



Photo: Joshua Jacobs, Voluntary Rights-Based Family Planning Project

Module 4. Facilitator's Guide: Supplemental Training for Local Health Committees

*Training Package on the Human
Rights-Based Approach to Voluntary Family
Planning*



Introduction to Module 4

This module builds on the core human rights literacy training in Module 1 and adds content tailored to the needs of members of local health committees or groups, such as community/village health committees (CHCs) and facility health committees (FHCs)/health facility management committees (HFMCs). These groups consist of local volunteers who represent the views and needs of the community in their interactions with health workers, thereby supporting improved community health outcomes. They likewise serve an important social accountability function by raising issues around health service performance to providers, supervisors, and, in some cases, local governments.

Recognizing that some roles and responsibilities vary between these types of groups across countries, this module has been designed to showcase how a set of common functions¹—such as identifying, documenting, and communicating local health challenges and needs—can support a human rights-based approach (HRBA) to voluntary family planning (FP). This module employs a mix of training methods, including presentations, discussions/participatory activities, and small group exercises. Its aim is to refresh participants’ awareness of their core roles and responsibilities as committee members and showcase the ways in which they can easily support the HRBA to voluntary FP in their work.

Workshop Objectives

By the end of the workshop, participants will have increased awareness and understanding of the following:

1. The core roles and responsibilities of local health committees
2. How local committees can support the essential elements of a human rights-based voluntary FP program across levels of the healthcare system
3. How to navigate difficult scenarios pertaining to FP in their communities, including concrete steps they can take to support the HRBA to voluntary FP

Detailed Agenda

Time	Session Objectives/Content	Methodology
8:30–9:00	Pre-Test	<ul style="list-style-type: none">• Participants complete the pre-test
9:00–9:50	Session 1: Opening Session <ol style="list-style-type: none">1. Opening remarks2. Introductions3. Clarify why we are here: training objectives4. Refresh the key concepts covered in the basic rights literacy training	<ul style="list-style-type: none">• Welcome and opening remarks from facilitator(s) and any local guest, if desired (10 minutes)• Participant introductions (15 minutes)• Presentation of workshop objectives (5 minutes)

¹ Functions shared by both community and health facility committees have been informed by Gaudrault, M., K. LeBan, L. Crigler, and P. Freeman. 2016. *Community Health Committees and Health Facility Management Committees: Program Functionality Assessment Toolkit*. Washington, DC: CORE Group and World Vision International.

		<ul style="list-style-type: none"> Review key concepts covered in the core training; address any clarifying questions (15 minutes)
9:50–10:45	Session 2: What Do Local Health Committees Do? A Refresher <ol style="list-style-type: none"> Icebreaker activity Review different types of local health committees Examine the overarching roles and responsibilities of local health committees Assess the work already being done against the standard roles and responsibilities of local committees 	<ul style="list-style-type: none"> Icebreaker activity to identify the work committees are already doing to support the HRBA to voluntary FP (10 minutes) PowerPoint presentation (20 minutes) Small group activity to identify strengths, weaknesses, and gaps in the work being done by committees (15-minute group work, 10-minute plenary discussion)
10:45–11:15	Break	
11:15–12:30	Session 3: How Local Committees Can Support the HRBA to Voluntary FP <ol style="list-style-type: none"> Examine the ways local health committees can support the HRBA to voluntary FP across levels of the healthcare system Explore the specific actions local health committees can take to support each of the 10 human rights-related principles and standards that apply to voluntary FP 	<ul style="list-style-type: none"> PowerPoint presentation (30 minutes) Small group exercise to identify actions committees could take to support each of the human rights-related principles and standards (30-minute group work, 15-minute plenary discussion)
12:30–1:15	Session 4: Navigating Difficult Scenarios in our Communities <ol style="list-style-type: none"> Review different scenarios that may happen in our communities and discuss responses to support the HRBA to voluntary FP 	<ul style="list-style-type: none"> PowerPoint presentation, along with a large group/plenary discussion (45 minutes)
1:15–1:45	Session 5: Closing Session <ol style="list-style-type: none"> Review key messages Participant reflections and intentions Closing remarks Post-test Workshop evaluation 	<ul style="list-style-type: none"> PowerPoint presentation (5 minutes) Elicit a sample of participants' thoughts on ways to apply what they have learned (10 minutes) Closing remarks from facilitator (5 minutes) Participants complete the post-test and the workshop evaluation (10 minutes) Adjourn

Session Guidance

The details and content for delivering Module 4 are provided in two companion pieces:

- First, this **Facilitator’s Guide** provides an overview of each session of the module, necessary advance preparation, required materials/resources, handouts for participants, and additional guidance for the facilitator, if any.
- Second, a corresponding **PowerPoint presentation** contains slides and further guidance for the facilitator in the notes sections for how to conduct each session.

This guide should be used as a resource to prepare for all module sessions, including by gaining an understanding of the purpose and process of the module, and what advance preparation is required. During the delivery of the module, the notes sections in the PowerPoint presentation provide facilitation guidance and optional speaker notes. It is important to review these notes in advance to become familiar and comfortable with the material and consider how you may wish to modify it.

Specifically, the notes section for each slide begins with **SLIDE CONTENT**, which describes the material featured on the slide to orient the facilitator. These are not speaker notes and should not be read aloud. Each notes section then features content under the header **[Presenting slide content]**. This section features guidance for the facilitator on how to deliver the entire slide, including the following:

1. Guidance on how to present any text on the slide—for instance, through prompts to summarize the content in his/her own words or read the slide text verbatim. In some cases, the facilitator is provided with “*Optional speaker notes*” in italics, with surrounding quotation marks (“”). Although these speaker notes are provided as a tool, it is recommended that the facilitator adapt them to reflect his/her own words and speaking style.
2. In cases in which there is a short participatory activity (e.g., a question for participant discussion, a brainstorm activity, an icebreaker, etc.) or a group exercise, PowerPoint slides feature instructions for participants as well as the time allotted for the activity. The description under **[Presenting slide content]** features additional instructions or considerations for the facilitator that are not visible to participants.

Session 1: Opening Session (50 minutes)

Overview

This session establishes the purpose and aims of the workshop and refreshes participants on the essential elements of a human rights-based approach (HRBA) to voluntary family planning (FP). The session includes opening remarks by a program official or other dignitary who has credibility with the group to set the stage and context for the workshop, followed by participant introductions, a review of the training objectives, and a Module 1 refresher as a basis for showcasing how local health committees can support the HRBA to voluntary FP in their communities.

Advance Preparation

- Determine who will make the opening remarks and provide them with assistance, if needed, regarding the purpose of the workshop.
- Prepare the package of materials for participants. These materials can be shared electronically, though printing may be preferred for the purposes of note taking. The materials consist of the following:

- The **pre- and post-test**. If preparing hard copies, print twice the number of copies as there are participants. Participants will receive one copy as the pre-test and the second copy as the post-test.
- The **agenda and the slide printouts**. The slide printouts include space for note taking.
- The **handout for the small group exercise “Actions Health Committees Can Take to Support the Human Rights-Based Approach to Voluntary Family Planning.”** A separate answer key is provided for the facilitator.
- The **resource brief, “The Comprehensive Human Rights-Based Voluntary Family Planning Program Framework.”**
 FP2030, UNFPA, and What Works Association. 2021. *The Comprehensive Human Rights-based Voluntary Family Planning Program Framework: Brief*. Washington, DC: FP2030.
- The **workshop evaluation**.
- Set up a registration area for participants to sign in and receive participant materials.
- Decide how to have participants introduce themselves.
- Become familiar with the session content and the notes, which include optional speaker notes in some cases, as well as instructions for facilitating the session. Adapt or develop your speaker notes and practice presenting.
- Consider replacing certain pictures with others that may better resonate with your participants.

Required Materials/Resources

- PowerPoint presentation and projector
- Name tags

Handouts

- Pre-test
- Agenda
- Slide printouts for participants to use for note taking/reference

Additional Guidance

- **Participant introductions:** There are different options for doing participant introductions, depending on the size of the group and what works best in your context. Some examples are as follows:
 - Ask participants to pair up and share a piece of information with each other (first job, favorite song or food, etc.). Each participant then introduces their partner to the group. Continue until all participants are introduced.
 - Ask each participant to state their name and what they want to learn during the workshop.
- **Meeting ground rules:** It is advisable to have some meeting ground rules to help maintain order during the workshop. If there is time, these can be generated by the group, or the facilitator can post some ground rules and ask participants to add any they think are missing. Examples of ground rules include the following:
 - Silence cell phones.
 - Return to sessions on time after breaks.
 - Do not take phone calls during sessions; if you must take a call, leave the room.

Session 2: What Do Local Health Committees Do? A Refresher (55 minutes)

Overview

This session is designed to refresh members of local health committees on their core roles and responsibilities. Recognizing that some roles and responsibilities vary among different types of groups across countries, this session presents a set of eight common functions, such as identifying, documenting, and communicating local health challenges and needs. The session concludes with a small group activity, during which participants will have the opportunity to consider which of these roles and responsibilities are being done well by their committees, and which require improvement. This common understanding will serve as an important foundation for identifying how committees can support the HRBA to voluntary FP during Sessions 3 and 4.

Advance Preparation

- Recommended reading:
Gaudrault, M., K. LeBan, L. Crigler, and P. Freeman. 2016. *Community Health Committees and Health Facility Management Committees: Program Functionality Assessment Toolkit*. Washington, DC: CORE Group and World Vision International.
- Become familiar with the session content and the notes, which include optional speaker notes in some cases, as well as instructions for facilitating the session. Adapt or develop your speaker notes and practice presenting.

Required Materials/Resources

- PowerPoint presentation and projector
- Flip charts, markers, and tape

Handouts

- None

Additional Guidance

- **Adapting slide content to fit the roles and responsibilities of your local health committees.** You may wish to adapt the slides from Session 2 to better fit the roles and responsibilities of local health committees from your region. For example, this goal could be achieved by adding new slides that cover additional roles and responsibilities specific to your country. Alternatively, when developing your speaker notes, you could embed additional details and explanations about the work of your local committees. If you add content on new roles, be sure to identify a few ways in which those responsibilities can support the HRBA to voluntary FP—the topic of Sessions 3 and 4.

Session 3: How Local Committees Can Support the HRBA to Voluntary FP (1 hour 15 minutes)

Overview

The purpose of this session is to introduce participants to the specific ways in which they can support the HRBA to voluntary FP through their roles and responsibilities on local health committees.

The session begins by examining how committee members can support and reinforce the essential elements—or the desired or ideal state—of the HRBA to voluntary FP at each level of the healthcare

system: policy, service delivery, community, and individual. This ideal state is derived from the Comprehensive Human Rights-Based, Voluntary Family Planning Program Framework, covered in Module 1. This framework and the essential elements that should be in place at each of the four levels of care are listed below as recommended reading to refresh the facilitator’s memory. Throughout this session, the facilitator will ask participants to recall the essential elements at each level of the healthcare system. After they provide their responses, the facilitator will fill in any gaps and subsequently review examples of how local committees can support the ideal state at each level.

Next, the facilitator will discuss a real-life example of how local health committees supported the HRBA to voluntary FP in Kaduna State, Nigeria. Given that the facilitator is likely to be unfamiliar with this example, key messages are provided in the notes on corresponding slides. Finally, the session concludes with a small group activity, during which participants are asked to identify the specific actions they could take in support of FP for each of the human rights-related principles and standards.

Advance Preparation

- Review the key resource brief, “The Comprehensive Human Rights-Based Voluntary Family Planning Program Framework.”
- Become familiar with the session content and the notes, which include optional speaker notes in some cases, as well as instructions for facilitating the session. Adapt or develop your speaker notes and practice presenting.
- Consider replacing pictures with others that may better resonate with your participants.
- Become familiar with the small group activity handout answer key.

Required Materials/Resources

- PowerPoint presentation and projector

Handouts

- Small group activity handout: “Actions Health Committees Can Take to Support the Human Rights-Based Approach to Voluntary Family Planning.”
- The resource brief, “The Comprehensive Human Rights-Based Voluntary Family Planning Program Framework.”

Additional Guidance

None

Session 4: Navigating Difficult Scenarios in our Communities (45 minutes)

Overview

The purpose of this session is to review three potential real-life scenarios in our communities and consider what a local committee could do to address these situations and support the HRBA to voluntary FP. This session is delivered totally in large group/plenary format—in other words, the facilitator reviews each scenario with everyone and asks participants to volunteer their answers. The notes on each slide provide the facilitator with potential solutions/actions to guide the discussion.

Advance Preparation

- Become familiar with the session content and the notes, which include optional speaker notes in some cases, as well as instructions for facilitating the session. Adapt or develop your speaker notes and practice presenting.
- Consider replacing certain pictures with others that may better resonate with your participants.

Required Materials/Resources

- PowerPoint presentation and projector

Handouts

None

Additional Guidance

- The facilitator is provided with potential solutions/actions for each scenario within the slide notes. In addition to these notes, the facilitator is encouraged to develop any additional solutions that may be especially important or relevant in their context.

Session 5: Closing Session (30 minutes)

Overview

In this wrap-up session, the facilitator will reinforce key take-home messages and invite a sample of participants to share their reflections on applying what they have learned in their work. The facilitator and guest speaker, if any, will make closing remarks. The facilitator should administer the post-test at the conclusion of the session immediately after the workshop is adjourned.

Advance Preparation

- Become familiar with the session content and the notes, which include optional speaker notes in some cases, as well as instructions for facilitating the session. Adapt or develop your speaker notes and practice presenting.

Required Materials/Resources

- PowerPoint presentation and projector

Handouts

- Post-test
- Workshop evaluation

Additional Guidance

None

This individual module is part of the comprehensive Human Rights-Based Approach to Voluntary Family Planning Training Package.

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The package has been developed with inputs from Lynn Bakamjian, Jan Kumar, Kaja Jurczynska, and Karen Hardee. A share of the content has been adapted from previous rights-focused training materials, notably the following:

FP2020. 2018. *Rights-Sizing Family Planning: A Toolkit for Designing Programs to Respect, Protect, and Fulfill the Rights of Girls and Women*. Washington, DC: FP2020.

FP2030, UNFPA, and What Works Association. 2021. *The Comprehensive Human Rights-Based, Voluntary Family Planning Program Framework: Brief*. Washington, DC: FP2030.

Kumar, J., L. Bakamjian, S. Harris, M. Rodriguez, N. Yinger, C. Shannon and K. Hardee. 2014. *Voluntary Family Planning Programs that Respect, Protect, and Fulfill Human Rights: Conceptual Framework Users' Guide*. Washington, DC: Futures Group.

The RESPOND Project. 2014. *Checkpoint for Choice: An Orientation and Resource Package*. New York: EngenderHealth/The RESPOND Project.

The content likewise has been curated based on insights and training experiences in Kaduna, Nigeria under the 2015–2017 Voluntary, Rights-Based Family Planning Project implemented by Palladium.
