

TERMS OF REFERENCE

Safety and Security Consultancy – IPPF WISH2ACTION Project
Location: Global

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 (MA's) 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.

IPPF has been awarded the large DFID-funded family planning project *Women's Integrated Sexual and Reproductive Health Lot 2* (WISH2ACTION). This high-value integrated family planning and reproductive health programme is being implemented by a global consortium across sixteen (16) countries – three (3) in sub-Saharan Africa and three (3) in Asia. The IPPF is seeking safety and security expertise to ensure effective policies and procedures are in place as part of our Duty of Care to all staff and partners engaged.

2. Responsibilities and Deliverables

The purpose of the assignment is to support the WISH2ACTION programme to design and deliver twelve (12) security plans – one (1) for the Nairobi based WISH2ACTION team and eleven (11) Member Associations engaged on this project. Following the in-country assessments, Consultant(s) should support and assist MA's and the WISH2ACTION Hub team to ensure that appropriate procedures are in place, relevant trainings have been conducted and robust guidance is clearly documented. The security plans required under this assignment include the following language requirements: English (9), French (1), Portuguese (1) and Arabic (1). Immediate start is preferred.

The objectives of the assignment are:

1. To provide direction and practical application in safety and security for the WISH2ACTION project and the eleven (11) IPPF MA's included in the project.
2. To enable IPPF MA's 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. Facilitate and lead a training workshop in Nairobi for select staff (one or two people) from each of the eleven (11) IPPF MA's participating in the WISH2ACTION programme plus the Nairobi hub – with the purpose of training and empowering them with the skills and techniques necessary to carry out their own robust safety and security assessments in-country.
2. To assist the WISH2ACTION management team based in Nairobi and the eleven (11) IPPF MA's in Burundi, Ethiopia, Malawi, Mozambique, Pakistan, South Sudan,

Sudan, Tanzania, Uganda, Zambia and likely Rwanda to develop country security plans, specifically taking into account the risks associated with the delivery of WISH2ACTION and the country specific context. This includes providing guidance to local safety and security leads during assessment and writing phases, reviewing draft documents and providing feedback to improve the plans.

3. Plans need to be a practical and realistic; and include 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 feasible.
4. Provide guidance and advice on international travel to WISH2ACTION countries.
5. Collaborate with IPPF Central and Regional Office staff who are responsible for strengthening IPPF's safety and security policies, practices and standards.

Key Deliverables

1. Safety and security plans for the WISH2ACTION team based in Nairobi and for each of the eleven (11) IPPF MA's in the project. This work will require that all Contractors or sub-contractors having direct contact with MA's are fluent (spoken and written) in the languages respective of each country.
2. Support and ensure timely delivery of cascade training plan for MA staff to be delivered by MA safety and security focal person.

3. Timeline

Commencement date: Immediately – duration approximately 3 months from commencement of contract.

Anticipated Completion date: August 31st 2019

4. Contractor requirements

- Substantial experience working with international non-government organisations (iNGO's) operating in multiple high to medium risk countries/locations in fragile, conflict-affected and/or insecure environments.
- Where possible suggest time and cost saving methodologies to ensure that the security consultancy is delivered quickly and with a value for money approach, such as shared workshops and trainings.
- Experience in training staff & volunteers 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.

5. How to apply

To apply, please submit the following:

- Brief proposal of services offered from supplier, which addresses the ToR with evidence of track record on similar pieces of work.
- Schedule or costed workplan of how the work will be achieved.
- CV of any individual consultants
- Fees (GBP)
- Availability

Please send the applications to Louise Newman on lnewman@ippf.org The closing date for application is June 21st, 2019.