

Section 4, Annex A

Call-down Contract

Terms of Reference

TERMS OF REFERENCE FOR POPULATION INTEGRATION MODULES

Introduction

The National Population Council (NPC) is mandated to coordinate, monitor and evaluate all population programmes in the country and promote the integration of population variables into development planning at all levels. In an effort to carry out this mandate and to deepen the interrelationships among populations, sustained economic growth and sustainable development, the NPC works to build the capacity of district assembly staff in integrating population variables into their district development plans.

The NPC has recently completed the revision of its manual (and accompanying software) on Integrating Population Variables into Development Plans. The manual assists district staff in integrating population factors into development plans and comprise fifteen modules covering the concept of development, population and development, health, education, housing, water and sanitation, employment, food security, land, transportation, built environment, natural environment, energy, fiscal resource mobilisation and fiscal resource utilisation. The modules have since then, been used to train over 250 officers in the Upper East, Upper West and Northern Regions as well as selected districts in the Volta, Brong Ahafo and Western Regions.

With support from USAID and the Ghana Adolescent Reproductive Health (GHARH) project, the NPC has developed the RAPID and NewGen models. These applications use demographic and other socio-economic related data to review and analyse trends in the general population and adolescents to estimate the uptake of family planning and its consequent relations to pregnancies (including adolescent pregnancies), abortions and other reproductive health indicators. The models project various scenarios into the future informed by policy targets and goals. The results from the applications can be used to develop case studies and advocacy materials to support investment in reproductive health (including adolescent reproductive health) services for programme scale up.

A 7-day workshop will be held for selected staff from Metropolitan, Municipal and District Assemblies (MMDAs) across the country. In particular the Regional/District Planning unit will be the targets of the training. The training will include classroom tutorials, computer/lab work, group work and presentations and plenary discussions.

Objectives and Scope of work

The service provider is expected to coordinate training on Population Integration Modules as facilitated by the National Population Council and channel funds for this activity.

A key overall goal of the training will be to contribute to achieving the policy objectives of the Ghana Shared Growth and Development Agenda II to ensure the integration of population variables into all aspects of development planning and reinforcing family planning as a priority in national development.

The trainings are expected to result in achieving the following objectives for 250 personnel drawn from the various MMDA throughout the country:

1. Strengthened capacity of district personnel to effectively and properly use population data in the preparation of district development plans to achieve national targets.
2. Increased awareness of the relationship between population and reproductive health issues and development.
3. Understanding of the demographic dividend and factors that facilitate the realization of the demographic dividends.
4. Enhanced capacity to advocate for increased resources and support for population programmes including family planning and adolescent reproductive health programming.

Key Deliverables and Performance requirements

- a. **The service provider will coordinate trainings for 250 staff of metropolitan, municipal and district assemblies.**
- b. **The service provider will provide a fund manager to oversee all financial transactions under this project**
- c. **The fund manager under (b) above, should have the requisite financial and programme experience**
- d. **The service provider will ensure that appropriate receipts and invoices are received for transactions under this assignment.**
- e. **The service provider will provide the National Population Council and in parallel, DFID Ghana, a final report after completion of this assignment.**

Timeframe

The National Population Council will liaise with the various stakeholders in particular the Ministry of Local Government and Rural Development, The Institute of Local Government Services, and the Local Government Services Secretariat, in the 1st week of the contract being signed in order to put in place necessary arrangements for the various training events throughout the period.

The proposed start date for this contract is 19th November and the contract will end on 1st March 2016

DFID's financial support relative to this training will last for 8 weeks after contract is signed. The service provider should ensure that the entire set of trainings are completed and a report presented by 29th February 2016.

Recipients

The recipient of this service is the National Population Council. The National Population Council has the mandate to coordinate, monitor and evaluate all population programmes in the country and promote the integration of population variables into development planning at all levels- national, regional and district levels.

Reporting

The Service Provider should liaise closely with DFID staff and the National Population Council at all times to ensure a common understanding of the data integration training programme and this assignment.

A final report must be prepared after all the training sessions and sent to the National Population Council and in parallel, to DFID Ghana by February 29 2016.

The key relevant government bodies are:

National Development Planning Commission- As the government agency mandated by Act 479 to oversee development planning activities in the country, the NDPC coordinates all development policies, plans, programmes and projects at the national and local governments. As such it is expected that the NDPC will ensure the attainment of the training objectives by ensuring district use the application as a basis for population data in the preparation of their plans, as well as monitoring of district plans thereby ensuring sustainability.

Local Government Services Secretariat- In response to the Local Government Service Act 2003 Act 656, the LGS is expected to ensure the effective organisation and development of training programmes consistent with the sectoral requirements of the Service. In view of this, the LGS will be central to the organisation, implementation and monitoring of the training. It is also expected to facilitate the utilisation and subsequent integration of the tools and web based programme in the development of district plans and budgets by the beneficiaries of the training who are staff of the Local Government Service.

Duty of Care

The Supplier is responsible for all acts and omissions of the Supplier's Personnel and for the health, safety and security of such persons and their property. The provision of information by DFID shall not in any respect relieve the Supplier from responsibility for its obligations under this Contract. Positive evaluation of proposals and award of this Contract (or any future Contract Amendments) is not an endorsement by DFID of the Supplier's security arrangements. Note that the term "Supplier's Personnel" is defined under the Contract as "any person instructed pursuant to this Contract to undertake any of the Supplier's obligations under this Contract, including the Supplier's employees, agents and sub-contractors."

Duty of Care Country Assessment
SUMMARY RISK ASSESSMENT MATRIX

DFID Overall Project/Intervention
Summary Risk Assessment Matrix

Project/Intervention title: Population Integration Modules

Location: GHANA

Date of assessment: 2nd November 2015

Assessing official:

Theme	DFID Risk score Greater Accra Region	DFID Risk score Other Regions (9)
OVERALL RATING	2	2
FCO travel advice	1	1
Host nation travel advice	Not Available	Not Available
Transportation	2	2
Security	2	2
Civil unrest	1	1
Violence/crime	3	3
Espionage	1	1
Terrorism	2	1
War	1	1
Hurricane	1	1
Earthquake	2	2
Flood	1	2
Medical Services	4	4
Nature of Project/Intervention	2	2

1 Very Low risk	2 Low risk	3 Med risk	4 High risk	5 Very High risk
Low		Medium	High	

DFID Ghana