

Quality Standards Working Group

HCDEXchange Technical Working Group Terms of Reference

Background

HCDEXchange is a community of implementers, funders, designers, evaluators and youth committed to advancing learning and practice related to the integration of human-centered design (HCD) and adolescent sexual and reproductive health (ASRH) in low-resource settings, with a particular focus on countries in sub-Saharan Africa and South Asia. Our work aims to generate evidence that stakeholders, working in the field, can use to advance and improve design-led ASRH interventions.

HCDEXchange aims to accelerate insight generation to enhance robustness, efficiency, and transparency in HCD+ASRH by increasing access to evidence and learning. To achieve this, HCDEXchange will enhance learning in HCD+ASRH through multi-stakeholder working groups. Insights generated from working groups will be used to elevate young people's agency and transform sexual and reproductive health outcomes for youth and adolescents. These working groups are as follows:

- Adolescent Insights in HCD+ASRH
- Youth Integration in HCD+ASRH
- Monitoring and Evaluation on HCD+ASRH
- Quality and Standards for HCD+ASRH

Quality Standards Working Group

The Quality and Standards Working Group (QSWG), chaired by YLabs, will convene young people and experts in HCD and ASRH to develop evidence-informed quality standards for the application of HCD to ASRH. The mission of the QSWG is to document and review past and present HCD/ASRH models; review quality standards or frameworks where they exist, with a focus on the methods used to drive quality throughout the design and implementation process for HCD-ASRH projects; and develop consensus-driven quality standards for applying HCD to future ASRH projects.

The QSWG will work closely with HCDEXchange to support a well-coordinated, evidence-informed and inclusive collaboration that effectively engages the Member

Organizations and partners of the HCDEExchange. The following activities will be completed by the Quality Standards Working Group between May to December 2021 in the execution of the following activities:

1. Quality Standards Framework for HCD in ASRH to guide ethical and effective HCD practice within ASRH program design.

- The Framework, developed by the Working Group, with participation from across the HCDEExchange members will include the following aspects: (i) ethics and safeguarding protocols, (ii) meaningful youth participation and how HCD is distinguished from other youth participatory methods such as YPAR, (iii) youth leadership and decision-making power, (iv) the use of rigorous data and evidence to guide HCD intervention design (in partnership with the M&E Working Group) (v) criteria for decision making regarding prototype advancements and appropriate documentation and (vi) ways to effectively engage ethics boards, policymakers, and stakeholders on HCD as applied to ASRH. This document will also include case studies to demonstrate best practices and challenges relevant to ASRH.

Evidence to guide the formation of The Framework will be collected and developed into a scoping study, led by YLabs. Evidence will be collected through a review of the published and gray literature on HCD+ASRH models and relevant supporting toolkits and case studies and expert interviews with key members of the HCDEExchange Community of Practice.

2. Virtual Technical Exchange Convening

- Attend a 1-2 day virtual working session to support collaborative and effective co-creation of the final Quality Standards document. This working session will include all Working Group members and key stakeholders. It will be designed to support full engagement and participation in a highly interactive structured working session.

3. Virtual Launch

- Attend and support the delivery of the new Quality Standards at a virtual launch event.

Composition

We are seeking community members with expertise in HCD+ASRH and an interest in improving HCD+ASRH practice. Participants for the QSWG may include designers, evaluators, public health experts, and academics involved in HCD+ASRH. We are seeking to achieve equitable representation from all three major geographic regions (East and Southern Africa, West Africa, and South Asia), gender and age balance, and diversity in cultural backgrounds and experiences.

Scope of QSWG

The Working Group will total ten members. We are seeking participants for two types of roles on the Working Group: Working Group Members (5) and Expert Reviewers (5). Responsibilities of each party can be found below.

Parties	Responsibilities	Time Commitment
Core Quality Standards Working Group Members (5)	Minimum commitment: <ul style="list-style-type: none"> • Participate in a one-hour expert interview • Review scoping study prior to working session • Attend two-day working session during the Virtual Technical Exchange • Support in synthesizing feedback from virtual working session • Support the drafting of content (e.g. one case study or one section). • Provide two rounds of input on final draft • Attend launch event • Attend monthly working group meetings (8 total) 	9 days of effort spread between May-December 2021
Quality Standards Working Group Expert Reviewers (5)	Minimum commitment: <ul style="list-style-type: none"> • Participate in a one-hour expert interview • Attend two-day working session during the Virtual Technical Exchange • Provide one round of input on final draft • Attend launch event • Attend 5 working group meetings 	6 days of effort spread between May-December 2021

Selection Criteria for QSWG Members

The guidance used by the HCDEXchange Secretariat in identifying QSWG members will be to ensure that targeted individuals/organizations are knowledgeable and active in the HCD+ASRH space. Individuals who are encouraged to apply must have relevant experience in understanding quality and standards in HCD+ASRH and must be willing to contribute consistently and actively to the role. Estimated time commitment for these roles range from 6-9 days spread between May-December 2021.

In addition, the following criteria will be considered:

- Relevant experience and knowledge of developing and/or implementing quality standards in HCD+ASRH in practice
- Familiarity with the needs of users (youth) as it relates to ASRH
- Experience working in sub-Saharan Africa and South Asia
- Have worked to design and deliver ASRH products/solutions
- Related experience with similar collaborative working groups or multi-stakeholder forums
- Ability to actively participate in QSWG meetings held in English or French and support consolidation of meeting minutes when requested

Apply

All interested members are invited to nominate themselves to be part of the QSWG, by submitting their CV and brief statement of interest to Nicole Ippoliti (YLabs) nicole.ippoliti@ylabsglobal.org; Shola Olabode-Dada (YLabs) shola.dada@ylabsglobal.org and Tom Kipruto (HCDExchange) at tom@hcdexchange.org by April 30, 2021. Ahead of submitting your application, please ensure that you have the necessary internal approvals and clearance to participate in the QSWG, as applicable.

In recognition of your time, effort, and active participation as a Working Group Member, HCDExchange is able to offer a small honorarium as a token of appreciation. You can choose to accept or waive this offer of an honorarium based on your specific circumstance.

Timeline

MILESTONE	ACTIVITY	MEMBER	2021											
			APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
1. Scoping Study and Expert Interviews	Conduct Rapid stakeholder analysis	YLabs & QSWG core members												
2. Co-creation, Development and Review of Draft Quality Standards	Support synthesis of feedback on draft Quality Standards from virtual technical exchange meeting and provide inputs into two drafts of the framework	YLabs & QSWG core and expert members												
3. Planning for Launch	Launch virtual event to release quality standards framework and resource	HCD Exchange & YLabs & QSWG core and expert members												