

Contractor Application – Terms of Reference

Abortion Programme Consultant, Africa Regional Office

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| <p>1. Background</p> | <p><u>Overview of IPPF</u> IPPF is a global service provider and a leading advocate of sexual and reproductive health and rights (SRHR) for all. We are a movement of 120 autonomous organizations with a presence in 146 countries.</p> <p><u>Overview of the engagement</u> The IPPF Africa Regional Office (ARO) is implementing a programme aimed to increase access to comprehensive abortion care and contraceptive services in 12 countries. The project focuses on expanding and strengthening service delivery, community level awareness raising and targeted advocacy activities. IPPF is seeking a consultant with programme management and SRHR technical expertise to support programme implementation.</p> |
| <p>2. Purpose</p> | <p>The purpose of this assignment is to support IPPF ARO in the implementation of the programme in 12 countries by providing programme management oversight and technical expertise.</p> |
| <p>3. Roles and responsibilities</p> | <p><u>Contractor’s specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • Provide oversight and monitoring of the progress of project implementation, including performance against Result Framework and achievement against deliverables. • Provide technical assistance and facilitate capacity sharing, both on-site and remote, to Member Associations as required. This will include support in compliance requirements, implementation of project activities, and the monitoring of service delivery and quality of care. • Regularly document issues in project implementation. This will include the development of technical assistance reports with recommendations, and the use and completion of performance monitoring tools and templates, ensuring all issues are systematically tracked and followed-up. • Be familiar with and stay up to date with the latest developments in abortion and contraception and facilitate and promote the sharing of guidelines and best practice with and among MAs. • Ensure adherence to all programme reporting requirements, including the preparation and review of internal and donor reports, ensuring they are developed and submitted to a high-quality standard. This includes the development of narrative reports, and the analysis of service statistics. • Actively engage in team meetings as required to share project updates, best practice and collaborate on joint initiatives for improved programme implementation. • Coordinate the documentation and sharing of evidence and learning from the programme with a broad range of stakeholders both within and outside IPPF. <p><u>IPPF’s specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • Provide all relevant background documents and reading • Provide access to IPPF IT platforms |

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| | <ul style="list-style-type: none"> • Provide guidance on priority activities and deadlines • Provide ongoing oversight and support |
| 4. Timeline | <p>The anticipated timeline for this work is 12th September to 31st November, with the possibility of extension.</p> <p>This assignment can be undertaken on either a full-time or part-time basis.</p> |
| 5. Milestones and deliverables | <p><u>Key milestones and deliverables:</u></p> <ul style="list-style-type: none"> • 2023 LAD programme development coordinated, with Narratives, Results Frameworks and Budgets for 12 MAs finalized and submitted • All elements of Quarter 3 reports from 12 MAs submitted to the required standard • Technical assistance and capacity sharing plan developed and implemented, in consultation with IPPF (ongoing) • Examples of good practice and evidence in abortion programming documented and disseminated |
| 6. Contractor requirements | <p><u>Qualifications and experience required:</u></p> <ul style="list-style-type: none"> • Postgraduate qualification in public health, social science or related field essential • 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 • Knowledge of donor compliance monitoring and management, including project reporting <p><u>Core skills</u></p> <ul style="list-style-type: none"> • 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 • Fluency in French and English is essential <p><u>Personal competence</u></p> <ul style="list-style-type: none"> • Willing to travel internationally – up to 6 days during this assignment • Cultural sensitivity • Supportive of a woman’s right to choose and to have access to safe abortion services. |
| 7. Application | <p>To apply, please send a copy of your CV or resume and statement of interest to Rebecca Wilkins at rwilkins@ippf.org by COB Friday 2nd September.</p> <p>In your application, please include the date you are available to start this assignment, preferred working pattern (full-time or part-time), and daily rate.</p> |