



CONCEPT NOTE ON THE DEVELOPMENT OF ONE TRAINING MANUAL FOR CLINICIANS ON DISABILITIES AWARENESS

Project Title: Coordinated Action on Disability in Liberia – CAD-L
'Persons with disabilities act as advocates and agents of change for an equitable and inclusive Liberia'

I. **Background and Introduction: 5.5 SRHRs Component (Output 3.3)**

Persons with Disabilities, and particularly women with disabilities, have been mostly excluded from learning processes concerning Sexual and Reproductive Health rights and therefore have limited and irregular access to FP services and products as indicated in the Action Aid study on SRHRs in Liberia. In an attempted response, Output 3.3 under the CAD-I project, proposed a holistic approach to the promotion of SRHRs which aimed at targeting PWDs and health care practitioners.

Under this output, PWDs will improve their knowledge about Sexual and Reproductive Health Rights, Family planning opportunities, services and products and their increased access will be stimulated through a peer to peer referral process; for example, sustaining start-up opportunities of SRHRs ambassadors related to the sale and promotion of family planning products. Also, health care practitioners (especially pharmacists, nurses, midwives) will have improve knowledge about disabilities and expand their capacities to unbiasedly support PWDs in their access to sexual health services and commodities.

To achieve the above activity, the team will develop two training manuals (one for clinicians on disabilities awareness and one for PWDs on SRHR services & products). Results from the Need Assessment conducted in year 1 put the team in better position with information on the formulation of the training manuals, one of which is the training manual for healthcare clinicians on disabilities awareness to be led by AIFO.

II. **Objective of ToR:**

- This ToR has been developed to hire a consultant for developing a training manual on disability awareness for clinicians.
- Develop a training Manual on disabilities awareness that will be adopted nationally.

III. **Goals of the training materials**

- To improve the capacity of healthcare clinicians to relate to persons with disabilities appropriately.
- To expand healthcare clinicians' capacities to unbiasedly support PWDs in their access to sexual health services and commodities

- To strengthen/improve the relationship between Healthcare personnel and people with disabilities
- To produce one evidence- based training manual for Health Care Personnel (primarily pharmacists, nurses, midwives, **but administrative and managerial staffs at hospitals and clinics will also be included**) on disability awareness.

IV. Expected Outcomes / Results:

- One consultant hired to develop a manual on disability awareness
- One training manual for clinicians on disability awareness developed/produced
- Comprehensive report on these activities produced

V. Methodology:

- **Business Case Approach (Head Hunt)-** sending out ToR to specialized disability experts because expertise in the disability arena in Liberia are few, (a local call). These prospective consultants will provide a brief concept on how they want to proceed with the task.

VI. Key Activities

- To achieve the above expected outcomes, the following activities will be observed:

VII. Hiring a consultant

- An expert with knowledge on disability awareness will be contracted to produce a training manual for healthcare clinicians on disabilities awareness. The process to produce the manual which begins with hiring of the consultant starts on 20th of February 2023 and end by 3rd of April 2023. Below are suggested timelines. Note that this timeline considers turnaround time for feedback, so the consultant will not work continuously over the span of the contract.

Phase 1: Hiring of a Consultant

Actions	Sub actions	Duration/Deadline
Preparation	Drafting Consultant ToR	February 14- 23, 2023
	Develop Business case and send advert to specialized consultant	
Selection of consultant	Finalise a listing of experts on disability awareness	March 13 -21, 2023
	Selection of consultant	
	Hiring of consultant- signing of MoU	

Phase 2: Develop of training manual on disability awareness

Preparation	Desk review	March 27 -29 , 2023, (3 working days)
	Gathering of data/information	
Engagement	Consultation & working sessions with relevant stakeholders	March 29 –April 3, 2023 (3 working days)
	Discussions with AIFO staff and partners	
Drafting contextualized Material and content	Draft-1	April 4 - 10, 2023,(5 working days,
	Feedback	April 11 - 12, 2023, (2 working days)

	Draft-2	April 12 - 14, 2023, (2 working days)
	Feedback	April 18, 2023
	Draft-Final	April 19,2023, (1 working day)
	Feedback/validation workshop	April 21, 2023, (1 working day)
	Final version	April 24, (pay for a day)

VIII. Activities before the above Activities

- Develop ToR
- Develop budget
- Work with Matthew & Rebecca on consultancy contract and service request
- Organize logistics with Admin

IX. Budget Summary

Budget ref / line	Description	Unit	Qty	Unit Price USD	Freq	Total Price USD	Comment
5.5.1	Desk review of all existing document and gathering of relevant data	person	1	\$150.00	3	\$450.00	This amount will be use to cover cost for desk review
5.5.1	Consultations with relevant stakeholders including AIFO staff	meeting	1	\$150.00	3	\$450.00	Cost covering conducting working sessions on material dev.
5.5.1	Drafting contextualized materials and content	manual	1	\$150.00	5	\$750.00	Cost covering submission of first draft and feedback
5.5.1	Incorporation of feedback comments to first and second drafts	meeting	1	\$ 150.00	3	\$450.00	Cost covering presentation of first draft
5.5.1	Feedback/validation workshop	workshop	1	\$150.00	1	\$150.00	Cost covering validation of first draft
5.5.1	Submission of final version of the training Manual	Manual	1	\$150.00	1	\$150.00	Cost covering development of final copy of one training manual on disability awareness
	Sub-total- Consultancy				16	\$2,400.00	
	Others- Validation workshop						
	Meals	person	20	\$15.00	1	\$300.00	Cost covering breakfast and lunch for 20 persons (MOH-4, NUOD- 2,

							NCD-2, DKT -2, AIFO-5,Consultant)	
	Transportation	Person	15	\$10.00	1	\$150.00		
	Sub- total- Validation workshop					20	\$450.00	
Total Cost						\$2,850.00USD		