Optional: Engage with members and other international experts through SNI's online platform, asking three key questions:
  - Own engagement with the topic
  - Best practices encountered
  - Challenges

**Deliverable 3:** Evidence brief of a maximum of two pages. The brief will be developed based on the outcomes of the narrative review and will include key facts and figures. Annex 2 of the ToR provides the table of contents and guidance on how to write the evidence brief.

**Deliverable 4:** Report of deliberative dialogues with key experts, other stakeholders and/or participants (5 to 8, can be as a group), including adolescents and youth. The narrative review and evidence brief will serve as background for the deliberative dialogues with key stakeholders to ensure the best course of action that will lead to the development of knowledge products during the conference. The deliberative dialogues have a strong focus on action. During the discussion, the following questions will be addressed: What is needed and has the highest priority?; What should we do?; How can we improve policy/practice? The dialogues should result in a long list of products that could be developed indicating why these are useful, at what level they can be used and how they contribute to changes in policy and practice. During the conference, the participants will build on this process and refine and prioritise the products that will actually be developed.

Next to developing the deliverables above, the consultant is expected to coordinate closely with the SNI secretariat and the CoPs in the hubs, and to participate in the meetings of the iCoP and the Conference Coordination Committee (CCCom). The consultant is also expected to prepare the speakers and facilitators in the preparation of the conference.

**The following timeline is foreseen for the deliverables:**

Deliverable on the topic of SRHR for Adolescents and Youth	Deadline
Deliverable 1: Mapping and analysis of key (inter)national stakeholders of SRHR for Adolescents and Youth	16 <sup>th</sup> of November
Deliverable 2: Narrative review	30 <sup>th</sup> of November
Deliverable 3: Evidence brief	30 <sup>th</sup> of November
Deliverable 4: Report with deliberative dialogues	11 <sup>th</sup> December
Attending the Co-Creation conference	To be confirmed

### Technical standards of the report:

The deliverables should be in English, and should include an executive summary, conclusions and recommendations.

## CONSULTANT PROFILE

What we are looking for:

1. Five years of professional experiences, in the field of public health and SRHR & Gender, especially on adolescents and youth, in low- and middle-income countries.
2. At least a master level degree in social sciences, public health or related discipline
3. Experience doing qualitative research
4. Knowledge of and experience with international development and/or Sexual and Reproductive Health and Rights and/or gender equality.
5. Affinity with Share-Net International's mission and vision.
6. Excellent communication and organisational skills, including the ability to plan and prioritize work duties.
7. Publications on the issues of sexual and reproductive health, adolescents' SRHR will be given priorities
8. Proficient in spoken/written English.

As time is tight, we encourage the applicants to form a consultancy team to work on this project. The consultant(s) have between 25-30 days (in total, including attending the iCoP and CCom meetings and the Conference itself) to conduct the narrative review. The expecting starting date will be mid-August. The consultant(s) are expected to have an active role during the SNI Co-Creation Conference and to present their results there. The dates of the conference are still to be confirmed. The consultant(s) need to work from home and need to use online platforms to participate meetings.

## HOW TO APPLY

Please follow [this link](#) to submit your proposal (that includes proposed timeline and budget) and your CV(s). Deadline for submitting proposal is **5<sup>th</sup> August 2020**.

The Conference Coordination Committee (CCom) will assess the applications. Applicants will be informed of their application status after 15<sup>th</sup> August. Short-listed applicants will be contacted for short interview before finalising. Please contact below listed persons if you have any questions.

Maria Codina, Share-Net International Country Coordinator, ([m.codina@kit.nl](mailto:m.codina@kit.nl))

Kishore Kumer Basak, Share-Net Bangladesh Coordinator ([kishore@redorangedom.com](mailto:kishore@redorangedom.com))

Charlotte van Tuijl, Share-Net International Project officer ([c.v.tuijl@kit.nl](mailto:c.v.tuijl@kit.nl))

## ANNEX 1: METHODOLOGY OF THE CONFERENCE

There are different methodologies used in the CCC. Figure 1 provides a **schematic overview of the different methodologies**. These will be explained in more detail in this chapter.

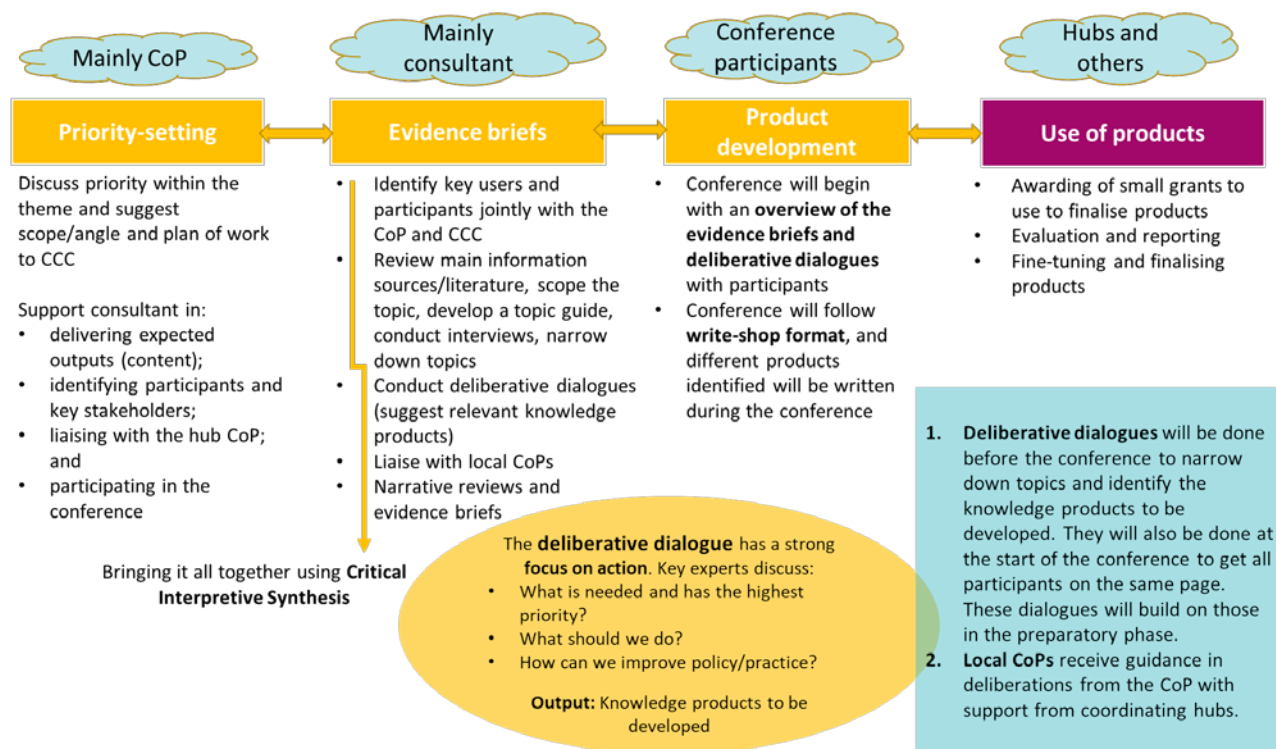


Figure 1 Different methodologies used in the CCC process

### METHODOLOGIES USED BEFORE THE CONFERENCE

In terms of content, the **objective** of the **preparation process** is to ensure that at the start of the conference all participants have access to state-of-the-art knowledge about the topic, the evidence about interventions that work or not and have an overview of key issues to be addressed. The methodologies used here include: 1) priority-setting; 2) developing narrative reviews; 3) writing evidence briefs; and 4) undertaking deliberative dialogues.

The **objective** of the **priority-setting** is to delineate the topic. This is done through discussions in the international Community of Practice (iCoP) and national CoPs. At the end of the priority-setting phase the iCoP should prepare a clearly formulated description of the topic, including the specific focus that will be addressed during the CCC. This statement will inform the ToR for the consultants.

The consultant(s) will develop **narrative reviews** of no more than 35 pages. The **objective** of the narrative review is to provide state-of-the-art knowledge, identify knowledge gaps, review which interventions have worked (or not), assess lessons learned and provide insights into the main challenges to be addressed. As part of the narrative

review a **critical interpretive synthesis** (CIS)<sup>3</sup> will synthesise insights from quantitative and qualitative studies, non-empirical papers and tacit knowledge of key stakeholders. The CIS will be informed by a stakeholder engagement process and may include a session with the iCoP, key international stakeholders and some members of the CCCom. It uses an interactive and dynamic approach to question, formulate, search and select materials for inclusion in the narrative review. Evidence briefs will be developed based on the outcomes of the narrative reviews.

The consultant(s) will also organise preparatory interviews with three to five dialogue participants. They will use deliberate dialogues to clarify the challenges of limited SRHR for Adolescents and Youth, potential causes to the problem, and possible ways to address the problem including good practice and lessons learned.

## METHODOLOGIES USED DURING THE CONFERENCE

The starting point of the conference will be the narrative review on SRHR for Adolescents and Youth. This narrative review will be presented at the start of the conference. Deliberative dialogues will be held with all participants so that all are at the same page. These will build upon the dialogues held in the preparatory phase and result in the final decision on which products will be developed during the conference.

The conference will use different methodologies that will identify areas for change in SRHR policy and practice i.e. by using priority-setting dialogues, develop messages and products, check framing and language use and will result in packages that participants can use in their work at regional and/or country level. The type of products will vary and for each topic several products will be developed. The end point will be actionable plans for a selection of specific countries (the hubs and depending on the participants perhaps another one) that will target changing policy and or practice around the two selected SRHR themes.

SNI will launch the small grants round at the end of the conference that will be specifically focussed on the implementation of the action plans at country level.

## METHODOLOGIES USED AFTER THE CONFERENCE

After the conference, two evaluations will be done focusing on improving the concept and practicalities to ensure that SRHR policies and practices are changing towards the better. The CCC will be evaluated by the participants via an anonymous online evaluation form or in the sub-groups on the final day of the conference.

Additionally, the organising hub and the SNI secretariat will jointly organise the evaluation of the CCC. There will be a first meeting with the country hubs and a second meeting with the CCCom, the facilitating team and a representative of each SNI country hub. The meetings will take place after the CCC and will review the process prior to, during and after the conference.

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<sup>3</sup> Dixon-Woods, M., 'Critical interpretive synthesis: what it is and why it is needed'. In: *Come to the craic. Abstracts of the 14th Cochrane Colloquium*, 23–26 October 2006, Dublin, Ireland.



## ANNEX2: TIPS ON WRITING EVIDENCE BRIEFS<sup>4</sup>

### Purpose of this document

*This document presents what an evidence brief is and provides basic guidelines regarding the structure and content of an evidence summary. The suggested format below may be adjusted to address the needs of the targeted potential readers.*

### Evidence Summaries -definition

Evidence summaries are short one - two page documents that describe in a lay and friendly language the findings from the best available research on a particular topic with implications for further research.

Each summary includes the key findings from research and key messages that can be acted upon<sup>[1]</sup>.

There are several ways for structuring evidence summaries and these may vary depending on the nature of the subject area presented (clinical/health services/systems).

### Structure and Content of an Evidence Summary

#### 1. A title

The title usually presents the topic reviewed and presented in the summary. It usually states the primary research question or issue of interest addressed in the summary.

#### 2. Key messages

This section summarizes the research findings and outlines the key messages that one is trying to communicate.

#### 3. Background to the review question

Under this section, one provides brief background information on the topic being addressed by the evidence summary

#### 4. Methods (a summary of reviewed studies and sources of information)

This section presents a summary of reviewed studies and the respective sources of evidence such were used to draw the key messages and conclusions. It is important to highlight how the reviewed studies were searched and selected as a reliable source of evidence.

#### 5. Evidence

This section provides answers to the review question. It provides the level and quantity of evidence found regarding the review question. For clarity and impact, the evidence should be summarized in bullet points.

#### 6. Case studies

It is usually helpful for practitioners and policy makers to also present studies that provide additional evidence relating to the review question if there are some. Case studies make an Evidence summary lively.

References to resources containing information about these case studies should be given.

#### 7. References

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<sup>4</sup> From: <http://ktnetafrica.net/>: Knowledge Translation Network Africa

All references cited in the text should be included under this section. The use of a standard referencing style is highly recommended.

## 8. Acknowledgements

It is important to acknowledge all those that contribute to process of putting together the evidence summary.

1. Conflicts of interests must also be declared[SG1] .
2. Additional Information

Provide contact details including e-mail and phone number where readers can ascertain more information.

## References for this guide:

Khangura, S., et al., EVIDENCE SUMMARIES: THE EVOLUTION OF A RAPID REVIEW APPROACH. Systematic Reviews, 2012. 1(1): p. 10.

[http://www.betterhealth.vic.gov.au/bhcv2/bhcrecnews.nsf/doc/3A28FCF77CC6A029CA2579F7007B1717/\\$FILE/Guidelines%20for%20evidence%20summaries%20-%20with%20implications%20for%20policy%20&%20practice%20V3.pdf](http://www.betterhealth.vic.gov.au/bhcv2/bhcrecnews.nsf/doc/3A28FCF77CC6A029CA2579F7007B1717/$FILE/Guidelines%20for%20evidence%20summaries%20-%20with%20implications%20for%20policy%20&%20practice%20V3.pdf)

[http://www.health.gov.au/internet/main/publishing.nsf/Content/health-pubhlth-strateg-phys-act-guidelines/\\$File/Guideline%20Evidence%20Summary.PDF](http://www.health.gov.au/internet/main/publishing.nsf/Content/health-pubhlth-strateg-phys-act-guidelines/$File/Guideline%20Evidence%20Summary.PDF)

<http://help.magicapp.org/knowledgebase/articles/304343-what-is-the-list-of-all-guidelines-and-evidence-su>

<http://www.supportsummaries.org/read-more/>