**TERMS OF REFERENCE**

Safety and Security Consultancy – WISH1

Location: London, UK

1. **Background**

IPPF is a locally owned, globally connected civil society movement that provides health services and champions sexual and reproductive rights for all, especially the under-served. IPPF’s Member Associations deliver sexual and reproductive health services to millions of women each year, and the Federation aims to provide technical leadership to the wider SRHR community based on global expertise.

As a sub-recipient in a global consortium, IPPF will be managing multi-county project implementation as part of the Women’s Integrated Sexual and Reproductive Health Lot 1 programme (WISH1) – a high-value integrated family planning and reproductive health programme funded by the Department for International Development (DFID). During the period of programme start-up, IPPF is seeking finance and commercial expertise to support efficiency and effectiveness in project initiation.

1. **Responsibilities and Deliverables**

The purpose of the assignment is to support IPPF in the start-up of the WISH Lot 1 programme to design and deliver five country security plans to support implementation of WISH Lot 1, ensuring that associated procedures and supporting training are in place. Immediate start is required. Bilingual (French and English) is a requirement of all contractors working on this consultancy, who will interact directly with the francophone member associations.

The objectives of the assignment are:

1. To provide direction and practical application in safety and security for the WISH Lot 1 project at IPPF
2. To enable WISH Lot 1 Member Associations to increase their understanding of and ability to deliver on safety and security, with tools and knowledge appropriate to their local context.

Key tasks:

1. To work with IPPF’s Member Association in Cote D’Ivoire, Chad, Cameroon, Mauretania and Nigeria to develop country security plans, specifically taking into account the risks associated with the delivery of WISH (a commercial contract with DFID for delivery of family planning within the country). This needs to be a practical and realistic plan that includes clear procedures and associated allocation of responsibilities. The assessment plans should be based on IPPFs existing Safety and Security Risk Management Manual, as far as is feasible.
2. Carry out individual country visits to perform assessments and provide the necessary training to country staff to enable effective implementation of the plan.
3. Follow up with individual support and country visits as required.
4. Deliver individual country security plans that will be owned the Member Association senior management teams and security focal point.
5. Provide guidance and advice on international travel to WISH countries.
6. Collaborate with IPPF Central and Regional Office staff within the Programmes and Performance Division who are responsible for strengthening IPPF’s safety and security policies, practices and standards.

Deliverables

1. Safety and security plan for each WISH Lot 1 country included (5) in French and English, depending on country.
2. Trip reports for each country visit, in English and French
3. Overall end of consultancy report with progress update and recommendations for future work, in English
4. **Timeline**

The contractor will deliver the above within approximately 6 months

Commencement date: March 2019

Anticipated Completion date: September 2019

Factors that may affect completion date: In country delays relating to travel advice or unrest

1. **Contractor requirements**
* Substantial experience working with NGOs/Organisations operating in multiple high to medium risk countries/locations in fragile, conflict-affected and/or insecure environments
* Experience in training staff & volunteer on safety and security and supporting national/local organisations to build or strengthen their system
* Demonstrate a willingness to sign and adhere to IPPF’s code of conduct and safeguarding policy
* The contractor and any staff members or consultants must be supportive of a woman’s right to choose and to have access to safe abortion services. This is an occupational requirement of this consultancy, in accordance with Schedule 9 Part 3 of the Equality Act 2010.
1. **How to apply**

To apply, please submit the following:

* Brief proposal of service offered from supplier, which addresses the ToR with evidence of track record on similar pieces of work
* CV of any individual consultants
* Fees
* Availability

Please send the application to Emma Simpson. The closing date for application is 13th March 2018.