

Consultancy Opportunity – Terms of Reference

Assignment: IPPF ESEAOR Capability Statements

Applications must address all of the requirements of the Terms of Reference and include all of the information/documents requested at Section 7.

<p>1. Background</p>	<p><u>Overview of IPPF</u> The International Planned Parenthood Federation (IPPF) is a global healthcare provider and a leading advocate of sexual and reproductive health and rights (SRHR) for all. We are a worldwide Federation of national organizations working with and for communities and individuals in more than 160 countries, providing an integrated package of SRHR services through approximately 65,000 service points worldwide. IPPF seeks to influence governments and other key decision-making bodies to achieve policy and legislative changes that support or defend SRHR. IPPF also conducts a range of education, awareness and empowerment programmes that supports its key mandate of SRHR for all.</p> <p><u>Overview of the engagement</u> The key deliverable for this assignment will be to develop Capability Statements in close collaboration with IPPF ESEAOR and relevant Member Associations for their inputs, review and endorsement.</p>
<p>2. Purpose of the assignment</p>	<p><u>Reason the assignment is taking place</u> IPPF Member Associations are uniquely placed as national, grass-roots organizations, which are comprised of advocates, diverse service delivery channels and deep community networks, to deliver and enable access to sexual and reproductive healthcare. The purpose of the capacity statement is to profile IPPF Member Associations – national and regional levels.</p> <p>The capability statements will be useful to showcase our abilities and experience in the region and includes information on the implementation of SRHR programmes and interventions.</p> <ul style="list-style-type: none"> • A distilled summary of MA capabilities – a snapshot • Shows how MAs are addressing key thematic SRHR issues <p><u>Length:</u> initially 2 pages, maximum 4 pages. <u>Target audience:</u> Other SRH organizations, donors, ministries of health and the broader development community including WHO and other UN agencies. <u>Tone:</u> Authoritative, informative and accessible. Purpose: The statements will showcase IPPF Member Associations with regards to the development and implementation of SRHR programmes</p>

	<p>and interventions. It will provide practical strategies/approaches to SRHR advocacy, service delivery, and programming.</p> <p><u>References:</u> The statement would need to have all relevant and up to date references fully cited.</p>
3. Roles and responsibilities	<p><u>Consultant's specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • The work will include a consolidation and summary of available data and information, through both a desk review and interviews with key stakeholders. • Following desk review and consultation with key stakeholders, the consultant will produce a first draft of the Statement for internal review by selected IPPF ESEAOR staff and Member Associations. • The consultant will revise the statement to incorporate feedback and inputs. • Produce a final draft of the statements ensuring full integration of all feedback for endorsement by IPPF ESEAOR and publication.
4. Timeline	<p><u>Commencement date.</u> Consultant contract to commence 8 May 2022.</p> <p><u>Anticipated completion date.</u> The assignment should be completed by 4 June 2022.</p> <p><u>Factors that may affect completion date:</u></p> <ul style="list-style-type: none"> • Availability of IPPF Secretariat and Member Association staff for consultation review drafts and provide feedback and input into the draft statement. <p>Approximately 10 full working days during the assignment period.</p>
5. Milestones and deliverables	<p><u>Key Deliverables</u></p> <ol style="list-style-type: none"> 1. Final four (4) capability statements on thematic SRHR issues. 2. All references, resources and stakeholder consultations used to develop the statement clearly stored and shared in an accessible format <p><u>Key milestones deliverable dates:</u></p> <ul style="list-style-type: none"> • 10 May: Call with IPPF ESEAOR to discuss the TOR and get initial inputs to the drafting. • 19 May: 1st draft statements presented for review and comments • 26 May: 2nd draft/ round of statements presented for review and comments • 31 May: Feedback incorporated, and revised draft submitted for final review and endorsement by IPPF ESEAOR. • 2 June: Final Draft ready for publishing

<p>6. Consultant requirements</p>	<p><u>Experience required:</u></p> <ul style="list-style-type: none"> • Extensive experience of producing written communications or technical guidance, and/or resources on SRHR. • Extensive experience working in the field of SRHR and on programmes, advocacy and communications • Experience of conducting desk reviews and consultations to inform the development of programmes and guidance • Familiarity with current discussion themes on SRHR across thought leadership, policy, advocacy, and programmes domains • Sound knowledge of human rights, gender and justice principles as they apply to SRHR • Experience of working with key stakeholders on SRHR programming <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Excellent writing skills, able to produce written documents to a very high standard • Ability to synthesis complex and technical information into practical and accessible information and recommendations • Strong project management and organizational skills • Strong verbal communication skills, including presenting to stakeholders.
<p>7. Application information</p>	<p>To apply for this consultancy, please submit the following:</p> <ul style="list-style-type: none"> • Expression of Interest responding to the requirements of the consultancy opportunity, including daily rate • Curriculum Vitae • At least one example of a written publication, article or resource <p>Submit applications to Natassha Kaur at natassha@ippf.org before the deadline of <u>COB 6 May 2022</u>.</p>