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Module 1. Facilitator's Guide: Introduction to Human Rights- Based, Voluntary Family Planning

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

Introduction to Module 1

This module is designed to establish the basic human rights literacy that all stakeholders engaged in voluntary family planning (FP) programs should have. Through presentations, discussions/participatory activities, and small group exercises, it develops participants' core knowledge of what human rights are; what related principles apply to FP programs; the meaning of and rationale for taking a human rights-based approach (HRBA) to voluntary FP programs; factors that affect this approach, both positively and negatively, in actual practice; and the programmatic conditions and elements that should be in place to ensure individuals' human rights are respected, protected, and fulfilled. By creating a common basis of knowledge and understanding, this module constitutes the foundation for Modules 2–4, which are tailored to the particular roles and responsibilities of specific groups of stakeholders.

Workshop Objectives

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

1. Their personal values related to FP, human rights, and specific population groups, and how these values shape their work
2. Key concepts regarding human rights principles related to FP
3. The rationale for taking an HRBA to voluntary FP, the value it adds, and the consequences of not respecting and protecting human rights
4. Factors that support or obstruct an HRBA to voluntary FP
5. Elements of a program approach that supports human rights-based, 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
9:00–10:00	Session 1: Opening Session <ol style="list-style-type: none">1. Opening remarks2. Introductions3. Clarify why we are here: training objectives4. Clarify participants' values	<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)• Values clarification activity (30 minutes)
10:00–11:15	Session 2: Key Concepts <ol style="list-style-type: none">1. Define human rights and related principles and standards2. Identify what human rights apply specifically to FP programs, and what they mean in practice	<ul style="list-style-type: none">• PowerPoint presentation and discussion (45 minutes)• Small group exercise: Matching game (match program issue to human rights principle) (30 minutes)
11:15–11:30	Break	

11:30–12:30	Session 3: HRBA to Voluntary FP <ol style="list-style-type: none"> 1. Explain the rationale for taking an HRBA to FP 2. Increase awareness of benefits of supporting and consequences/risks of not supporting an HRBA to FP 3. Define an HRBA and clarify how it differs from and adds value to quality of care and gender programming 	<ul style="list-style-type: none"> • PowerPoint presentation and discussion (1 hour)
12:30–1:30	Lunch	
1:30–2:30	Session 4: Factors that Support and Hinder an HRBA to Voluntary FP <ol style="list-style-type: none"> 1. Identify factors at various levels (policy, service delivery, community, and individual) that support or hinder clients' human rights in FP programs 	<ul style="list-style-type: none"> • PowerPoint presentation (5 minutes) • Small group exercise: Factors that support and hinder an HRBA to voluntary FP (55 minutes)
2:30–2:45	Break	
2:45–4:00	Session 4 (continued): Report Back and Discussion <ol style="list-style-type: none"> 1. Review and synthesize small group output 	<ul style="list-style-type: none"> • Small group report back (10 minutes per group, for a maximum of 50 minutes) • Facilitated discussion (25 minutes)
4:00–5:00	Session 5: What Does an Ideal HRBA to Voluntary FP Look Like? <ol style="list-style-type: none"> 1. Identify the actions and conditions that should ideally be in place to ensure that clients' human rights are respected, protected, and fulfilled 2. Introduce the Comprehensive, Human Rights-Based Voluntary Family Planning Program Framework (2021) 	<ul style="list-style-type: none"> • Brainstorm activity (10 minutes) • PowerPoint presentation and discussion (50 minutes)
5:00–5:40	Session 6: Closing Session <ol style="list-style-type: none"> 1. Review key messages 2. Participant reflections and intentions 3. Closing remarks 4. Post-test 5. Workshop evaluation 	<ul style="list-style-type: none"> • PowerPoint presentation (5 minutes) • Elicit a sample of participants' thoughts for ways to apply what they have learned (15 minutes) • Closing remarks from facilitator (5 minutes) • Participants complete the post-test and the workshop evaluation (10–15 minutes) • Adjourn

Session Guidance

The details and content for delivering Module 1 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 to consider how you may wish to modify it.

Specifically, the notes 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:

- 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.
- 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 (1 hour)

Overview

This session provides an overview of the one-day introductory workshop on a human rights-based approach to voluntary 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 workshop objectives, and an opening values clarification activity to make participants aware of the personal values that affect how we view human rights related to FP.

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, “Matching Game.”** If preparing hard copies, print both the exercise sheet and the answer key for all participants. The answer key will be given to participants only at the end of the exercise.
- The **handout for the small group exercise, “Factors that Support and Hinder an HRBA to Voluntary FP.”** 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 where participants can sign in and receive participant materials.
- Set up the room for the values clarification activity. Post flip chart signs that say “AGREE,” “DISAGREE,” and “NOT SURE” on three different walls of the meeting room.
- 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.
- Provide support to the guest speaker, if any, with their opening remarks.
- Consider replacing certain pictures with others that may better resonate with your participants.

Required Materials/Resources

- PowerPoint presentation and projector
- Flip chart and markers
- Name tags

Handouts

- Pre-test
- Agenda
- Slide printouts (if choosing hard copies) for all sessions within the module 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.
- **Training tip for the values clarification activity:** Allow and encourage diverse opinions, but do not let the dialogue turn into a debate. Remind participants that this exercise is not about coming up with an agreed-upon answer but is intended to show we all have opinions that shape how we see the world.

Session 2: Key Concepts (1 hour 15 minutes)

Overview

During this session, the facilitator will review key concepts regarding human rights-related principles and standards relevant for FP. This review will be accomplished through delivery of a PowerPoint presentation and a small group exercise that supports participants' understanding of human rights principles and how these principles relate to common program situations and issues.

Advance Preparation

- Review key resource documents—specifically the resources mentioned on Slide 17.
 - World Health Organization (WHO). “Ensuring Human Rights in the Provision of Contraceptive Information and Services: Guidance and Recommendations.” Available at: https://apps.who.int/iris/bitstream/handle/10665/102539/9789241506748_eng.pdf;jsessionid=77BFEE7CE701690A88FF5DFBAF039E50?sequence=1.
 - United Nations Population Fund (UNFPA) and WHO. “Ensuring Human Rights in Contraception Service Delivery: Implementation Guide.” Available at: http://apps.who.int/iris/bitstream/handle/10665/158866/9789241549103_eng.pdf?sequence=1.
 - Family Planning 2020 (now FP2030). “Rights and Empowerment Principles for Family Planning.” Available at: https://www.familyplanning2020.org/sites/default/files/FP2020_Statement_of_Principles_11x17_EN_092215.pdf.
- 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. Curate or develop your speaker notes and practice presenting.
- Review the answer key for the matching exercise.

Required Materials/Resources

- PowerPoint presentation and projector
- Flip chart and markers

Handouts

- “Matching Game” exercise handout and answer key. The answer key should be shared after participants share in plenary.

Additional Guidance

- **Training tip for the matching exercise:** There may be more than one answer for each program issue, and participants may not agree about which ones apply. It is important to keep the exercise moving along, as its purpose is not to get all of the exact responses, but to have participants think through how the different rights, principles, and standards are related to everyday challenges in FP programs.

Session 3: HRBA to Voluntary FP (1 hour)

Overview

This session explores the rationale for taking an HRBA to voluntary FP, including the unique vulnerabilities to human rights principles and standards that FP programs experience in implementation (coercion, access barriers, and poor quality). The session explores both the overt (easy to see) and subtle (not obvious) vulnerabilities, and why it is important to address both sets of challenges. In addition, the session explores how HRBA adds value to programmatic approaches related to quality of care and gender.

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. Curate or develop your speaker notes and practice presenting.

Required Materials/Resources

- PowerPoint presentation and projector

Handouts

None

Additional Guidance

- Given the large amount of content included in the presentation, the facilitator should consider ways to vary the delivery of information—for example, by having more than one facilitator conduct the presentation.

Session 4: Factors that Support and Hinder an HRBA to Voluntary FP (2 hours 15 minutes)

Overview

In this two-part session, participants will consider factors at all programmatic levels (policy, service delivery, community, and individual) that support clients' human rights in FP programs, as well as factors that hinder them. These factors will emerge from small group work, in which participants analyze case studies. The session will conclude with a facilitated discussion of small group outcomes.

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. Curate or develop your speaker notes and practice presenting.
- Select up to five case studies, one per small group, from the options provided, or develop alternatives of your own.

- Prepare flip chart paper with headings for each of the four levels of the healthcare system and two columns (Supporting Factors/Challenging Factors) in which participants can post the outcomes of their small group work (diagram below):

Level	Supporting Factors	Challenging Factors
Policy		
Service delivery		
Community		
Individual		

Required Materials/Resources

- PowerPoint presentation and projector
- Flip chart paper, markers, and tape
- Large Post-It sticky notes

Handouts

- “Factors that Support and Hinder” exercise handout and answer key. The answer key should be given to participants after they share in plenary.

Additional Guidance

- **Training tips for the small group exercise:**
 - The number of groups will depend on the number of participants. Limit the number to no more than five. Any more than that would require more time for the report back, thus prolonging the session.
 - Limit reports from each group to 10 minutes to ensure the session does not run over the allotted time.
 - Though each group will analyze just one case study, participants may be interested in all of them. Be prepared with extra copies.

Session 5: What Does an Ideal HRBA to Voluntary FP Look Like? (1 hour)

Overview

This session focuses on what is required to put an HRBA to voluntary FP into practice. It introduces a conceptual framework that depicts a vision for a comprehensive, human rights-based, voluntary FP program that respects, protects, and fulfills all human rights-related principles and standards at all levels of the healthcare system.

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
- Flip chart and markers for the brainstorm activity

Handouts

- The resource brief, “The Comprehensive Human Rights-Based, Voluntary Family Planning Program Framework.”

Additional Guidance

None

Session 6: Closing Session (40 minutes)

Overview

In this wrap-up session, the facilitator will reinforce key take-home messages and urge participants to think about how they can apply what they have learned in their work. The facilitator and guest, if any, will make closing remarks. The post-test and workshop evaluation should be administered at the conclusion of the session, after which 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. Curate or develop your speaker notes and practice presenting.
- Provide support to the guest speaker for their closing remarks, if any.

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.
