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Module 2a (Optional). Facilitator's Guide: Assessing and Strengthening Human Rights in Family Planning Information and Services

Human Rights-Based Approach to Voluntary Family Planning Training Package

Introduction to Module 2a

This optional module is a follow-on and complement to Module 2: Supplemental Training for Family Planning Service Providers and Facility Managers. Module 2a is designed to guide service providers and facility managers through a systematic process to assess the status of human rights in their family planning (FP) services and plan how to strengthen this essential aspect of their program.

Workshop Objectives

By the end of the workshop, participants will be able to do the following:

1. Identify the strengths, weaknesses, and gaps related to FP information and services through a human rights lens
2. Identify root causes of weaknesses and gaps; set priorities
3. Formulate a plan to strengthen human rights in FP information and services

Detailed Agenda

Time	Session Objectives/Content	Methodology
9:15–9:45	Session 1: Opening Session <ol style="list-style-type: none">1. Welcome participants; housekeeping announcements2. Introductions3. Clarify why we are here: training objectives	<ul style="list-style-type: none">• Welcome/opening remarks from the facilitator(s) and a local guest, if desired (10 minutes)• Participant introductions (15 minutes)• Presentation of workshop objectives (5 minutes)
9:45–10:45	Session 2: Step 1. Assess FP Information and Service Delivery through a Human Rights Lens <ol style="list-style-type: none">1. Identify service delivery strengths on which to capitalize2. Identify weaknesses and gaps that require action	<ul style="list-style-type: none">• PowerPoint presentation (15 minutes)• Small group work using Worksheet #1: Identify programmatic strengths, weaknesses, and gaps from a human rights perspective (45 minutes)
10:45–11:00	Break	
11:00–12:00	Session 3: Step 2. Identify Root Causes of Weaknesses and Gaps; Set Priorities for Action <ol style="list-style-type: none">1. Get to the root cause(s) of each deficient area2. Determine at what level in the program action is required3. Set priorities to address in a one-year action plan	<ul style="list-style-type: none">• PowerPoint presentation (10 minutes)• Small group work using Worksheet #2: Identify root causes of weaknesses and gaps; set priorities (50 minutes)

12:00–12:45	Session 4: Report Back on Priorities and Root Causes <ol style="list-style-type: none"> 1. Hear reports from small group rapporteurs summarizing the issues their group prioritized and their root causes 2. Synthesize similarities and differences across groups 3. Elicit feedback on the activity: Was anything surprising? 	<ul style="list-style-type: none"> • Small group report back (5 minutes per group) and facilitator observations. • Facilitated discussion (10 minutes)
12:45–1:45	Lunch	
1:45–3:30	Session 5: Step 3. Formulate a Plan to Strengthen Human Rights in FP Information and Services <ol style="list-style-type: none"> 1. Formulate actions to address the root cause of each prioritized issue 2. Identify who is responsible, where resources will come from, and the timeline for implementing each prioritized action 3. Identify essential links to other efforts or resources that support planned actions 4. Identify indicators for tracking progress in plan implementation 	<ul style="list-style-type: none"> • PowerPoint presentation (10 minutes) • Small group work using Worksheet #3: Developing an action plan (1 hour and 35 minutes)
3:30–3:45	Break	
3:45–5:00	Session 6: Report Back on Action Plans <ol style="list-style-type: none"> 1. Share the outcomes of the action planning process developed by the service delivery teams 2. Summarize key themes and common actions proposed; provide participants with an opportunity to reflect on the group work and what they produced 3. Inform participants about next steps related to implementing and monitoring action plans 	<ul style="list-style-type: none"> • Small group report back (10 minutes per group for up to 50 minutes) • Facilitated discussion (30 minutes)
5:15–5:45	Session 7: Closing Session <ol style="list-style-type: none"> 1. Review key messages 2. Participant reflections and intentions 3. Closing remarks 4. 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 workshop evaluation (5–10 minutes) • Adjourn

Session Guidance

The details and content for delivering Module 2a 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 page 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 (30 minutes)

Overview

This session establishes the purpose and aims of the workshop. Unlike the other modules, this session does not refresh the essentials of a human rights-based approach (HRBA) to family planning (FP), as this information is embedded and covered in Module 2: Supplemental Human Rights-Based Approach Training for Family Planning Service Providers and Facility Managers. The session includes remarks by a program official or other dignitary who has credibility with the group and can support the integration of action plans into ongoing work.

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 **agenda and the slide printouts**. The slide printouts include space for note taking.

- The **handout for Worksheet #1, Step 1**: Identify programmatic strengths, weaknesses, and gaps from a human rights perspective.
- The **handout for Worksheet #2, Step 2**: Identify root causes of weaknesses and gaps; set priorities.
- The **handout for Worksheet #3, Step 3**: Develop an action plan.
- The **workshop evaluation**.
- 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.
- Copies of **key reference documents** (e.g., National RH/MCH/FP Strategy, Costed Implementation Plan, current workplans and program monitoring plans for relevant programs and projects).
- 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
- Flip chart, tape, and markers
- Name tags

Handouts

- Workshop agenda
- Slide printouts for participants to use for note taking/reference
- Framework brief

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.
- What else?

Session 2: Step 1. Assess FP Information and Service Delivery through a Human Rights Lens (1 hour)

Overview

After a brief introduction, this session will be devoted to small group work, in which participants from the same program or service site/facility will assess the strengths, weaknesses, and gaps in the human rights component of the FP information and services where they work. Participants will complete Worksheet #1.

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.
- Become familiar with the instructions on Worksheet #1.

Required Materials/Resources

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

Handouts

- Worksheet #1

Additional Guidance

- **Facilitation tip:** While the small groups are working, the facilitator should circulate among them to answer any questions, ensure that every group is on track, and share the time remaining for the exercise. Make sure that groups are systematically considering all elements of the desired state for each rights-related principle. If they get stuck, try to determine the cause and offer suggestions on how to move forward. If issues arise that are not easily resolved, create a “parking lot” by capturing on a flip chart those issues to which participants can return and discuss during the report back and discussion. Support groups in moving through as many of the details as they can, not letting the process get bogged down on any unresolved point.

Session 3: Step 2. Identify Root Causes of Weaknesses and Gaps; Set Priorities for Action (1 hour)

Overview

In this session, participants will get to the root causes of the weaknesses and gaps they identified in the previous session, and set priorities to address them. They will work through Worksheet #2.

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.
- Become familiar with the instructions on Worksheet #2.

Required Materials/Resources

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

Handouts

- Worksheet #2

Additional Guidance

- **Facilitation tip:** The tip from Session 2, Step 1 applies to this session as well. In particular, the root cause analysis may be new for many participants and could require focused support. In asking “Why?” three times, the aim is to get participants to dig below the surface of existing conditions to reach the underlying cause(s). Each time they ask “Why?” they should cut through another layer to identify what is creating this condition until they reach down far enough to get to the fundamental source of the condition needing improvement, determining something stakeholders can work on. The facilitator should confirm that each group understands the process and help them, if needed, work through the analysis of one or two identified weaknesses or gaps.

Session 4: Report Back on Priorities and Root Causes (45 minutes)

Overview

- In this session, small group rapporteurs will report back to the plenary group on the areas they have selected as priorities for action and their root causes. The facilitator will then lead a discussion about the group outputs and how participants felt about the group work.

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

- **Facilitation tip:** Pose clarifying questions as needed regarding the group outputs. Make note of any common themes that emerge. Refer back to the items collected on the “parking lot” flip chart. Raise them with the whole group and invite comment and discussion until they are resolved.

Session 5: Step 3. Formulate a Plan to Strengthen Human Rights in FP Information and Services (1 hour 45 minutes)

Overview

In this session, participants will continue to work in their small groups to develop action plans to address the root cause(s) of each prioritized issue. They will work through Worksheet #3.

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.
- Become familiar with Worksheet #3.

Required Materials/Resources

- PowerPoint presentation and projector

Handouts

- Worksheet #3

Additional Guidance

None

Session 6: Report Back on Action Plans (1 hour 15 minutes)

Overview

In this session, small group rapporteurs will report back on the action plans their groups have developed. This report back will be followed by a facilitated discussion that notes the feasibility of the planned actions and similarities and differences across plans, and invites participants to comment and ask clarifying questions.

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.
- Establish how the action plans will be followed up and supported, and by whom, after the workshop.

Required Materials/Resources

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

Handouts

None

Additional Guidance

None

Session 7: 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 intentions as to how they will apply what they have learned to their work. The facilitator and guest, if any, will make closing remarks. The post-test and workshop evaluation will be administered 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. Curate or develop your speaker notes and practice presenting.
- Prepare the guest speaker to guide their closing remarks.

Required Materials/Resources

- PowerPoint presentation and projector

Handouts

- 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.
