



Guidance for Developing a HIP Strategic Planning Guide (SPG)

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High Impact Practices (HIP) in Family Planning Knowledge Products

[HIP knowledge products](#) include [HIP SPGs](#), [HIP Briefs](#), [HIP Enhancements Briefs](#), [Evidence Summaries](#), and [White Papers](#). For further information, see [this table](#) summarizing the similarities and differences of these different knowledge products. The [principles underpinning](#) all HIP products can be found on the HIP website.

What Is a High Impact Practice in Family Planning Strategic Planning Guide (SPG)?

A HIP Strategic Planning Guide is intended to lead program managers, planners, and decision-makers through a strategic process to identify the most effective and efficient investments to address the challenge or focus of their program. Guides are developed by technical experts and are intended to help planners identify which HIP or practice might work in your specific context.

- SPGs offer program guidance on reaching an objective that is relevant across all or several HIP briefs.
- The information prioritized for inclusion in the SPG needs to be tangible, actionable, clear and practical.
- SPGs **are NOT advocacy documents**. They do NOT tell readers what they ought to do. Instead, SPGs assume that the reader **has already decided to meet the objective** set out in the SPG (such as [engaging men and boys in FP](#)) and needs to know *how* to do it or *key considerations* to keep in mind.
- SPGs are **NOT HIP briefs** and the purpose, content and development process of both types of HIP products are different.

Purpose of a HIP Strategic Planning Guide

High Impact Practice (HIP) SPGs are intended to provide a prioritized step-by-step high-level guide on how to achieve a specific objective.

Audience

The main audience for SPGs are **decision-makers looking to support family planning and reproductive health** in low and middle-income countries (such as the Director of Sexual and Reproductive Health services at a ministry of health or a Program Officer at a donor organization) and **FP programmers/implementers**. A secondary audience are implementers, practitioners and researchers interested in learning high level information on how to achieve the objective featured in the SPG.

Length and Format

The length of SPGs is no more than 4 pages (not including references). There is no strict word count. For reference note that current HIP SPG word counts (not including references) are:

- [Adolescents](#): 1600
- [Engaging men & boys](#): 1600
- [Family Planning in Humanitarian Settings](#): 1392
- [Creating equitable access to high-quality family planning information and services](#): 1800

Language

HIP SPGs should be written in clear, plain language, without using jargon or technical words that may not be understood by a wide audience. HIP SPGs should NOT reference only one branded tool or model in the main body of the brief, but they can describe specific interventions using common language that is easily understood by non-technical readers. Branding should be avoided because the HIPs are a public good not meant to promote any specific organization, approach or tool. It is important to avoid over-emphasizing tools or resources from only one source. When referencing a specific activity or intervention within a SPG, authors should mention the country of implementation. However, authors should NOT include implementing organizations or projects as this list can be long, cause confusion, and clutter the writing.

HIP SPG Content

- **Introduction:** One or two introductory paragraphs presenting the purpose of the SPG. This first paragraph(s) should provide a sentence stating what the objective the SPG will help to accomplish.
 - Every SPG begins with this sentence:

This document is intended to lead program managers, planners, and decision-makers through a strategic process to ...[write here the main objective that the SPG will help to achieve]

- **Main body:** Several paragraphs with steps, elements or considerations that readers should follow or consider to achieve the objective set in the SPG.
- **Acknowledgements:** See the HIPs style guide for more on adding acknowledgements. Suggested wording is, “This document was originally drafted by XYZ. In addition, the following individuals provided critical review and helpful comments: XYZ.” The HIPs team can help with this section. See the [HIP Production & Dissemination Style Guide](#) for standard language regarding acknowledging the authors and contributing organizations and reviewers into the brief.
- **References:** As needed. Writing teams should choose a consistent citation style of their choice. The Production & Dissemination (P&D) team will update the reference style using the format in the [HIP Production & Dissemination Style Guide](#).
- **Suggested Citation:** The citation style is as follows, “High Impact Practices in Family Planning (HIP). [SPG name]. Washington, DC: HIP Partnership; [year] [month]. Available from: [insert link].” See the [HIP Production & Dissemination Style Guide](#) for standard language.

HIP SPG Development Process

The development of HIP SPGs entails a participatory process that ensures that HIPs are a state-of-the art synthesis of knowledge of what works in family planning.

HIP SPG development and publication include the following groups and persons:

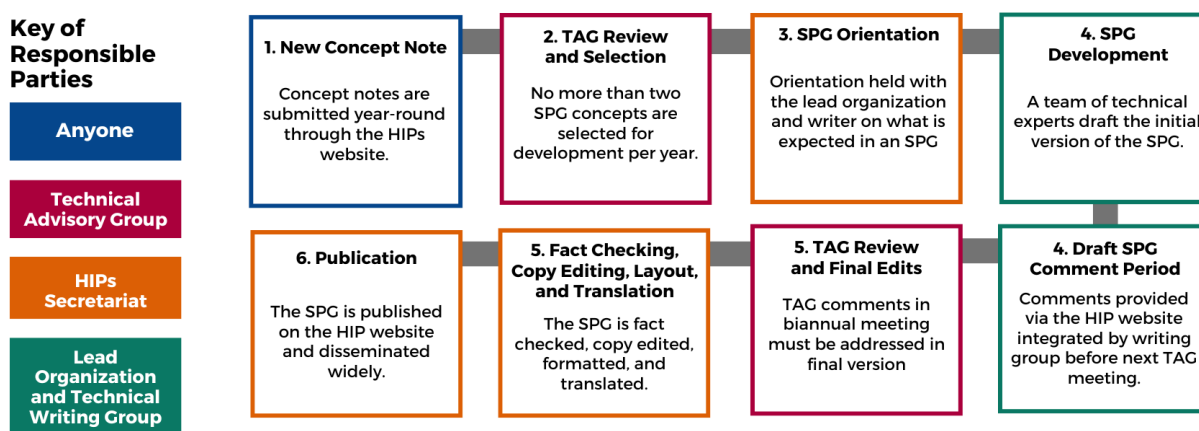
- **Lead organization:** This is the organization that submits the concept note to the HIP TAG for approval. It is preferable that lead organizations should have funding to develop the SPG should it be approved by the TAG. However, the HIP co-sponsors can help to identify funds, if needed.
- **SPG writer:** A consultant to or a member of the lead organization that is leading the writing of the SPG, preparing drafts based on input from the Writing Group.
- **Writing group:** The lead organization chooses a core writing group of about 6-12 experts/key stakeholders from diverse organizations and backgrounds.
- **HIP SPG Point of Contact (POC):** Works with the writing group and SPG writer to shepherd the brief from development to publication. The HIP SPG POC is identified by the HIP secretariat and it could include a HIP TAG member or a staff member working with any of the co-sponsors that works with the HIP Partnership and understands HIP processes and HIP knowledge products.
- **HIP Secretariat:** It takes the SPG through the production process (fact checking, copy editing, and layout) and translation process. The Secretariat also works with the lead

organization to ensure the writing group is made up of diverse organizations and backgrounds.

- **HIP Stakeholder Engagement Group:** It organizes and coordinates dissemination efforts via webinars and other processes.

Figure 1 shows the SPG publication journey. It generally takes approximately 12 months for a SPG to move from TAG approval to publication.

Figure 1. HIP SPG Publication Journey



1. New SPG Concept Notes

- Stakeholders from organizations working in family planning and reproductive health are invited to submit concept notes to propose new SPGs for consideration and selection by the HIP TAG. All concept notes should be single spaced and include references. The first page of the concept note should include the following information:
 - The objective that the SPG addresses
 - A short justification of why the SPG is important and/or how the SPG relates to existing HIP knowledge products.
 - Draft key steps, considerations, or elements that will be included in the SPG.
- A second page of the concept note should include the following information:
 - Name and contact information of the authors of the concept note, providing contact information for the corresponding author
 - References (if any)
- All concept notes should be submitted through the HIPs website concept note [submission portal](#). The status of the concept note can be checked with the HIP Secretariat, hips@FP2030.org.

2. TAG Review and Selection of HIP SPGs

- To select new SPGs for development, the TAG reviews new concept notes submitted through the HIPs website during its semiannual meetings.
- HIP SPGs are selected by the TAG using the rubric in Table 1 to grade all SPG concept notes. Scores are used to *guide* concept note selection but are not the sole basis of selection.
- TAG members can author or co-author concept notes and work with a lead organization to submit concept notes. In such cases, TAG members recuse themselves from the deliberations on the concept note they submitted.
- The authors of the concept notes not selected by the TAG are informed of the TAG decision by the HIP Secretariat via email and some are invited to resubmit their concept note on a case-by-case basis. This invitation does not guarantee approval.
- The authors of the concept notes selected by the TAG are informed of the TAG decision by the HIP Secretariat via email.

Table 1. SPG Concept Note Grading Rubric

Concept note	Score (from 1 to 5)
Are the steps clearly delineated for a Strategic Planning Guide (SPG)?	
Is the concept distinct from existing SPGs?	
Does it relate well to existing SPGs?	
Would a SPG describing the proposed process fill a learning gap for the global community?	
Is the gap a priority for stakeholders?	
Does the practice have the potential to be implemented at scale or has it been implemented at scale?	
What overall score do you give this concept note?	
Comments	

3. SPG Orientation

The HIP Secretariat either provides an orientation directly or identifies a person within the HIPs co-sponsors to provide an orientation on what is expected in an SPG to the lead organization(s), including the lead writer identified by the lead organization. The orientation covers the content of this document. It is highly recommended that the members of the writing group read other SPGs as part of their orientation so that they are familiar with what is expected in an SPG.

4. SPG Development

- The lead organization identifies the members of the writing group. The lead organization organizes a participatory and iterative process to integrate input from the members of the writing group in various updated drafts of the SPG. The number of group meetings and the process itself is managed and guided by the lead organization. Additionally, the lead organization obtains input from appropriate/key stakeholders beyond the writing group, including management teams of funding awards.

5. Draft SPG Public Comment Period and TAG Review

- A completed draft is submitted to the HIP Secretariat. The HIP Secretariat reviews and ensures the draft complies with the guidelines in this document and provides any editorial comments (i.e. length, clarity, simple language) to the writing group.
- The lead writers and the writing group update the draft if needed.
- After revisions responding to HIP Secretariat comments (if any), the HIP Secretariat posts the draft on the HIPs website.
- The HIP Stakeholder Engagement team disseminates calls to request public comments on the draft.
- Public comments are submitted through a portal on the HIPs website.
- The public commenting period is open for 10 business days. The due date may be extended if less than 3 commenters have provided comments. After the due date, the HIP secretariat shares the comments with the Writing Group.
- The lead organization takes public comments into consideration, revises the document, submits the revised draft to the Secretariat, for review by the TAG at its next meeting.

6. Final Edits

- TAG comments provided at the TAG meeting by TAG consensus are binding. The writing group must address them.
- Public comments should be considered. The writing group should exercise best judgment on which comments to address. A document should be developed keeping

track of how each comment was addressed (or not). This document should be sent to the HIP Secretariat to be saved in the HIP electronic files.

- The lead writer integrates the comments as agreed with the group and develops a final version of the SPG, which is submitted to the HIP secretariat.
- The HIP secretariat reviews the final draft to ensure comments were addressed appropriately, particularly the TAG comments.

7. Production: Fact Checking, Copy Editing, Layout, and Translation

- The HIP Secretariat takes the final version of the brief through a process of fact checking, copy editing, and layout. The SPG writer works to address any comments from the fact checker. The SPG is translated into Spanish, French, and Portuguese.

8. Publication

- The SPG brief is published on the HIPs website. The Stakeholder Engagement team sends the brief via various listservs and dissemination channels and prepares a social media package that is shared with HIP partner organizations. The Stakeholder Engagement team also organizes a HIP webinar to disseminate the SPG.

Updating Outdated SPGs

In exceptional circumstances, the TAG will consider the need to update an SPG. HIP partner organizations or other organizations working in Family Planning and Reproductive Health may submit a request for updating an SPG to the HIP TAG for consideration and voting at a TAG meeting. The reasons to request updating should include both of the following:

- Evolution of how the family planning community approaches reaching the objective set in the SPG and the previous SPG being outdated.
- Significant new tools, beyond those of a single organization, should be added to the SPG as they will help to advance the updated objective set in the SPG.