

Terms of Reference for Consultancy Services

Strategy writer to develop IPPF's Global Income Generation Roadmap 2023-2025

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

<p>1. Background</p>	<p>Established in 1952, IPPF is a Federation of 120 Member Associations and 23 Collaborating Partners working over 145 countries worldwide. IPPF is a locally owned, globally connected civil society movement that champions and defends all peoples right to make informed and free choices about their sexuality and well-being, in a world without discrimination. We deliver sexual and reproductive health (SRH) services around the world and fight for sexual rights for all. In 2021, we delivered 155 million sexual and reproductive health services globally, serving 72 million people.</p> <p><u>IPPF's New Strategic Framework</u></p> <p>IPPF is changing, by choice and for choice. In November 2022, IPPF will unveil its new global Strategic Framework, entitled Strategy 2028: Come Together, which will guide the entire Federations strategic direction at every level; from our Member Associations to the Secretariat. The strategy is the product of two years of extensive consultation and collaboration with IPPF's Member Associations, staff, key population groups, external partners, donors, and other stakeholders and builds upon IPPF's achievements to date, placing greater emphasis on reaching the marginalised and excluded. IPPF's new strategy is a true reflection of how the Federation is changing by committing to daring, feminist action that secures all peoples freedoms to make choices about our bodies, sexual lives, and well-being.</p>
<p>2. Purpose</p>	<p>International Planned Parenthood Federation (IPPF) is seeking a suitably qualified and experienced consultant to lead in the writing and development of IPPF's new Global Income Generation (GIG) Roadmap for 2023 - 2025.</p> <p>The new GIG Roadmap will provide strategic direction to IPPF's income generation and outline potential areas for income growth and diversification across IPPF's Secretariat. Likewise, the Roadmap will outline how the Secretariat will support Member Associations in their income generation activities, in particular with institutional donors.</p> <p>The purpose of this Terms of Reference is to identify a consultant to support us in developing IPPF's GIG Roadmap for 2023 – 2025, under the supervision of and in consultation with the IPPF Secretariat's Global Income Generation (GIG) Team, among other colleagues.</p>

	<p>The Roadmap must:</p> <ul style="list-style-type: none"> • Be aligned with IPPF’s Strategic Framework for 2023 - 2028 and the Secretariat’s business plan for 2023; • Respond to current global financing climate/context for SRHR and development; • Inform 3-year income projections for IPPF’s Secretariat, with potential to inform those of IPPF’s Member Associations; and • Draw upon and be informed by the key learnings from the previous GIG Strategy (2020 – 2022). <p>We expect this will be a highly consultative process that will involve different parts of the Secretariat as well as the Federation at large.</p>
<p>3. Roles and Responsibilities</p>	<p>The consultant will be responsible for collating and preparing the new GIG Roadmap, a written document, based upon consultation and collaboration with a small working group from IPPF’s GIG team.</p> <p>The consultant will work in a temporary/part-time (contracted) capacity, over a period of 3 months (between November 2022-February 2023). The role can be delivered in a remote, hybrid, or face-to-face capacity, though the consultant will need to be available to hold some meetings with the working group team during London business hours.</p> <p>Key Stakeholders:</p> <ul style="list-style-type: none"> - Riva Eskinazi, Director, Strategic Partnerships and Development - GIG Roadmap working group, comprised of a small number of staff from the GIG Team
<p>4. Timeline</p>	<p>Commencement date</p> <ul style="list-style-type: none"> - Contractor services to commence by 14 November 2022 <p>Anticipated completion date</p> <ul style="list-style-type: none"> - Contractor services should be completed before the end of February 2023.
<p>5. Milestones and Deliverables</p>	<p>Scope of work:</p> <ul style="list-style-type: none"> - Desk review of existing documents, income generation and funding pipelines, including conducting research on potential income growth streams for IPPF. - Lead consultations with internal stakeholders across IPPF, including Secretariat staff, Member Associations, and Member Associations with International Programs (MAIPs), to gather comprehensive inputs to inform the Roadmap. - Development and writing of IPPF’s GIG Roadmap, drawing on the inputs and directions of IPPF’s GIG team, and be produced in consultation with the working group. The consultant will lead the writing, editing and

	<p>development of the draft strategy. The consultant will not be responsible for preparing and mapping corresponding 3-year income forecasts (this will be done separately).</p> <p>Deliverables:</p> <ol style="list-style-type: none"> a) Facilitation consultations with Secretariat and Federation stakeholders, and document written summaries of these consultations. b) Draft of the GIG Roadmap and supporting annexes (format to be agreed upon with IPPF). c) Final GIG Roadmap document and supporting annexes, where appropriate, incorporating IPPF's feedback and any contributing stakeholders.
<p>6. Contractor Requirements</p>	<p>Qualifications, Skills, and Experience (Essential)</p> <ul style="list-style-type: none"> • Relevant tertiary qualifications in Public Health, Business Management, International Development, or related field • Extensive experience in international development programs, preferably health programs • Demonstrated experience in strategy development, in particular the development of income generation strategies and/or business planning • Knowledge and understanding of current global trends/ financing climate for international development programmes from institutional donors as well as philanthropy • Ability to communicate complex ideas using inclusive and non-discriminatory language • High-level professional writing and copyediting skills • High-level communication skills • Fluent in English (reading, writing, and speaking) <p>Skills and experience (Desirable)</p> <ul style="list-style-type: none"> • Knowledge and experience of organisational capacity building and/or funding diversification strategies • Prior engagement with IPPF • Previous experience in the international SRHR sector
<p>7. Submission of Proposal</p>	<p>In tendering to undertake this work, the consultant will provide the following:</p> <ol style="list-style-type: none"> 1. Curriculum Vitae that indicates their experience, capacity and capability to undertake the scope of work within the specified timeframe. Maximum 3 pages; 2. Experience summary according to the evaluation criteria listed in Section 6 above. Maximum 3 pages; 3. Proposed approach for the consultancy, supported by a project plan indicating the key activities, milestones and deliverables; and

4. **Proposed consulting fees.** Please note fees must be quoted in USD. Please indicate daily rate and number of days' work. Fees should exclude VAT.

Please send your expression of interest by email to:

Phoebe Ryan

Chief, Australia and New Zealand Office

pryan@ippf.org

Please use the subject heading: "Consultant – IPPF GIG Roadmap 2023 - 2025"

Deadline for proposals: Thursday, 10th of November 2022