

Consultancy to review IPPF's ACEMAAR constitution, reference manual, and training manual

Terms of Reference

1. Background:

The International Planned Parenthood Federation Africa Region (IPPFAR) is a prominent organization committed to sexual and reproductive health and rights (SRHR) services delivery and advocacy across 39 locally owned civil society organizations (MAs and CPs) in Sub-Saharan Africa. Operating through its Member Associations and Collaborative Partners, IPPFARO focuses on providing and championing quality SRHR for vulnerable and underserved populations.

The Association of Chief Executives of Member Associations of Africa Region (ACEMAAR) acts as an organ and association of Executive Directors, fostering communication, learning, professional development, and regional cooperation in SRHR.

2. Scope of the Assignment:

The Consultant will review the ACEMAAR constitution, reference manual, and training manual in alignment with the Terms of Reference (ToRs).

3. Responsibility and Tasks:

The major activities of the consultant include:

- (i) Reviewing ACEMAAR's constitution in alignment with IPPF Strategic Framework, policies, and regional context.
- (ii) Reviewing the IPPFAR MAs and CPs Executive Directors Reference manual for enhanced accountability and efficiency.
- (iii) Reviewing the IPPFAR MAs and CPs Executive Directors training manual based on MA-centric approaches.
- (iv) Performing other tasks as mutually agreed between the consultant and ACEMAAR.

4. Methodology:

The consultant will conduct meetings and interviews with ACEMAAR EXCO and relevant IPPFARO colleagues for inclusion of key issues, new developments and best practices into the documents under review. Key policy and strategy documents will be obtained from IPPFARO, and the consultancy work will be conducted mostly virtually.

5. Deliverables and Reporting:

The consultant will report weekly to the ACEMAAR Chairperson and submit a comprehensive report at the end of the mission. Deliverables include the reviewed ACEMAAR constitution, Reference manual, and training manual, approved by ACEMAAR EXCO and General Assembly, along with a consultancy final report.

7. Time Frame:

The work shall be completed by 31st December 2023

8. Remuneration and Payment Schedule:

To be discussed and agreed upon with the selected consultant.

9. Expertise Required:

- Education: At least MA/MSc in social sciences, organizational development, and related fields.
- Experience: Over 5 years of relevant experience in systems, procedures, guidelines, and policies development and review, especially in non-governmental organizations. Experience with IPPF and/or Member Associations is advantageous.
- Other Skills: Excellent communication and negotiation skills, strong leadership and analytical skills, and demonstrated ability to work collaboratively as a team.

10. Application process: Applications should include a CV, motivation letter and financial proposal and should be sent to: richard.allo@aibefci.org, and smkkanzabi@umati.or.tz by 3rd December 2023.