

Coordination/Design of ‘The Power of the Many Forum’ during IPPF Gender and SRHR Days Europe’, October 5 and 6, 2023

Consultancy – Call for Proposals

BACKGROUND

About IPPF

The International Planned Parenthood Federation (IPPF) is a global service provider and a leading advocate of sexual and reproductive health and rights for all. We are a worldwide movement of national organizations working with and for communities and individuals. IPPF European Network (IPP EN) is one of the International Planned Parenthood Federation’s six regional networks and has 30 Member Associations across Europe and Central Asia working on sexual and reproductive health and rights through advocating, empowering actors of change and providing care.

About the PROJECT

Under the Citizens, Equality, Rights and Values Programme of the European Commission, IPPF EN will host a week long programme of learning, sharing and strategizing for CSOs (our Members and Partners), movement activists and youth volunteers working to advance sexual and reproductive health and rights and gender equality in Europe. The events will take place in Sofia, Bulgaria.

Dedicated meetings for various groups will be held at different parts of the week, and during a day and half, all will come together to unlock ‘The Power of the Many’, finding our common ground and tackling our common challenges, in our aspiration and our work to ensure Europe lives its values on gender equality and human rights for all.

DELIVERABLES

We seek a dedicated consultant to support this work. Working with the EN Secretariat team, the deliverables will be:

- To design the overall programme of ‘The Power of the Many’ event, ensuring it complements and builds on the dedicated meetings and activities.
- In collaboration with relevant staff, to design the individual sessions – eg. plenary/panel/breakouts – bringing in innovative methodologies to engage and involve participants
- To source, contact and engage great speakers and panelists.
- Working with staff tasked on logistics, including in our Bulgarian Member Association, ensure that all sessions, have the right logistics in place – spaces, audio visual, etc
- Attend the ‘Power of the Many Forum’ and support as required
- To work with those capturing learning from the Power of the Many event, and the wider SRHR days, and contribute to the design of some brief online follow up sessions and/reporting for those who did not attend.

SKILLS REQUIRED

- Conference /event organisation
- Panel and session design – with knowledge of new methodologies, including digital
- Knowledge of SRHR and gender equality, particularly in Europe
- Experience working in the INGO / CSO sector or working with same
- We particularly welcome consultancies led by, or involving young people, and/or people who represent communities who face exclusion and/or particular difficulty accessing their sexual and reproductive rights.

EXPERIENCE REQUIRED

Proven experience on required skills and on similar work should be submitted with the application.

LEVEL of EFFORT & TIMEFRAME

Anticipated time commitment: +/- 40 days between April and October.

TECHNICAL AND FINANCIAL PROPOSAL

Please submit your technical and financial proposal to Lucy Cady Vernon – jobhr@ippfen.org by Monday, April 3rd, noon CET.

The technical and financial proposal should contain:

- Consultant portfolio that demonstrates successful examples of similar work
- CVs of relevant individuals proposed for the assignment
- Deliverables and their respective work effort and timeline of execution
- Detailed financial proposal including the daily fee and the number of consultancy days for completing the assignment
- Any out of pocket expenses foreseen for the execution of your proposed tasks
- VAT number; if not available, please specify your VAT status

This outline will be subject to negotiation and further refinement.

SAFEGUARDING

The consultant will be expected to sign and adhere to IPPF's code of conduct and safeguarding on signing the contract. As per our policy on the protection of children and vulnerable adults, they may also be required to undergo a criminal record check.