

Contractor Application – Terms of Reference

SHEDECIDES SUPPORT UNIT

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

1. Background	<p><u>Overview of IPPF</u> 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 to influence governments and other key decision-making bodies to 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><u>Overview of the engagement</u> SheDecides is a global political movement driving change, fuelled by actions in communities, with young people at its heart. It works under three priority areas: Stand Up Speak Out, Change the Rules and Unlock Resources. The SheDecides Support Unit (SDSU) serves as secretariat to the global SheDecides movement, under the governance of the Guiding Group of SheDecides Champions, and the leadership of the Lead. The SDSU is hosted by the IPPF Central Office. It is an autonomous entity with its own strategy (2019-2021), budget and governance structure.</p> <p>A contractor is required to support the SDSU with administrative tasks including mapping information and events for the 64th Commission on the Status of Women; the Mexico and Paris forums of Generation Equality; the 53rd session of the Commission on Population and Development, and contributing with logistics support to Champions meetings.</p> <p>The key deliverables for this engagement will be mapping of relevant events, including parallel and side events where SheDecides Champions will be present for CSW64, Mexico Generation Equality, Paris Generation Equality, CPD53, and UNGA75, as well as ongoing logistics support for Champions meetings.</p> <p><u>Key stakeholders</u></p> <ul style="list-style-type: none"> • SheDecides Champion Advisor • SheDecides Policy Advisor • SheDecides Lead
2. Purpose	<p>Champions are the ambassadors of SheDecides. They are individuals with skills, expertise, influence and interest in the vision of the SheDecides movement. Champions have committed to advancing the SheDecides priority areas, its mission and goals by signing the manifesto and taking action on a regular basis. Champions lead by example, putting in substantial energy and personal commitment, individually and on behalf of their organisations, to advance the goals of the movement.</p>

	<p>The role of this contractor is to help map key moments for Champions – and the SheDecides movement – during 2020, in international fora. Documentation will need to be detailed, accurate, accessible, and well designed. Logistics support will need to be detail oriented and responsive. The contractor will work closely with the SheDecides Champion Advisor to ensure the outputs meet the standards criteria.</p>
<p>3. Roles and responsibilities</p>	<p><u>Contractor’s specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • Map all relevant parallel and side events during CSW64 (criteria will be discussed at initial meeting) • Map all relevant parallel and side events during CPD53 (criteria will be discussed at initial meeting) • Map all relevant parallel and side events during UNGA75 (criteria will be discussed at initial meeting) • Map all relevant parallel and side events during the Mexico Generation Equality Forum (criteria will be discussed at initial meeting) • Map all relevant parallel and side events during the July Generation Equality Forum (criteria will be discussed at initial meeting) • Logistics support • Event management support, including information management <p><u>IPPF’s specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • Provide access to IPPF systems, processes and policy documentation <p><u>SheDecides Support Unit specific roles and responsibilities</u></p> <ul style="list-style-type: none"> • Map all relevant parallel and side events during CSW64 (criteria will be discussed at initial meeting) • Map all relevant parallel and side events during CPD53 (criteria will be discussed at initial meeting) • Map all relevant parallel and side events during UNGA75 (criteria will be discussed at initial meeting) • Map all relevant parallel and side events during the Mexico Generation Equality Forum (criteria will be discussed at initial meeting) • Map all relevant parallel and side events during the July Generation Equality Forum (criteria will be discussed at initial meeting) • Logistics support • Event management support, including information management
<p>4. Timeline</p>	<p><u>Commencement date.</u></p> <ul style="list-style-type: none"> • 24 February 2020 (or earlier) <p><u>Anticipated completion date.</u></p> <ul style="list-style-type: none"> • Map all relevant parallel and side events during CSW64 – March 2020 • Map all relevant parallel and side events during CPD53 – March 2020 • Map all relevant parallel and side events during UNGA75 – September 2020 • Map all relevant parallel and side events during the Mexico Generation Equality Forum - May 2020 • Map all relevant parallel and side events during the July Generation Equality Forum – July 2020 • Logistics support - ongoing • Event management support – ongoing

	<p><u>Factors that may affect completion date:</u> Decisions taken by the SD Support Unit and Guiding Group of Champions</p>
<p>5. Milestones and deliverables</p>	<ul style="list-style-type: none"> • Map all relevant parallel and side events during CSW64 – March 2020 • Map all relevant parallel and side events during CPD53 – March 2020 • Map all relevant parallel and side events during UNGA75 – September 2020 • Map all relevant parallel and side events during the Mexico Generation Equality Forum - May 2020 • Map all relevant parallel and side events during the July Generation Equality Forum – July 2020 • Logistics support - ongoing • Event management support – ongoing • Observe all IPPF and SheDecides systems, maintaining good records and ensuring that activities are monitored and on track.
<p>6. Contractor requirements</p>	<p><u>Professional qualifications:</u></p> <ul style="list-style-type: none"> • Bachelor's degree preferred in a relevant field (international development/government/politics/gender/international development) <p><u>Experience required:</u></p> <ul style="list-style-type: none"> • At least 2 years of administrative experience in research, communications and/or policy fields. • Experience in related discipline: public policy, women's rights, international development, political sciences. • Ability to deliver projects in a fast-paced environment. • Experience and interest in advancing gender equality and sexual and reproductive health and rights (SRHR). • Experience designing succinct, well-presented and compelling documentation. • Experience working with complex information and tailoring it to the brief. • Experience working collaboratively and in partnerships on multi country initiatives. • Experience with logistics and administrative support <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Project/Programme Management. • Microsoft Office, publishing and design software. • Strong verbal, written and interpersonal skills. • Excellent time management and organizational skills.
<p>7. How to apply</p>	<p>To apply, please submit the following</p> <ul style="list-style-type: none"> - CV - A cover letter that addresses the TOR - Fees/daily rate

	<ul style="list-style-type: none">- Availability <p>Please send the application to Muriel Kahane, Champion Advisor (muriel@shedecides.com)</p>
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