

## Terms of Reference for Short Term Consultancy

IPPF is seeking a suitably qualified and experienced governance expert to support the regional team in conducting a review of an IPPF ACRO member association. Please read the Terms of Reference below and submit your proposal by **November 08, 2024**.

**Type of Contract:** Short term Consultancy

**Regional Office issuing request** – Americas and Caribbean Region

**International Consultant Language Required:** English

**Expected Duration of Assignment:** The period November 12 – December 09, 2024.

<p><b>1. Background</b></p>	<p><b><u>Overview of IPPF</u></b></p> <p>IPPF is a global service provider and a leader advocate of sexual and reproductive health and rights (SRHR) for all. IPPF provides SRHR services in 172 countries and runs approximately 65,000 service points worldwide. It seeks influence governments and other key decision-making bodies make 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>The work of IPPF is overseen by its Board of Trustees and is structured through the IPPF Secretariat comprising a London office and six Regional Offices working out of six locations:</p> <ul style="list-style-type: none"> <li>• Africa (Nairobi)</li> <li>• Arab World (Tunis)</li> <li>• East and Southeast Asia and Oceania (Kuala Lumpur)</li> <li>• European Network (Brussels)</li> <li>• South Asia (Bangkok hub and Delhi sub-office)</li> <li>• Americas and the Caribbean (Mexico and Trinidad)</li> </ul> <p>Each Regional Office oversees, promotes, and distributes core funds to Member Associations (MAs) in the region. MAs are governed by Boards and managed by Executive Directors. They are directly responsible for their own affairs but are accountable to IPPF and its donors for grants received. IPPF Americas and Caribbean Region has 8 full member associations, 6 Associate members and 15 collaborative partners.</p> <p><b><u>Overview of the association's situation</u></b></p> <p>IPPF ACRO would like to support the member association on specific issues pertaining to financial oversight from the governing bodies and financial management practices.</p>
<p><b>2. Engagement Overview</b></p>	<p><b><u>Overview of the engagement</u></b></p> <p>IPPF ACRO is inviting applications from consultants to assist with the review of a member association.</p> <p>The successful consultant will be hired for 20 days of work (including a one-week trip to the member association). The Consultant will be paid fees per day for the 20 days. This highly</p>

	<p>confidential work is to be undertaken in collaboration with the ACRO team members assigned, consistent with IPPF's policies and practices. The Consultant must be able to communicate effectively in English, work remotely, and visit the relevant country with the team. IPPF ACRO will cover travel and hotel costs as per its policies.</p> <p><b><u>Key Stakeholders</u></b></p> <p>The IPPF ACRO Member Association, the ACRO region and the IPPF Secretariat.</p>
<b>3. Scope</b>	<p><b><u>Consultant conducting the review will complete the following work including:</u></b></p> <ul style="list-style-type: none"> <li>i. Finalize the ToR for the visit with the team - Develop an understanding of the assignment, methodology and approach to be used.</li> <li>ii. Develop a plan to inform the next steps in accordance with the timeline agreed</li> <li>iii. Undertake the review, analyse, and report any challenges, opportunities, and follow up of the MA.</li> <li>iv. Conduct interviews with member association staff and Board members and IPPF staff and have a collaborative debriefing session to ensure that the association leadership has the opportunity to provide feedback and engage in dialogue regarding the proposed recommendations.</li> <li>v. Produce a final report in collaboration with the assigned team that contains the following: <ul style="list-style-type: none"> <li>a. A comprehensive summary report detailing the findings from the review</li> <li>b. Actionable recommendations for improvements, addressing the specific concerns identified during discussions and observations.</li> <li>c. Suggested timelines for implementation and plan of recommended follow up activities for MA and IPPF staff.</li> <li>d. An annexe that lists all the documents reviewed and individuals interviewed.</li> </ul> </li> </ul>
<b>4. Timeline</b>	<p><b><u>Commencement Date</u></b></p> <p>Actual execution of this consultancy is expected to commence no earlier than November 12<sup>th</sup>, 2024</p>
<b>5. Milestones &amp; Deliverables</b>	<p>As a requirement the consultant will liaise with the designated IPPF team for the assignment. The Consultant will work closely with the team and the association and ensure various context taken into consideration.</p> <p>The Consultant is responsible for the successful timely achievement of deliverables. Specific deliverables will include the following:</p> <ul style="list-style-type: none"> <li>a) An Inception Report highlighting the consultant's understanding of the objectives of the assignment and tasks outlined above. Due one week upon contract signature</li> </ul>

	<p>b) Summary Report</p> <p>c) End of contract report with follow up activities. Due one week prior to contract end</p>
<b>Eligibility</b>	<p>The position is open to anyone who is qualified and experienced.</p> <p>The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with IPPF's process and procedures for the engagement of consultants. Please note that interest expressed by a consultant does not imply any obligation on the part of the IPPF to include him/her/firm in the shortlist.</p>
<b>6. Experience &amp; Qualifications</b>	<p>The successful applicants should:</p> <ul style="list-style-type: none"> <li>○ Be able to communicate clearly and effectively both orally and in writing in English.</li> <li>○ Be a trained governance and/ financial expert with experience in supporting small organisations and conducting organisational reviews. Accreditation reviews will be considered an asset.</li> <li>○ Be able to gather, analyse and evaluate facts and to prepare and present concise oral and written reports.</li> <li>○ Be able to work independently and solve problems.</li> <li>○ Experience working with not-for-profit organizations/ International Non-Governmental Organizations (NGO) is highly desirable.</li> <li>○ Experience working with clients to build capacity and engage in high-level dialogue on policy and change management.</li> <li>○ Excellent interpersonal skills, with proven ability to work in a multi-disciplinary team and intercultural environment, with minimal supervision.</li> </ul>
<b>7. Confidentiality and Data Security</b>	<ul style="list-style-type: none"> <li>○ As stated in IPPF policy, all information communicated to a review team will be kept confidential.</li> <li>○ All data collected during the review, whether in electronic or physical format, will be treated with the utmost confidentiality. It will not be shared, reproduced, or used for any purposes beyond the scope of the review without explicit consent from the organization.</li> <li>○ During meetings or discussions, participants are reminded not to disclose any confidential information in public or in the presence of unauthorized individual.</li> </ul>

<b>8. Code of Conduct</b>	<p>IPPF Code of Conduct policy must be signed by the Consultant. Evaluation and Complaint forms are available for the member association. A complaint can be made to the Regional Director on any misbehaviour/ unprofessional conduct of team members including Consultants. The complaint should be specific and state which part of the procedure is considered not to have been followed. Disagreements about the team's assessment do not fall under this procedure.</p>
<b>9. How to apply</b>	<p>Interested parties <b>must submit a soft copy of their application by email to <a href="mailto:njones@ippf.org">njones@ippf.org</a> and <a href="mailto:acanez@ippf.org">acanez@ippf.org</a> deadline for submissions is November 08, 2024, by 23.59hrs AST.</b> Those interested should provide the information below demonstrating their capabilities and indicating availability.</p> <p>Only short-listed candidates will be contacted.</p>
	<p>i. Evidence of working with not-for-profit organizations/ International Non-Governmental Organizations (NGO), to include names and contacts of key persons to authenticate experience.</p>
	<p>ii. Summary statement indicating core competences of the individual or expertise of firm; (max three pages). Minimum of a Master's degree (or equivalent) and minimum of 5 years of relevant experience. Experience working with organisations in a governance context</p>
	<p>iv. Names and contact details of at least two clients in respect of similar assignments over the last five years.</p>
	<p>v. CV indicating key qualifications and expertise should be provided for all proposed consultants - max two pages for each individual.</p>
	<p>vi. Price quote i.e., indicating daily rates and other anticipated costs if any. Including travel to the respective country, hotel stay for one week.</p>