

TERMS OF REFERENCE FOR INSTITUTIONAL CONTRACT



1. Title of the assignment:

To increase demand for HPV vaccination among adolescent girls in South Sulawesi and Central Java Provinces through interpersonal communication (IPC) education sessions at school.

2. Background and Justification:

Cervical cancer remains one of the leading causes of death among women. According to the Indonesian Ministry of Health (MOH), more than 36,000 women are diagnosed with cervical cancer every year. To protect women from this deadly disease, in 2022, MOH launched an HPV immunization program for adolescent girls.

Although HPV vaccination has been proven effective in preventing cervical cancer and is provided free of charge, some parents and groups/institutions remain hesitant. A survey conducted by Nielsen in 2024, commissioned by UNICEF, indicates that concerns about side effects and misinformation around vaccination are the main factors behind hesitancy and refusal.

The planned success of the HPV vaccination program is to protect every girl, which requires effective communication among healthcare workers, teachers, parents, caregivers, and adolescents. In 2024, as per the request of Directorate of Immunization, MoH, UNICEF launched “Jaga Bersama” Project in coordination with EPI technical working group stakeholders and developed a training module and manual for HPV education. The module and manual have been pretested and used in five districts in South Sulawesi and Central Java by the trainers and communicators who were trained by UNICEF. The project was implemented in collaboration with a youth-led organization, and the MOH Risk Communication and Community Engagement (RCCE) working group, where UNICEF is assigned as one of the chairs. This training module and manual provides practical guidance for an engaging and culturally accepted learning on HPV vaccination. The aim of this SBCs module is to build health systems (as part of the Health Reform Agenda in strengthening the capacity of health workers on interpersonal communication) to achieve its objective on complete vaccination coverage and thus will be integrated into the MoH training modules promoting immunization to ensure sustainability.

Building on this fundamental work, this year, UNICEF will focus on reaching adolescent girls with key messages on HPV vaccines and routine immunization, especially those who haven’t received the HPV vaccination.

With learnings from the previous phase of this project (which focused on promoting vaccination especially among girl students in schools where a high number of students/parents refused HPV vaccines), UNICEF is now seeking an organization to implement the second phase of the “Jaga Bersama” project with good experience in module development, organizing the IPC trainings, coordinating stakeholder meetings and workshops, as well as conducting supportive supervision activities.

This institutional contract is in line with the 2021-2025 UNICEF Country Program Action Plan (CPAP), under Output 7.5.1 Promote behavior change, increase demand for quality services, and support positive social norms through policy strengthening and with communities, including children and young people.

3. Purpose of the assignment:

The overall goal of this assignment is to provide support for the UNICEF SBC's team to organize, coordinate, implement, and document the HPV vaccination and routine immunization education sessions at schools using the interpersonal communication approach to increase demand for HPV vaccination

Target: Promote HPV vaccination among 20,000 adolescents in schools

4. Location

Makassar, Bone, and Bulukumba district in South Sulawesi
Cilacap and Brebes district in Central Sulawesi

5. Scope of Work:

1. Conduct a mapping to identify schools that refuse HPV vaccination and districts with the lowest proportion of students vaccinated with the HPV vaccine in South Sulawesi and Central Java, including factors that contributed to the refusal.
2. Develop a plan that includes a strategy, activities, budget, and timeline to implement HPV orientation at school using the IPC approach.
3. Provide technical support (coaching, mentoring) to the existing trainers and communicators.
4. Conduct a training of communicators (if needed), in collaboration with local trainers
5. Coordinate with local stakeholders (provincial, district, and sub-district), which include the health office, education office, religious affairs office, CSOs, etc.
6. Develop various scenarios for HPV orientation sessions to accommodate the opportunities and limitations of the education activities at school.
7. Develop a plan with trainers and communicators to conduct the HPV orientation session at school
8. Conduct supportive supervision of existing trainers and educators
9. Organize, implement, and document the HPV orientation in schools.
10. Develop a dashboard to record progress.
11. Work with media to advocate and build an enabling environment for HPV vaccination.
12. Develop the activity report and final report.
13. Conduct a dissemination event to share results and lessons from the project.
14. Project documentation (report, professional-quality photography, and videos)
15. Project publication: Abstract, article, journal

6. Timing/duration of contract:

1 May – 30 November 2025 (7 months)

7. Deliverables and Payment Schedule

Task	Deliverable	Deadline	Percentage Payment
1. Develop an overall work plan	A clear and concise monthly work plan with a clear strategy, activities, timeline, and budget including monitoring and evaluation (dev 1)	1st week after the contract signing date	30 percent of total budget upon the completion of workplan (deliverable 1)

2. Conduct mapping to identify schools with teachers/parents who refuse HPV vaccination	Mapping methodology, instrument, and report (dev 2)	Week 2 & 3	
3. Conduct a kick-off meeting with the internal team	Clear job description and role for each team in the agreed work plan including Coordinator for each district (dev 3)	Week 4	
4. Conduct a briefing session with trainers, communicators, stakeholders (online)	<ul style="list-style-type: none"> Briefing note Plan of activities for each district (date of activities, list of schools, name of trainers/communicators involved (dev 4) 	2 nd month	20% of the total budget upon the completion of deliverables 2,3, 4, and 5
5. Inform national stakeholders			
6. Conduct training for communicators	TOR, and activity report (dev 5)		
7. Implement HPV education sessions at school	TOR and activity report HPV sessions (dev 6)	3 rd – 6 th month	30 % of total budget upon the completion of deliverables 6, 7 and 8
8. Provide supportive supervision/coaching (online/onsite)	TOR and activity report SS (dev 7)		
9. Coordination with local stakeholders	MOM coordination meeting		
10. Bi-weekly meeting/update with UNICEF			
11. Dissemination event: Sharing results and lessons	TOR and activity report workshop (dev 8)		
12. Project documentation (final report, video, publication, abstract, journal)	Project final report, Documentation and publication (dev 9)	7 th month	20% of the total budget upon completion of deliverable 9

8. Qualifications Required:

Experience:

1. Experience in developing a training module using the interpersonal communication (IPC) approach
2. Experience working on public health issues, especially child immunization and mother and child health
3. Experience working/collaborating with local government, especially MOH, Provincial/District Health Office
4. Experience working with CSOs, youth organizations, and religious/community leaders.
5. Experience in facilitating IPC training for adolescents, students, and health cadres
6. Experience in providing supportive supervision and coaching

7. Proven record of organizing/coordinating training and education sessions at schools and community
8. Experience in developing M&E framework, data collection, data analytics, and research instrument
9. Have a strong network with government, CSO, media, and academia/university at the sub-national level
10. Previous experience working with UNICEF/UN/international and youth-led organizations is a plus.

Competencies:

1. Demonstrates integrity and ethical standards.
2. Highly organized team, sets priorities, produces quality outputs, meets deadlines and manages time efficiently, projects a positive image, and is ready to take on a wide range of tasks.
3. Maintains professional communication with all parties.

11. Evaluation Criteria:

CATEGORY	MAX POINT	MIN PASSING POINT
1. ORGANIZATIONAL CAPACITY <ol style="list-style-type: none"> 1. Detail of relevant experience and list of projects and collaborations in the last five years, including contact details (name, email address, and phone numbers that can be used as reference) 2. Financial Statement and Balance Sheet (preferably audited) for the last 3 years. 	10	5
2. QUALITY OF THE TECHNICAL PROPOSAL <ol style="list-style-type: none"> 1. Proposed methodology and approach concerning objectives in TOR. 2. Implementation timeline: identify key tasks and timeline, focal person for each activity/deliverable should be identified. 3. Anticipated project risks and mitigation measures as well as quality assurance 	40	35
3. KEY PERSONNEL <ol style="list-style-type: none"> 1. Names and full CVs of the institution personnel that will be directly involved in the consultancy. 2. Adequate and appropriate staff combination about the respective tasks and deliverables (see TOR); and relevant prior experiences of similar scope and complexity. 	15	10
TOTAL TECHNICAL PROPOSAL *The bidder must meet this minimum passing point for the Technical Evaluation to be considered further for the Financial Evaluation	65	50
PRICE/FINANCIAL PROPOSAL Financial proposals should be all-inclusive, including costs for fees, travel, sub-contracts, and other necessary expenses.	35	
TOTAL MARKS	100	80