

# INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)

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## **TERMS OF REFERENCE** **Technical Advisor GCACI Interim** Location: Any

### **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.

Through IPPF's Member Associations (MAs) in Guinea, Togo, Burkina Faso, Benin, Cameroon, DRC, Uganda, Kenya, and Ethiopia in the Africa Region, IPPF is implementing the Global Comprehensive Abortion Care Initiative (GCACI Phase V), a project aimed to increase access to comprehensive abortion care (CAC), treatment for incomplete abortion (TIA) and contraceptive services for women by expanding and strengthening service delivery in MA clinics. IPPF is seeking management and technical expertise to support efficiency and effectiveness in project planning and execution for the francophone MAs, including fast track initiation of the project in Togo and Guinea.

### **2. Responsibilities and Deliverables**

The purpose of the assignment is to support IPPF in the implementation of the GCACI project in Africa with special focus to francophones MAs including Guinea, Togo, Benin, Burkina, Cameroon, by providing technical expertise and to oversee project management.

#### Key tasks

- Provide oversight of the progress of project implementation, including performance against work plan implementation for key activities as outlined in the work plan, with support from other IPPF Africa Regional Office (ARO) GCACI staff.
- Provide technical assistance, both on-site and remote, to Guinea, Togo, Benin, Burkina Faso, and Cameroon in the planning and execution of the project, to include support in compliance with donor and project requirements, ensure implementation of activities as outlined in the work plan, support clinical service delivery and the establishment of quality of care standards through regular quality of care assessments, and support staff in decision making.
- Ensure adherence to all programme reporting requirements and performance management for the MAs of Guinea, Benin, Burkina Faso, Togo and Cameroon, including supporting MAs to prepare donor reports, as well as reviewing and editing reports.
- Undertake and implement ARO Work plan activities as outlined in the GCACI ARO work plan.

#### Deliverables

- Established performance tracking mechanism and compliance management resources, in support of GCACI implementation countries especially the francophones (Guinea, Togo, Benin and Burkina Faso, Cameroon)
- Guinea and Togo supported in project planning and execution including a clear procurement plan and quality of care system, in order to attain the overall project goals and objectives.
- MA project reports developed and submitted in accordance to deadlines and meeting the required quality standards.
- Monitoring and technical assistance visits undertaken as required and trip reports with implementable action plans developed.

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- ARO interventions as outlined in the work plan developed and implemented

## 3. Timeline

The contractor will be required on a full-time basis.

Commencement date: 1 July 2019

Anticipated Completion date: 30 September 2019

## 4. Contractor requirements

### Education & Qualifications:

- Postgraduate qualification in public health, social science or related field essential

### Proven ability:

- Experience managing complex restricted funded projects in developing countries, particularly in sub-Saharan Africa and in fragile-states
- Experience working in the field of sexual and reproductive health and rights, with knowledge of comprehensive safe abortion and contraceptive services desirable
- Knowledge of donor compliance monitoring and management, including project reporting

### Skills:

- Excellent interpersonal skills with a proven ability to influence and negotiate
- Excellent verbal and written communication skills
- Excellent knowledge of quality assurance systems
- Strong analytical skills, including the ability to review service data
- Excellent project management skills including experience of reporting to donor agencies
- Excellent time management skills to meet tight deadlines
- Fluent French essential with a desirable level of English

### Personal competence:

- Willing to travel internationally – up to 10 days during this assignment
- Cultural sensitivity
- Supportive of a woman's right to choose and to have access to safe abortion services.

## 5. How to apply

To apply, please submit the following:

- CV
- A cover letter that directly addresses the TOR
- Fees / daily rate
- Availability

Please send the application to Rebecca Wilkins at [rwilkins@ippf.org](mailto:rwilkins@ippf.org) and Martin MIGOMBANO at [mmigombano@ippf.org](mailto:mmigombano@ippf.org)