

# TENDER / SHORT TERM CONTRACT TECHNICAL CONSULTANT

## (Intervention to Promote Positive Parenting Practices and Effective Parent-Child Communication about Sexuality and Sexual Risk Reduction)

### BACKGROUND

The Ministry of Health and Social Services (MoHSS) in collaboration with the U.S. Centers for Disease Control (CDC) and Prevention and Development Aid People to People (DAPP) is introducing the Families Matter Program (FMP) in Namibia. The aim of this new project is to enhance protective parenting practices, overcoming communication barriers and promoting parent-child discussions about sexuality and sexual risk reduction. The primary goal of the program is to reduce sexual risk behaviors among adolescents, including delayed sexual debut, by giving parents and guardians the necessary communication tools and skills to deliver primary prevention of HIV to their children.

### DELIVERABLES

The consultant will perform all necessary functions for the implementation of the assessment and provide study oversight. In collaboration with DAPP Namibia, you will conduct a study as per the existing study protocol. The study methodology, methods and tools are defined in detail in the protocol, which will be provided. Methodologies for completing the qualitative assessment and project preparation involves cross-sectional data collection with parents of pre-teens, community leaders, and teachers consisting of a combination of 6 focus group discussions (8-10 participants per group) and 10 semi-structured interviews in each of the four regions, Khomas (Windhoek), Caprivi (Katima Mulilo), Kavango (Rundu) and Oshana (Oshakati). An additional 6 focus group discussions with adolescents will also be conducted in each region. Purposive sampling techniques will be used to recruit parents and caregivers of pre-teens, teachers, and community leaders as well as adolescents to participate in focus group discussions and interviews. As Technical Consultant you are expected to:

- Translate interview guides from English into Losi, Oshiwambo and Rukwangali and pre-test them with native speakers for comprehensibility.
- Recruit, screen and obtain consent from study participants.
- Facilitate focus group discussions and conduct semi-structured interviews.
- Record data from discussions and interviews.
- Translate, transcribe and analyze data.
- Report findings to DAPP and CDC-Namibia.

As part of the application process you should submit a capability statement explaining experience carrying out similar qualitative studies. It should include the curriculum vitae of the principal staff and roles of other staff who will work on the research and the percentage of time each staff member will dedicate to the study.

**The duration of the consultancy is a maximum of 120 days and the activity is scheduled to begin immediately upon receiving the award contract providing appropriate approvals have been obtained from human subjects review offices.**

### INTERESTED ?

Interested applicants are requested to submit the following items:

- Statement of interest indicating relevant experience, availability for the assignment, research plan and schedule of work.
- Detailed budget.
- CV for all relevant team members who will work on this project.
- At least two references.

The closing date is 13 May 2011 and suitably qualified Namibian candidates are encouraged to apply. Kindly forward your application document to [lizelle@potentia.com.na](mailto:lizelle@potentia.com.na) before the closing date. **NB. All applications will be handled exclusively by Potentia Namibia. We will only correspond with the shortlisted candidates.**

### THE CONSULTANT(S)

Bidding consultants are requested to submit realistic and competitive cost estimates for completing all of the requested tasks and deliverables for cost comparisons and eventual contract negotiations. You will be responsible for all materials and equipment necessary to successfully carry out the research and provide the deliverables. Cost estimates must include sufficient detail to allow meaningful cost comparisons.

At a minimum, bidders must include and itemize the following:

- a) Consultant fees and subcontract expenses (if any)
- b) Travel and lodging costs
- c) Other anticipated expenses

### Minimum requirements

The successful bidder will demonstrate the following:

- Advanced degree in social science and/or public health or related field.
- Prior experience in field research.
- Proven qualitative analytical capabilities.
- Availability of a responsive team to manage the research project and interface with the client.
- Demonstrated experience in implementing qualitative research of a similar nature.
- Reasonable and competitive service fees.
- Preference will be given to Namibian Nationals.
- Conversant in Microsoft Office programs.
- Excellent writing and communication skills.

### Prior work experience

Preference will be given to bidders with a background in social science, education and public health. Experience in carrying out research and previous experience in similar consultancy work, high editorial and computer skills and good communication and writing skills as evidenced by publications will be of value.



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