Terms of Reference (TOR) – IPPF Consultancy on Women Peace and Security and Humanitarian Advocacy Agenda

Background

The International Planned Parenthood Federation (IPPF) is a global provider of sexual and reproductive health services and a leading advocate for sexual and reproductive health, rights, and justice (SRHRJ). Working through Member Associations in almost 150 countries and a network of approximately 28,000 service delivery points, IPPF delivers essential health services in stable and crisis times, advances comprehensive sexuality education, and advocates for policies and social change that uphold rights, dignity, and bodily autonomy. By connecting community-led action with national, regional, and global advocacy, IPPF works to transform systems, shift narratives, and ensure that everyone can exercise their sexual and reproductive rights.

Overview of the engagement

The global environment for Women, Peace and Security (WPS) is deteriorating. Conflicts are multiplying, political discourse is increasingly securitized, and the voices of women, girls, youth and marginalized communities are being pushed out of decisions that shape their own survival and recovery. Across crisis settings, sexual and reproductive health and rights (SRHR) are under direct attack: facilities are damaged or destroyed, providers are harmed, and services are disrupted at the exact moment they are most needed. Conflict-related sexual violence (CRSV) is increasingly used to target civilians, particularly women and girls, who are disproportionately affected.

Over the past years, IPPF has increasingly worked in humanitarian and conflict settings to deliver lifesaving sexual and reproductive health in emergencies (SRHiE). Yet, SRHiE is largely pushed out of discussions on WPS. IPPF's federation of Member Associations and Collaborative Partners — largely women-led and embedded in fragile and conflict-affected communities — gives it a unique, credible position from which to keep SRHR central to WPS, bridging frontline realities with global policy.

To support this work, the Solidarity for Change and Voice (S4CV) team is seeking a full-time consultant to support and strengthen IPPF's work on the Women, Peace and Security agenda and humanitarian multilateral advocacy.

Purpose of the Consultancy

The consultant will support the UN Liaison Team (UNLO) and work closely with the Humanitarian Communications and Advocacy Lead with key strategic engagement to ensure that SRHR is more systematically integrated within global humanitarian and multilateral Women, Peace and Security policy, funding and implementation processes. The role will also leverage IPPF's global humanitarian advocacy presence and the evidence and priorities generated by Member Associations, communities and regional mechanisms to influence relevant WPS policy processes and any UN humanitarian

policies. The work will promote recognition of comprehensive SRHR as essential to conflict prevention, protection, peacebuilding, recovery, bodily autonomy, meaningful participation and sustainable peace.

Scope of Work

Under the supervision of the IPPF Global Lead for Political Advocacy/UN representative, and a doted line to the Humanitarian Communications and Advocacy Lead, the consultant will undertake the following tasks:

1. Strengthen IPPF's advocacy on WPS

- Develop and disseminate evidence-based global advocacy messages and policy recommendations on SRHR within WPS and humanitarian.
- Identify strategic advocacy opportunities through coordinated policy engagement, communications, and visibility of IPPF's humanitarian work.
- Building and maintaining strong relationships with UN entities, member states, civil society organizations, and other relevant partners working within the humanitarian and WPS agendas.
- Monitoring and engagement in relevant WPS and humanitarian processes, including in the UN Security Council (annual open debates, UNSG reports), and country-specific discussions.
- Coordinate IPPF's participation in the NGO Working Group on Women, Peace and Security.

2. Support engagement of IPPF's Member Associations and affected communities on WPS

- Ensure that the lived experiences and priorities of IPPF's Member Associations, youth representatives and conflict-affected communities are reflected in global advocacy, including through coordination of their participation in multilateral processes as well as providing technical support and capacity building on WPS.
- Support the humanitarian advocacy toolkit consultancy process to ensure that WPS is meaningfully integrated and aligned with broader organizational WPS strategy.
- Support the planning and delivery of high-level events, expert consultations, workshops, and briefings.
- Strengthen coordination between the UNLO office, Humanitarian team, IPPF's Member Associations, regional offices, WPS Hub, on WPS.
- Coordinate learning and evidence exchange to strengthen Member Associations and community engagement and contributions to IPPF's global WPS advocacy.

3. Support IPPF's multilateral humanitarian advocacy

- The Consultant will contribute to strengthening IPPF's overall engagement on humanitarian affairs in New York. Responsibilities will include:
    - Monitoring humanitarian negotiations, resolutions, and policy developments across the General Assembly, ECOSOC, and the Security Council.
    - Following thematic discussions on the protection of civilians, international humanitarian law, displacement, humanitarian access, and health care in conflict settings.

- Building and maintaining relationships with humanitarian actors, including OCHA, UNICEF, UNFPA, IOM, UN Women, Member States and civil society partners.

4. Broader United Nations engagement

- The consultant will also provide limited contributions to the broader portfolio of development-related work, including on Development, Economic, Social and Health affairs and negotiations; Human rights and gender equality processes;
- Support the deliverables of the WPS proposal in relation to UNLO

Deliverables

The consultant will be expected to deliver:

- Strong evidence-based global advocacy messages and policy recommendations on SRHR within WPS, coordinated and aligned with the entire IPPF Federation.
- Dedicated support to IPPF's Member Associations, the Community Engagement and Partnership cohort and youth representatives on WPS and humanitarian advocacy opportunities and facilitate their direct participation in relevant multilateral processes and meetings.
- Strategic advice to the IPPF UNLO team and the Humanitarian Communications and Advocacy Lead on humanitarian and WPS opportunities.
- Stronger coordination with IPPF Member Associations, Regional Offices and Secretariat to advance WPS priorities.
- Represent IPPF at various WPS and humanitarian related events and meetings.
- Limited support in other priority areas of the UNLO team's work

Duration

The consultancy will commence as soon as possible and will be for an initial period of 6 months, with possibility of extension. The consultant is expected to full time (37 hours per week) to support this work and the consultancy will be in-person and based with the UNLO team in New York.

Consultant Profile

The successful consultant will have:

- At least five years of professional experience in international humanitarian advocacy, diplomacy, humanitarian affairs, development policy, or related areas.
- Knowledge of SRHR, gender equality, feminist foreign policy, WPS, UNSC, diplomacy, international law and international humanitarian law and human rights frameworks.
- Strong understanding of the United Nations system and multilateral negotiations.
- Demonstrated expertise in at least one of the following areas: women, peace and security; humanitarian affairs; gender equality; or human rights
- Experience working with governments, international organizations, civil society organizations, and multilateral institutions.
- Proven experience producing high-quality policy analyses and advocacy materials.

- Excellent analytical, drafting, communication, and interpersonal skills.
- Ability to manage multiple priorities and work effectively in a fast-paced environment.
- Excellent written and spoken English and desired to have knowledge of French, Spanish, or Arabic.

Reporting and Management

The consultant will report to the Global Lead, Political Advocacy & UN Representative and work closely with the UNLO team, with a dotted line to the Humanitarian Communications and Advocacy Lead and broader Federation.

Regular check-ins will be held throughout the consultancy period to review progress, discuss findings, and agree on priorities.

Core competencies

- Strategic thinking and political judgment;
- Diplomacy and negotiation skills;
- Excellent relationship-building abilities;
- Sound judgment and discretion;
- Adaptability and flexibility;
- Commitment to collaboration and teamwork;
- Strong commitment to gender equality, human rights, diversity, inclusion, and safeguarding.
- Ability to travel occasionally

Application Process

Interested candidates should submit:

- A cover letter
- A CV highlighting relevant experience;
- A financial proposal indicating daily rate and estimated level of effort, taking into account that rates must reflect the duration of the assignment.