

Contractor Application – Terms of Reference

Programme of Action: An anti-racist IPPF – Phase One

<p>1. Background</p>	<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 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><u>Overview of the engagement</u> International Planned Parenthood Federation (IPPF) works in 170 countries to empower the most vulnerable women, men and young people to access lifesaving health services and programmes. Supported by millions of volunteers and 38,000 staff, IPPF Member Associations (MAs) are autonomous, local non-profit organizations that provide sexual and reproductive health (SRH) information, education and services.</p> <p><u>Key stakeholders</u></p> <ul style="list-style-type: none"> • The IPPF Secretariat, (made up of offices in Addis Ababa, Geneva, London, New York, Tunis, Brussels, Bangkok, Kuala Lumpur, Suva, Melbourne, Nairobi, Delhi, Mexico City. Fiji). • The anti-racism working group (currently being set up) • The Directors Leadership Team (DLT) • ExCo (UK staff union), Staff Representatives and the Staff Association • Safeguarding Task Force • The Board of Trustees; and the Policy, Strategy + Investment Committee as appropriate
<p>2. Purpose</p>	<p>Reason the project is taking place:</p> <p>George Floyd’s death – and all black deaths by law enforcement; and violence in society – have sparked an uprising; and brought into question the role that systemic racism has on both the people who work at IPPF and the people we serve.</p> <p>The purpose of the consultancy is to develop an assessment and provide recommendations, ensure the conditions are in place to maintain a movement (that will contribute to lasting, organizational change and one that is equally connected to current social action. There is an expectation that this work will advance a solutions-oriented dialogue on how IPPF can become a better employer; and better align our organizational behaviors and programmatic output to our values and mission.</p> <p>Staff and DLT have mobilized to ensure greater organizational accountability that goes beyond platitudes. This means we are seeking expertise to ensure that</p>

	<p>change is both restorative and future focused, that is inclusive, whilst ensuring that non BIPOC/BAME staff in positions of privilege/opportunity have the necessary capacity to actively work to dismantle racism, including that which is a legacy of colonization and our own biases within the humanitarian and development community.</p> <p>MAIN DELIVERABLE: Develop an audit on how IPPF is doing about racism and provide a report with key recommendations for IPPF to set-up a system to become an anti-racist organisation including the following aspects:</p> <ul style="list-style-type: none"> • workplace policies and monitoring and accountability mechanisms, • principles for our programming, advocacy and communication informed by the views of staff and the experiences of external organisations. <p>We see the scope of the work as follows:</p> <ol style="list-style-type: none"> 1. Provide a clear timeline of actions over the life of the remaining strategic plan 2. Act as a critical partner, with a view to increasing cultural safety; and providing recommendations to course correct. 3. Ensure all staff, regardless of jurisdiction have a platform for dialogue, and conduct a listening tour that is anonymous and confidential to inform a final report, developing an assessment of current views, experiences and recommendations of IPPF staff on racism that inform a tailored training. 4. Capture and review all HR policies and recruitment practices, as they relate to various jurisdictions. 5. Provide guidance on what policies require a refresh so that they align with ACAS or similar, and with best practice globally. 6. Capture external organisation experiences on anti-racism principles, systems and policies 7. Review data collection efforts across the Secretariat and provide a report on how to mainstream HR data with a view to financial restitution 8. Develop and provide anti-racism training for all staff, including as part of the hiring and induction process and highlight behaviours that elicit actions around microaggression, microinvalidation, microinsults, etc. 9. Develop a guide on how to embed healing and restorative action in these efforts so that we do no further harm, with a rapid analysis of the relevance of the organisation's 'Employee Assistance Programme' or similar, in these efforts. 10. Provide support and safety to the nascent anti-racist group and ensure they are given appropriate resources and voice. 11. Integrate the results of the 'IPPF Racism Awareness Survey' into a roadmap for change moving forward to address 'an anti-racist agenda at IPPF
<p>3. Roles and responsibilities</p>	<p><u>Contractor's specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • Capture and review of all relevant policies • Design and conduct a listening tour in a safe space and led by trained facilitators • Development of e-learning on anti-racism that is contextually appropriate

	<ul style="list-style-type: none"> • Develop a two-pronged strategy that contributes to the current moment, but also goes beyond and takes into account diverse experiences and ways of working • Development of a detailed report with time-bound recommendations • Provide support and coordination to the anti-racist group, as it forms • Provide support for champions to speak out, when institutional barriers impact the quality of the above; during the course of this consultancy. <p><u>IPPF's specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • Provide access to IPPF Systems, process and policy documentation • Take appropriate strategic decisions as required and in a timely manner to facilitate the delivery of the deliverables • Take appropriate steps to ensure access to relevant decision makers • Support the consultant in achieving agreed outcomes by providing appropriate guidance and direction to Secretariat staff
4. Timeline	<p><u>Commencement date.</u> Contractor services to commence early July 2020. It is expected the individual / group will propose the number of days and cost of this work.</p> <p><u>Anticipated completion date.</u> Contractor services should be completed by 31 October 2020.</p>
5. Milestones and deliverables	<p><u>Key milestone / deliverable dates:</u></p> <ul style="list-style-type: none"> • Inception report and Schedule for the work to be agreed by the anti-racism group • Listening tour and analytic report of findings • Training materials developed on the basis of the findings • Final Report, with timebound recommendations <p>Including the deliverables below:</p> <ul style="list-style-type: none"> - Detailed schedule - Detailed plans with required materials for the ToT. - While the materials need to be developed in English – it will need to be translated into French, Spanish, Arabic. - Analytical audit report by end of August - Report with Recommendations going forward
6. Contractor requirements	<p><u>Experience required:</u></p> <ul style="list-style-type: none"> • Demonstrated experience of the international development community and southern based organizations and leadership • Proven anti-racism and diversity principles and practice. • Firm or consultant(s) with relevant technical knowledge, skills and extensive work experience in: designing antiracist strategies, tools and materials, training modules, and implementation as well as M&E

	<ul style="list-style-type: none"> • Training in inter-personal communication techniques with diverse groups on topics such as microaggressions, microinsults, microinvalidation and race discrimination and disempowerment • Proven commitment to feminist and intersectional gender analysis • Commitment to full SRHR agenda, without apology • Experience in undertaking similar work, at the national, regional and global level • Knowledge and demonstrated application of movement building • Knowledge and demonstrated application of restorative healing • Good facilitation skill and able to accommodate different view of participants, understanding and experience • Proven experience in conducting similar training particularly for I/NGOs employees • Experience of development of training packages and conduction of similar type of training in the past • Excellent listening, writing and reporting skills • Given the nature of this work we will be prioritizing applications from Black, Indigenous, People of Colour / Black, Asian, Minority, Ethnic consultants or groups from the global south <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Training skills • Knowledge and experiences of qualitative methods and skills on focus groups, in-depth interviews, etc. • Project/Programme Management • Governance • HR policy analysis and review • Change management • Strong written communication skills, including preparation of detailed reports based on evidence-based research • Strong verbal communication skills, including presenting to stakeholders <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Knowledge and experience across cultures • Bilingual
7. Process	Please submit your interest by providing your CV/Agency information, cover letter and a costed plan (of no more than 3 pages) to jobs@ippf.org by Monday 20th July 2020 . In the subject heading of the email please entitle “TOR – an anti racist IPPF”