

Terms of Reference for Research Consultancy

Abortion care and costs: The economic burden of accessing abortion care

Applications must address all of the requirements of the Terms of Reference and include all the information/documents requested at Section 7.

<p>1. Background</p>	<p><u>Overview of International Planned Parenthood Federation European Network</u></p> <p>The International Planned Parenthood Federation (IPPF) is a global service provider and a leading advocate of sexual and reproductive health and rights for all. IPPF European Network (IPPF EN) is one of the IPPF’s six regional networks.</p> <p>IPPF EN is a membership-based organization working in over 40 countries across Europe and Central Asia. Our mission is to lead a locally owned, globally connected civil society movement that provides and enables services and champions sexual and reproductive health and rights (SRHR) for all, especially the under-served. Our members and partners work with women, men, children, young people and gender diverse people across the region, and advance their right to lead safe and dignified reproductive lives, free from harm and discrimination.</p> <p><u>Overview of the engagement</u></p> <p>One of the important components of SRHR that IPPF EN works on is safe abortion access and care. Challenges persist for women accessing safe abortion services across the region, and in some countries access in both public and private health settings is under threat, further increasing the barriers to safe services. Although some countries across Europe and Central Asia ensure the right to abortion as a health care right by accepting abortion costs in national insurance, many countries are still not exercising this right, and abortion is out of health insurance coverage. Moreover, the economic crisis in the past few years and the increase of living costs had also an economic impact to women’s accessing abortion services.</p> <p>IPPF EN, through the contributions of member associations and partners, has previously published the IPPF EN partner survey: Abortion legislation and its implementation in Europe and Central Asia and an European Abortion Policies Atlas, (in partnership with EPF) in 2020 and 2021 respectively.</p>
-----------------------------	--

	<p>In 2023, IPPF EN conducted another survey on Abortion Legislation, Policy and Practice, to create an updated knowledge base on access and challenges to abortion care, as well as explore how implementation and practice aligns with national legislation and policies on safe abortion.</p> <p>During the survey, both qualitative and quantitative data was collected with support from our member associations and partners. With regards to costs, data was collected on abortion care (abortion on request and grounds for abortion) and the national health insurance, methods of abortion and gestational ages, as well as out of pocket costs incurred by those accessing abortion care (NB: Additional information on the 2023 survey on Abortion Legislation, Policy and Practice can be provided on request)</p>
<p>2. Purpose and Objectives</p>	<p><u>Purpose:</u> To expand the knowledge base on the economic burden of accessing abortion care across Europe and Central Asia</p> <p><u>Objectives:</u></p> <ul style="list-style-type: none"> • To describe the financial cost implications of accessing abortion care for the different countries across the region <ul style="list-style-type: none"> ○ To explore the relationships between the inclusion of abortion on request (demand) and the different grounds for abortion (economic or social grounds, rape, saving a woman’s life etc) in the national health insurance, with the methods of abortion covered under the national health insurance. ○ To describe the financial cost implications of accessing the different methods of abortion (at different gestational ages) for women covered under the national health insurance versus those not covered by the national health insurance. ○ To estimate catastrophic health spending for abortion care covered by national health insurance vs not covered by national health insurance) in the different countries across the region, using the national median monthly income for women in the different countries as comparison. ○ To describe, using an intersectional approach, access to abortion care for marginalised communities (refugees, undocumented migrants, people with no health insurance / below a certain level of income, young people)
<p>3. Roles and responsibilities</p>	<p>The contract can be awarded either to a natural (individual) or legal (company) person with the requested qualification.</p> <p>The service provider will be in direct engagement with the IPPF Performance, Learning and Impact (IPPF PL&I) team who will oversee the research.</p> <p><u>Contractor’s specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • Identifying and finalizing the research approach and methodology • Analysis of data collected during the survey on Abortion Legislation, Policy and Practice • Depending on the proposed methodology, collection and analysis of new data (for example secondary statistical data on national average income and costs of living) • To produce summarized visualizations of the results obtained (brief info sheets, interactive dashboard) • To produce a comprehensive final report (including 1-page executive summary) - not exceeding 20 pages

	<ul style="list-style-type: none"> • Periodic engagement with IPPF PL&I team to provide updates on research, identify and mitigate any emerging risks, and sense check emerging findings • Other relevant activities as agreed and as detailed in the work plan <p><u>IPPF EN's specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • Provide access to the IPPF EN data from the survey on Abortion Legislation, Policy and Practice • Advise on direction of research through regular feedback and discussion meetings • Provide feedback on draft reports, and approve final reports • Provide administrative and logistical support where required • Take appropriate strategic decisions as required and in a timely manner to facilitate the delivery of the project deliverables
<p>4. Timeline</p>	<p><u>Commencement date.</u> Contractor services to commence 16 July 2024</p> <p><u>Anticipated completion date.</u> Contractor services should be completed by 13 September 2024</p>
<p>5. Milestones and deliverables</p>	<p><u>Key milestones / deliverable dates:</u></p> <ul style="list-style-type: none"> • Final approach, methodology and research questions: 30 July 2024 • Data analysis completed: 20 August 2024 • Info Sheets and/or dashboard visuals based on data analysis 27 August 2024 • First draft report(s) (including 1-page executive summary): 27 August 2024 • Final reports: 13 September 2024
<p>6. Contractor requirements</p>	<p><u>Professional qualifications:</u></p> <ul style="list-style-type: none"> • Researchers with an academic degree or proven experience in developing and conducting quantitative and qualitative research in SRHR and/or abortion. <p><u>Experience and skills required:</u></p> <p><u>Essential:</u></p> <p>It is anticipated that the consultant/company has expertise and previous expertise in:</p> <ul style="list-style-type: none"> • Developing and conducting quantitative and qualitative research on SRHR and/or abortion • A background in health economics research • Experience working with large data sets (both qualitative and quantitative) • Delivery of Projects for non-governmental organisations or charities • Experience working with data analysis and data visualization software • Supportive of a woman’s right to choose and to have access to safe abortion services, in accordance with Schedule 9 Part 3 of the Equality Act 2010. <p><u>Desirable (advantages):</u></p> <ul style="list-style-type: none"> • Evaluation methods and techniques in field of development, including in SRHR. • Specific experience in key areas of study: abortion care and access; SRHR policies, implementation and practice; youth-centred care; health access in marginalised communities.

	<ul style="list-style-type: none"> • Good knowledge of abortion legislation, policies and practice in Europe and Central Asia <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Strong written communication skills, including preparation of detailed reports based on evidence-based research. 								
<p>7. Submission of Proposal</p>	<p>Interested candidates should submit one technical and one financial proposal. Proposal(s) are to be submitted to vmandizvidza@ippf.org and lluyckfasseel@ippf.org with the subject line ‘Proposal for Abortion Survey Research’ no later than 7 July 2024, 23:59hrs (Brussels Time). Proposals must follow the format detailed below:</p> <p>Technical proposal</p> <table border="1" data-bbox="483 730 1479 1787"> <thead> <tr> <th data-bbox="483 730 727 793">Particulars</th> <th data-bbox="727 730 1479 793">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 793 727 1024"> <p>Agency/ Individual details</p> </td> <td data-bbox="727 793 1479 1024"> <p>Provide details of:</p> <ul style="list-style-type: none"> • Official Name of the applicant agency/ individual • Registered office address • Contact information (e-mail, phone, web site) • Official representative </td> </tr> <tr> <td data-bbox="483 1024 727 1297"> <p>Agency/ individual experience/ portfolio</p> <p>(Maximum 2 pages)</p> </td> <td data-bbox="727 1024 1479 1297"> <p>Provide a list of previous, similar assignments in the past 3 years (see the contractor requirements in section 6 of this document)</p> </td> </tr> <tr> <td data-bbox="483 1297 727 1787"> <p>Approach and Methodology</p> <p>(Maximum 10 pages)</p> </td> <td data-bbox="727 1297 1479 1787"> <p>Provide an overall approach and methodology to respond to the scope of work and the research briefs, which include:</p> <ul style="list-style-type: none"> • Overall approach and its responsiveness to the purpose. • Methodology to be adopted to respond to the scope of work • Key risks and mitigation strategies to be put in place • Team composition and management for the assignment (with a clear overview of the roles and responsibilities of the team lead and the team members) • Detailed work plan explaining how the proposed methodology will be implemented and how the deliverables will be achieved within the proposed timeframe </td> </tr> </tbody> </table>	Particulars	Details	<p>Agency/ Individual details</p>	<p>Provide details of:</p> <ul style="list-style-type: none"> • Official Name of the applicant agency/ individual • Registered office address • Contact information (e-mail, phone, web site) • Official representative 	<p>Agency/ individual experience/ portfolio</p> <p>(Maximum 2 pages)</p>	<p>Provide a list of previous, similar assignments in the past 3 years (see the contractor requirements in section 6 of this document)</p>	<p>Approach and Methodology</p> <p>(Maximum 10 pages)</p>	<p>Provide an overall approach and methodology to respond to the scope of work and the research briefs, which include:</p> <ul style="list-style-type: none"> • Overall approach and its responsiveness to the purpose. • Methodology to be adopted to respond to the scope of work • Key risks and mitigation strategies to be put in place • Team composition and management for the assignment (with a clear overview of the roles and responsibilities of the team lead and the team members) • Detailed work plan explaining how the proposed methodology will be implemented and how the deliverables will be achieved within the proposed timeframe
Particulars	Details								
<p>Agency/ Individual details</p>	<p>Provide details of:</p> <ul style="list-style-type: none"> • Official Name of the applicant agency/ individual • Registered office address • Contact information (e-mail, phone, web site) • Official representative 								
<p>Agency/ individual experience/ portfolio</p> <p>(Maximum 2 pages)</p>	<p>Provide a list of previous, similar assignments in the past 3 years (see the contractor requirements in section 6 of this document)</p>								
<p>Approach and Methodology</p> <p>(Maximum 10 pages)</p>	<p>Provide an overall approach and methodology to respond to the scope of work and the research briefs, which include:</p> <ul style="list-style-type: none"> • Overall approach and its responsiveness to the purpose. • Methodology to be adopted to respond to the scope of work • Key risks and mitigation strategies to be put in place • Team composition and management for the assignment (with a clear overview of the roles and responsibilities of the team lead and the team members) • Detailed work plan explaining how the proposed methodology will be implemented and how the deliverables will be achieved within the proposed timeframe 								

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Team Members (Maximum 2 pages for each CV included)</td> <td style="padding: 5px;">Provide CVs of key personnel to work on the IPPF project (outlining relevant qualifications and experience).</td> </tr> </table> <p>Financial Quote The payment will be split into instalments according to a calendar of deliverables that will be agreed between the service provider and IPPF EN at the contract signing stage. The financial quote should be provided in a table following the format below:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th style="padding: 5px;">Type of costs/ Budget line (e.g. daily fee)</th> <th style="padding: 5px;">Number of units</th> <th style="padding: 5px;">Unit value Excluding VAT</th> <th style="padding: 5px;">Total line value Excluding VAT</th> <th style="padding: 5px;">VAT as per the current rate applicable</th> <th style="padding: 5px;">Total Fee</th> </tr> <tr style="background-color: #cccccc;"> <th style="padding: 5px;"></th> <th style="padding: 5px;">(A)</th> <th style="padding: 5px;">(B)</th> <th style="padding: 5px;">(C) = (A) X (B)</th> <th style="padding: 5px;">(D) = ..% *(C)</th> <th style="padding: 5px;">(E)=(C)+(D)</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>I am:</p> <ul style="list-style-type: none"> • a VAT Payer, and my VAT number is: • not a VAT Payer and: <ul style="list-style-type: none"> ○ the reason for VAT exemptions is (<i>according to country legislation in which you are registered for fiscal purposes</i>) : ○ My fiscal identification number (e.g. company number) is: 	Team Members (Maximum 2 pages for each CV included)	Provide CVs of key personnel to work on the IPPF project (outlining relevant qualifications and experience).	Type of costs/ Budget line (e.g. daily fee)	Number of units	Unit value Excluding VAT	Total line value Excluding VAT	VAT as per the current rate applicable	Total Fee		(A)	(B)	(C) = (A) X (B)	(D) = ..% *(C)	(E)=(C)+(D)												
Team Members (Maximum 2 pages for each CV included)	Provide CVs of key personnel to work on the IPPF project (outlining relevant qualifications and experience).																										
Type of costs/ Budget line (e.g. daily fee)	Number of units	Unit value Excluding VAT	Total line value Excluding VAT	VAT as per the current rate applicable	Total Fee																						
	(A)	(B)	(C) = (A) X (B)	(D) = ..% *(C)	(E)=(C)+(D)																						
8. Proposal Evaluation, Criteria, Timeline	<p>Proposals will be evaluated according to an objective scoring system, considering the requirements outlined in this document, particularly the ability to manage a process conforming to the timelines set out.</p> <p>Evaluation criteria and weighting</p> <ul style="list-style-type: none"> • Technical criteria (70%) assessed based on: <ul style="list-style-type: none"> ○ Technical approach and methodology ○ Team expertise ○ Past experiences ○ Evaluation management 																										

	<ul style="list-style-type: none"> Financial criteria (30%) assessed based on appropriateness of budget for proposed activities. <p>Timeline for selection and contracting:</p> <table border="1" data-bbox="483 415 1406 617"> <tr> <td>Request for proposals published</td> <td>June 2024</td> </tr> <tr> <td>Proposal submission deadline</td> <td>7 July 2024, 23:59 hrs (Brussels Time).</td> </tr> <tr> <td>Contractor selection</td> <td>11 July 2024</td> </tr> <tr> <td>Contract signed</td> <td>15 July 2024</td> </tr> <tr> <td>Contract start date</td> <td>16 July 2024</td> </tr> </table>	Request for proposals published	June 2024	Proposal submission deadline	7 July 2024, 23:59 hrs (Brussels Time).	Contractor selection	11 July 2024	Contract signed	15 July 2024	Contract start date	16 July 2024
Request for proposals published	June 2024										
Proposal submission deadline	7 July 2024, 23:59 hrs (Brussels Time).										
Contractor selection	11 July 2024										
Contract signed	15 July 2024										
Contract start date	16 July 2024										
<p>9. Safeguarding</p>	<p>The contractor will be expected to sign and adhere to IPPF's code of conduct and safeguarding on signing the contract. As per our policy on the protection of children and vulnerable adults, they may also be required to undergo a criminal record check.</p>										