

Consultancy Opportunity – Terms of Reference

Assignment: Developing gender equality training tools to ‘see the world through a gender lens’

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

<p>1. Background</p>	<p><u>Overview of IPPF</u> The International Planned Parenthood Federation (IPPF) is a global healthcare provider and a leading advocate of sexual and reproductive health and rights (SRHR) for all. We are a worldwide Federation of national organizations working with and for communities and individuals in more than 160 countries, providing an integrated package of SRHR services through approximately 65,000 service points worldwide. IPPF seeks influence governments and other key decision-making bodies to achieve 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> In order to take forward the recommendations highlighted in a 2019 mid-term review of the IPPF Gender Equality Strategy to help IPPF staff to better see the world through a ‘gender lens’, in 2020 initial work took place to conceptualise two tools. One was a ‘Gender equality training guide’ outlining a workshop all staff can undertake and the other an accompanying booklet to be a ‘How to guide on applying a gender lens to SRHR’. These tools now need to be further developed, reviewed, piloted and finalized in collaboration with IPPF’s Gender Lead and Secretariat Gender Advisors.</p>
<p>2. Purpose of the assignment</p>	<p><u>Reason the assignment is taking place</u> In 2019, a mid-term review of the Gender Equality Strategy found that there was the need to better apply a ‘gender lens’ to all aspects of IPPF’s work, i.e. building an awareness of how gender inequality affects access to and uptake of SRHR services. This awareness needs to be created among all staff, whether mobilizing resources, writing proposals, preparing budgets, implementing programmes, providing services or designing M&E systems. Knowledge needs to be built on seeing the world through a gender lens, and the evidence-based programmatic and advocacy responses needed to overcome gender inequality and the budgets required and the monitoring and evaluation methodologies that can effectively measure progress. Two tools are being developed to address these recommendations, i) a workshop facilitators guide, and ii) a short booklet outlining how to apply a gender lens to SRHR for staff in different roles and functions within the organization.</p> <p><u>Length:</u></p> <ul style="list-style-type: none"> • ‘How to guide: Applying a gender lens to SRHR’: 12-16 pages • A final ‘Gender equality training facilitators guide’: 16-20 pages (for a 2 hour workshop) <p><u>Target audience:</u> Primarily IPPF Member Associations and IPPF Secretariat staff.</p>

	<p><u>Purpose:</u> These tools will support IPPF Secretariat and Member Association staff to incorporate a 'gender-centered programming' into their SRHR work whatever their function within the organization, e.g., resource development, programme design, and M&E etc.</p> <p><u>References:</u> The report would need to have all relevant and up to date references fully cited.</p> <p><u>Acknowledgement:</u> The author will be acknowledged (unless you request that this is not the case).</p>
3. Roles and responsibilities	<p><u>Consultant's specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • Organise a focus group with the Secretariat Gender Advisors, 2 focus groups discussions with MAs, and 3 follow up key informant interviews to review the key needs seen in each Secretariat and whether the concept for each document and draft content are sufficient for different contexts. • Update the tools based on the feedback • Provide remote support for a pilot of the tools in at least 1 Secretariat Office and 1 MA • Finalise the tools – incorporating feedback received – and support in the design and layout process
4. Timeline	<p><u>Commencement date</u> Consultant contract to commence around 21 June 2021.</p> <p><u>Anticipated completion date</u> The assignment should be completed by 30 September 2021.</p> <p><u>Factors that may affect completion date:</u></p> <ul style="list-style-type: none"> • Availability of IPPF Secretariat and Member Association staff for consultation. • Availability of IPPF staff to engage in consultations, review drafts and provide feedback and input into the draft report. <p><u>Time Commitment</u> Approximately 20 full working days during the assignment period</p>
5. Milestones and deliverables	<p><u>Key Deliverables</u></p> <ul style="list-style-type: none"> • A final 'How to guide: Applying a gender lens to SRHR' • A final 'Gender equality training facilitators guide' <p><u>Key milestones</u></p> <ul style="list-style-type: none"> • 3 Focus Group Discussions held • 3 key informant interviews held • Updated version of the tools • Tool piloted in at least 1 Secretariat Office and 1 MA • Finalised tools produced
6. Consultant requirements	<p><u>Experience required:</u></p> <ul style="list-style-type: none"> • Extensive experience of producing easy to navigate training documents and resources on articles on SRHR, preferably on gender equality

	<ul style="list-style-type: none"> • Extensive experience working in the field of SRHR and in particular on gender equality • Experience of conducting focus group discussions and individuals interviews to inform the development of programmes and guidance • Sound knowledge of human rights, gender and justice principles as they apply to SRHR • An in-depth understanding of the IPPF secretariat structures (desirable) <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Excellent writing skills, able to produce written documents to a very high standard • Ability to synthesis complex and technical information into practical and accessible information and recommendations • Strong project management and organizational skills • Strong verbal communication skills, including presenting to stakeholders
7. Application information	<p>To apply for this consultancy, please submit the following:</p> <ul style="list-style-type: none"> • Expression of Interest responding to the requirements of the consultancy opportunity, including daily rate • Curriculum Vitae • At least one example of a written publication, article or resource <p>Submit applications to Seri Wendoh swendoh@ippf.org before the deadline of COB 24th June 2021</p>