

INTERNATIONAL PLANNED PARENTHOOD FEDERATION AFRICA REGION (IPPFAR) TERMS OF REFERENCE FOR ASSESSMENT OF IPPFAR COLLABORATIVE PARTNERS (CPs)

1. Background

The International Planned Parenthood Federation Africa Region (IPPFAR) is one of the leading providers of quality sexual and reproductive health (SRH) services in Africa, and the leading sexual and reproductive health and rights (SRHR) advocacy voice in the region, committed to gender equality and to ensuring that women, girls, and young people realize their rights and have control over their own bodies, their lives, and their futures.

Headquartered in Nairobi, Kenya, IPPFAR delivers its critical mission in close partnership with 33 Member Associations (MAs) and 6 Collaborative Partners (CPs). IPPFAR is part of the International Planned Parenthood Federation (IPPF), a global federation of national MAs which share a common vision, set of core values, and commitment to improve lives and enhance human rights.

According to the membership policy, IPPF has two categories of Member Associations: Full Member Associations and Associate Member Associations. The IPPF's membership policy also introduces Collaborative Partner which is not a category of membership but an affiliation of some organizations which subscribe to the Federation's vision, mission and values.

To ensure that the CPs meet the requirements of the new resource allocation system in a global context of reduced unrestricted funding, the Africa Regional Office (ARO) decided to assess the existing collaborative partners' effectiveness and accountability.

The results of this assessment will enable IPPFARO to make appropriate informed decisions regarding the future of its collaboration with the organizations concerned. Indeed, the Africa Regional Office might be able to recommend the Collaborative Partners with a positive evaluation result as Associate Members of IPPF as appropriate.

2. Objectives

The overall objective is to conduct a comprehensive assessment of the capacities of the existing CPs and their compliance to make informed and appropriate decisions regarding the future of the collaboration with IPPF. This includes, but is not limited to, the areas of governance, programs, advocacy, communication, finance and related management.

Specific objectives

- Establish level of compliance or non-compliance of the CPs with the IPPF Funding Agreement and business cycle in submission of statutory requirements and on time as well as alignment with the vision, mission and values of IPPF
- Conduct an assessment of the CPs and determine institutional, programmatic, financial and partnership capacity

- Identify the strengths and weaknesses and other institutional challenges of each Collaborative partner
- Assess management and control systems as well as distribution of roles and responsibilities
- Assess financial rules and procedures and organization's financial sustainability
- Document lessons learnt and make clear recommendations to the Regional Director for future collaboration with IPPF
- Make clear recommendations for capacity building, where appropriate along with an action plan

3. Scope of the Assignment

This study will cover 5 CPs of IPPF Africa Region located in the countries of: Mauritius (Mauritius Family Planning and Welfare Association- MFPWA), Sao Tome and Principe (Associação Santomense para Promoção Familiar-ASPF), Seychelles (Alliance of Solidarity for the Family - ASFF), South Sudan (Reproductive Health Association of South Sudan -RHASS) and Zimbabwe (Zimbabwe National Family Planning Council -ZNFPCC).

The period to be covered for the assessment of the CPs is from January 2020 to September 2021. The assessment of the CPs will have two phases. The pre-assessment will be conducted remotely and will be based mainly on the review of documents. (strategic plans, annual plan, program reports, budget, audit reports, mission reports, policies, procedures, manuals, etc.) The field assessment will require a physical visit to each CP which includes:

- Visit to the headquarters and selected branches
- Visit to the clinics and other services delivery points
- Meeting with Governance Bodies, Executive Management, youth, staff
- Meetings with the main partners as appropriate (Ministry of Health, Ministry of Gender, Ministry of Youth, UN etc.)
- Documents review

Each CP will provide administrative and logistical arrangements for the consultant/s and/ or ARO staff member including organizing meetings and visits. The Consultant/s will work with the Collaborative Partners volunteers, staff and its stakeholders.

Area of assessment

During the assessment, the following areas along with other areas if deemed necessary will be covered:

- Compliance with IPPF's vision, mission and values
- Institutional capacities (effectiveness of Governing systems in place holding regular meetings with an oversight role and management body, existence of required policies and manuals, meeting commitment with partners and clients)
- Programmatic capacities: services open to all, regardless of age, sex, marital status, ethnic, origin, race, political belief, religious conviction, sexual orientation, gender

identity, health status or any other factor that could make an individual the object of discrimination.

- Monitoring and evaluation system
- Financial management capacity and solvency, including risk assessment and management mechanism and audit
- Reputation with the government and local partners
- Partnership with other organizations, including donors, to advocate for sexual and reproductive health and rights in the Country.
- Sustainability

4. Time Frame

The approximate timeframe for the assessment shall be between October 2021 - February 2022. The starting date will be determined following the finalization of the selection process of the consultant/s.

5. Reporting

The Consultant/s will provide a weekly report to the Regional Director and Head of Strategy, Organizational Development and Governance on the progress of their work as per the ToR. A comprehensive report will be provided at the end of the assignment.

6. Expertise Required

Education

The consultant/s to be selected should have at least MA/MSC in Management, Organizational Development, Research, Monitoring and Evaluation, and related field.

Other Required Competencies of the Consultant/s

The consultant/s should have the following knowledge and skills:

- Minimum of 5 years' experience in sexual reproductive health and rights (SRHRs) program design and management, monitoring and evaluation
- Demonstrable experience in organizational development
- Good knowledge of local and national organizations working in the area of SRHRs
- Sound knowledge/experience in program management of NGOs
- Demonstrated effective interpersonal skills
- Proven experience in similar assignments
- Fluency in English for Zimbabwe and South Sudan, fluency in French for Seychelles and Mauritius, fluency in Portuguese for Sao Tome & Principe. Working knowledge in French/Portuguese is an advantage.

Application process

Application must include a CV, evidences of experiences and consultancy rates and must reach IPPF Africa Regional Office through email address hroffice@ippfaro.org latest by 15 November 2021.