

Scope of Work (September/October 2022 – November 2023)

The Consultant will project manage the entire process of developing and implementing IPPF's Charter.

1. Develop a project milestone, budget and timelines brief for approval by the Directors Leadership Team
2. Desk review of Charters from other Federation/membership based entities
3. Lead pre GA webinars and communications that help MAs understand what this is about and why it is exciting
4. Develop the methodology for the process, and announce the process to delegates at the November GA
5. Host side meetings for key stakeholders at the November GA; with a shared workplan
6. Bring together skilled experts, consultants and IPPF colleagues as needed to ensure expertise on specific elements across the course of the project
7. Ensure a continuous connection between the MA's, the Secretariat and the Board through the entirety of the process
8. Link the process to young people and the youth summit; ensuring a cadre of GA champions ready to stand up and speak out on the process
9. The Charter will be intersectional and will be informed by the anti-racism statement, the sex worker policy and the Sexual Rights Declaration
10. Link to Global Rebrand efforts, making space for collaboration and co-creation of the two processes so they are symbiotic and interlinked
11. Develop a sign on arrangement for all MA's; with a clear set of steps (links to the MC) for those that cannot sign on to the Charter
12. Support to a committee of MA representatives to co-design the Charter; inform the CSIP of progress as needed
13. Work with the Global Lead Communications, Lead Change and Comms, the Head Strategy and Planning and others to ensure timely communication to all key stakeholders; and thoughtful sequencing of key deliverables throughout the process
14. Host a virtual GA in Q3 2023 to approve the Charter; and once done hand over the process to a delegated Secretariat staff member
15. Engage in any additional activities as agreed between yourself and the Director External Relations