**Terms of Reference for Consultancy Services**

**Strategy Consultant to develop IPPF’s Solidarity for Change and Voice Roadmap 2025-2028**

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

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| 1. **Background**
 | 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 2023, we delivered 222 million sexual and reproductive health services globally, serving 71 million people.**IPPF’s New Strategic Framework**IPPF’s new Strategy 2025-2028: Come Together is built on four key pillars: people-centred care; moving the sexuality agenda, solidarity for change; and nurturing the federation. Its aim is to transform IPPF across the Federation—from Member Associations to the Secretariat—by committing to daring, feminist action that secures all people freedoms to make choices about our bodies, sexual lives and well-being, with an emphasis on reaching the marginalised and excluded. Central to this innovative approach is Solidarity for Voice and Change (S4CV), a new department within IPPF, which brings together communication, voice and media (CVM), political advocacy, community engagement and work on opposition and narratives. S4CV is tasked with building bridges to allied movements and crafting new approaches and stories to counter the global pushback against sexual and reproductive health, rights and justice (SRHRJ).S4CV knows its destination, but the journey ahead is uncharted and the terrain is increasingly rough. S4CV needs a map to bring together the work streams that are the key conduits to change - political intelligence and advocacy, winning narratives and movement support to maximum effect, ensuring that the Federation has the strategies, tools and tactics to continue to make progress for people, even in the face of the forces that operate against SRHRJ.  |
| 1. **Purpose**
 | International Planned Parenthood Federation (IPPF) is seeking a suitably qualified and experienced consultant to lead in the writing and development of IPPF’s new Solidarity for Change and Voice (S4CV) Roadmap for 2025-2028.The new S4CV Roadmap will provide strategicdirection to how the unit’s four thematic clusters can optimally work together IPPF’s and how it can best partner with outside organisations to build new movements for change. Likewise, the Roadmap will outline how S4CV can weave its work into the wider Federation, supporting Member Associations in their efforts on advocacy and community engagement.The purpose of these Terms of Reference is to identify a consultant to support us in developing IPPF’s S4CV Roadmap for 2025-2028, under the supervision of and in consultation with the IPPF Secretariat’s S4CV Team, among other colleagues. The Roadmap must:* Be aligned with IPPF’s Strategic Framework for 2023 -2028 and the Secretariat’s business plans and DLT Deliverables for 2024 and 2025;
* Build upon existing workplans/roadmaps for S4CV’s constituent clusters: Communications, Voice & Media (CVM); UN Liaison Office and Political Engagement (UNLO); Community Engagement Practice (CEP) and Opposition and Narratives (O&N);
* Incorporate commitments in IPPF’s 2024 Sustainability and Accountability Mechanism (SAM)
* Respond to and anticipate trends in political and economic contexts for SRHRJ and development.

We expect this will be a highly consultative process that will involve different parts of the Secretariat as well as the Federation at large and key external stakeholders |
| 1. **Roles and Responsibilities**
 | The consultant will be responsible for researching (including desk reviews, key informant interviews and possible focus group discussions), devising and writing the new S4CV Roadmap based upon consultation and collaboration with a small working group from IPPF’s S4CV team. If time and budget permit, the consultant may also assist in the rollout of the new roadmap across the S4CV team and wider IPPF secretariat.The consultant will work in a temporary/part-time (contracted) capacity, over a period of three to four months (between September-December 2024). The role can be delivered in a remote, hybrid, or face-to-face capacity, though the consultant will need to be available to attend an “S4CV Summit” in the UK in late November to present a draft of the roadmap and incorporate subsequent feedback. **Key Stakeholders:*** Shereen El Feki, Director, Solidarity for Change and Voice (S4CV)
* S4CV Roadmap Working Group, comprised of a small number of staff from the S4CV Team
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| 1. **Timeline**
 | **Commencement date*** Contractor services to commence by 15 September 2024

**Anticipated completion date*** Contractor services should be completed by 31 December 2024
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| 1. **Milestones and Deliverables**
 | **Scope of work:**1. **Desk review** of existing policy documents, strategies, business plans and other relevant documentation from IPPF, as well as the published and grey literature on strategies for advocacy, political engagement and community mobilisation from other relevant organisations working within and beyond SRHRJ
2. **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, as well as key external stakeholders (as identified by the S4CV Roadmap Working Group
3. **Development and writing** of IPPF’s S4CV Roadmap, drawing on the inputs and directions of IPPF’s S4CV team, and be produced in consultation with the working group. The consultant will lead the writing, editing and development of the roadmap.

**Deliverables:**1. **Facilitation of consultations with Secretariat and Federation stakeholders,** and document written summaries of these consultations.
2. **Draft of the S4CV Roadmap and supporting annexes** (format to be agreed upon with IPPF).
3. **Lead an “S4CV” summit** in November 2024 to discuss and refine an initial draft of the S4CV Roadmap.
4. **Final S4CV Roadmap document and supporting annexes**, where appropriate, incorporating IPPF’s feedback and that of contributing stakeholders.
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| 1. **Contractor Requirements**
 | **Qualifications, Skills, and Experience (Essential)*** 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 advocacy and community engagement start up strategies and/or business planning
* Knowledge and understanding of current global trends/ climate for international development programmes particularly as these relate to pushback against sexual and reproductive rights
* Ability to communicate complex ideas using inclusive and non-discriminatory language
* High-level professional writing and copyediting skills
* High-level communication skills, including ability to moderate complex multi-stakeholder discussions
* Fluent in English (reading, writing, and speaking)

**Skills and experience (Desirable)*** Knowledge and experience of organisational capacity building and/or funding diversification strategies
* Prior engagement with IPPF
* Previous experience in the international SRHRJ sector
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| 1. **Submission of Proposal**
 | In tendering to undertake this work, the consultant will provide the following: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: **Toni Bamisaye,** S4CV Business Analyst and Coordinator, London Office**tbamisaye@ippf.org****Please use the subject heading: “Consultant – IPPF S4CV Roadmap 2025 - 2028”**Deadline for proposals: Thursday, 6 September 2024 |