

Contractor Application – Terms of Reference

Strategic Pillar 3: Partnerships Model Review

Applications must be received no later than [16 December 2022](#). Applications must address all of the requirements of the Terms of Reference to strategy2028@ippf.org and must include all information/documents requested in Section 7.

<p>1. Background</p>	<p>The International Planned Parenthood Federation (IPPF) is a global service provider and advocate of sexual and reproductive health and rights for all. IPPF is made up of 120 Member Associations and 15 formally affiliated 'Collaborative Partners, and a secretariat that is spread over 10 offices worldwide. IPPF currently works in 142 countries.</p> <p>At the November 2022 General Assembly, the members approved IPPF's new strategy. Pillar 3 of the strategy requires the federation to, inter alia, build strategic partnerships, alliances, and relationships; and to support social movements.</p> <p>Currently, the federation benefits from a myriad of formal and informal partnerships at all levels. Member Associations exist within civil society networks and rely on a range of partnerships with actors from different sectors. The secretariat, working regionally and globally also has multiple relationships and partnerships with allied sector actors, including donors and multilaterals. These partnerships have often been formed organically, and sometimes with little strategic orientation or defined objectives. The formalized Collaborative Partnerships have been developed at the regional level with, to date, no standardized approach across the Federation.</p> <p>In terms of working with social movements, the IPPF Secretariat has piloted new forms of partnership through it's Movement Accelerator Programme (MAP) between 2019 and 2022, The MAP illustrated both the importance of this work and the difficulties it entails. The new strategy requires IPPF to extend this work in a way that serves the federation and the social movements.</p> <p>In order to advance this strategic direction, IPPF is commissioning a review into its partnership practices at federation level.</p> <p><u>Overview of the engagement</u></p> <p>The consultancy has two key parts: a) a mapping of IPPF Secretariat partnerships at all levels, as well as a samples of national partnerships a MA level, which is presented in the form of a report with graphics and an accompanying spreadsheet; and b) a review of IPPFs partnership model(s) in the form of a report with annexes and graphics, with a set of clear recommendations for developing, streamlining and strategic configuration of IPPF partnerships.</p> <p>The process of defining recommendations should be participatory, with clear guidance from IPPF members and leadership.</p> <p><u>Key stakeholders</u></p>
-----------------------------	---

	<p>IPPF Directors Leadership Team Head of Strategy and Planning</p>
2. Purpose	<p>The purpose of the consultancy is to aid IPPF to define a new partnership approach that is strategic and results oriented.</p>
3. Roles and responsibilities	<p><u>Contractor's specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • Design a participatory evaluation methodology and plan for sign-off • Develop review tools and questions • Collate and review key documentation • Regular progress updates to key stakeholders • Where required, translate into relevant IPPF languages (Arabic, English, French, Spanish) • Arrange and conduct interviews/ administer questionnaires, considering and arranging interpretation where required • Analysis of input and data gathered • Develop relevant graphics and reports • Dissemination of findings to stakeholders and, where required, governance • Adhere to all IPPF safeguarding policies and standards. <p><u>IPPF's specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • Contracting of consultant(s) • Provide context and background • Co-developing evaluation questions • Provide contacts and introductions where required • Support the consultant to achieve agreed outcomes by providing appropriate guidance and direction throughout the consultancy • Keep Secretariat and Member Association staff and leadership informed • Process relevant payments
4. Timeline	<p><u>Commencement date.</u> Contractor services to commence 15 January 2023</p> <p><u>Anticipated completion date.</u> Contractor services should be completed by 15 April 2023.</p>
5. Milestones and deliverables	<p><u>Key milestone / deliverable dates:</u></p> <ul style="list-style-type: none"> • By 30 January submit inception report with attached plan and methodology for sign off • By 28 February submit draft mapping report to DLT • By 30 March submit draft review report to DLT • By 15 April submit final reports with recommendations and graphics in English
6. Contractor requirements	<p><u>Professional qualifications:</u></p> <ul style="list-style-type: none"> • Recognized professional accreditation / registration / degree <p><u>Experience required:</u></p> <ul style="list-style-type: none"> • Extensive experience with Monitoring, Evaluation and Learning • Extensive experience with international charities / Federations • Extensive experience working with social movement internationally • Extensive experience with participatory research / consultations

	<ul style="list-style-type: none"> • Extensive experience working across cultures and languages • Experience with knowledge, practice, or reference centers or hubs is beneficial <p><i>Skills:</i></p> <ul style="list-style-type: none"> • Understanding of SRHR and its vernacular • Understanding of the development sector and its vernacular • Solid facilitation skills • Solid writing skills • Solid communication skills • Knowledge of two or more of IPPF's four languages (Arabic, English, French, Spanish) 								
7. Submission of Proposal	<p>The consultant(s) interested in submitting their proposals should do so in the following format.</p> <table border="1" data-bbox="483 785 1453 1883"> <thead> <tr> <th data-bbox="483 785 776 852">Particulars</th> <th data-bbox="776 785 1453 852">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 852 776 1188">Consultant details</td> <td data-bbox="776 852 1453 1188"> Agency should provide details of their: <ul style="list-style-type: none"> • Registered office address; • Service portfolio; • Pool of skill sets available. </td> </tr> <tr> <td data-bbox="483 1188 776 1465">Consultant experience</td> <td data-bbox="776 1188 1453 1465"> Provide the details of relevant experience that best illustrate ability to provide the services required as per the scope of work (above). (Highlight a few examples of similar work undertaken in the past 3 years). </td> </tr> <tr> <td data-bbox="483 1465 776 1883">Approach & Methodology</td> <td data-bbox="776 1465 1453 1883"> Provide overall approach & methodology to cover the details provided in the scope of work above, which include: <ul style="list-style-type: none"> • Understanding of the requirements of IPPF; • Overall approach and its responsiveness to the objective; • Methodology to be adopted to undertake the scope of work; </td> </tr> </tbody> </table>	Particulars	Details	Consultant details	Agency should provide details of their: <ul style="list-style-type: none"> • Registered office address; • Service portfolio; • Pool of skill sets available. 	Consultant experience	Provide the details of relevant experience that best illustrate ability to provide the services required as per the scope of work (above). (Highlight a few examples of similar work undertaken in the past 3 years).	Approach & Methodology	Provide overall approach & methodology to cover the details provided in the scope of work above, which include: <ul style="list-style-type: none"> • Understanding of the requirements of IPPF; • Overall approach and its responsiveness to the objective; • Methodology to be adopted to undertake the scope of work;
Particulars	Details								
Consultant details	Agency should provide details of their: <ul style="list-style-type: none"> • Registered office address; • Service portfolio; • Pool of skill sets available. 								
Consultant experience	Provide the details of relevant experience that best illustrate ability to provide the services required as per the scope of work (above). (Highlight a few examples of similar work undertaken in the past 3 years).								
Approach & Methodology	Provide overall approach & methodology to cover the details provided in the scope of work above, which include: <ul style="list-style-type: none"> • Understanding of the requirements of IPPF; • Overall approach and its responsiveness to the objective; • Methodology to be adopted to undertake the scope of work; 								

	<ul style="list-style-type: none"> Key risks and mitigation strategies to be put in place. 																	
Team member(s)	Provide brief bios and detailed CVs of list of personnel to work exclusively on the IPPF project.																	
<p>Financial Quote</p> <p>The financial quote should be provided in the table below. The budget cannot exceed USD 35,000.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th rowspan="2">Particulars</th> <th>Amount (£) Excluding</th> <th>VAT as per the current</th> <th rowspan="2">Total Fee (£)</th> </tr> <tr style="background-color: #cccccc;"> <th>VAT</th> <th>rate applicable</th> </tr> <tr style="background-color: #cccccc;"> <th></th> <th>(A)</th> <th>(B)</th> <th>(C)=(A)+(B)</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Gross Annual Fee</td> <td></td> <td>VAT (... %)</td> <td></td> </tr> <tr> <td></td> <td>VAT (... Amount)</td> <td></td> </tr> </tbody> </table> <p>Expenses, if any, will be reimbursed to the selected firm only in case they need to travel outside of the country, based on actual costs subject to the overall limits provided within the IPPF travel policy.</p>		Particulars	Amount (£) Excluding	VAT as per the current	Total Fee (£)	VAT	rate applicable		(A)	(B)	(C)=(A)+(B)	Gross Annual Fee		VAT (... %)			VAT (... Amount)	
Particulars	Amount (£) Excluding		VAT as per the current	Total Fee (£)														
	VAT	rate applicable																
	(A)	(B)	(C)=(A)+(B)															
Gross Annual Fee		VAT (... %)																
		VAT (... Amount)																