Terms of Reference

Consultant, Abortion Rights Alliance for Inclusion, Safety and Empowerment (ARISE)

Introduction

Family Planning Association of India (FPA India) founded in 1949, is a national voluntary organization working for sexual and reproductive health and rights, for all, centered around the young, marginalized and excluded populations. Our programmes cover a wide range of SRHR issues including contraception, comprehensive abortion care, reproductive tract cancers and infections, sexually transmitted infections, including HIV, maternal, child and adolescent health, sexuality, gender equality and diversity.

Context

The Abortion Rights Alliance for Inclusion, Safety and Empowerment (ARISE) was launched in the year 2025, as an outcome of multiple prior convenings of group of mission-aligned individuals and organizational representatives working for abortion rights and justice in India. The thematic priorities of this Alliance are to advocate for

- Ensuring Access to Safe Abortion within the existing legal framework, to the fullest extent possible.
- Countering Opposition to Abortion
- Navigating the legal and Policy environment impinging upon the MTP Act (Amendment) 2021 towards achieving rights-based universal access to safe abortions

ARISE is governed by a Steering Committee and managed by FPA India, as its Secretariat.

We are seeking to engage a consultant/pool of consultants to work in tandem, to manage the administrative processes and communications of ARISE under the oversight of the Secretariat, and in consultation with the Steering Committee.

Duration of the Consultancy – Three months, with responsibilities divided equitably between Admin/Coordination and Communications functions.

Scope of work for the consultancy

1. **Administration and coordination**

- Creating a calendar and scheduling virtual and in-person meetings of the SC, General Body, Working Groups and special meetings as may be required.
- Participating in all the meetings of the SC, General Body and Working Groups of ARISE, as well as in meetings related to the thematic priorities of ARISE convened by partner organizations and/or like-minded groups, both, virtual and in- person.
- Preparing meeting agendas/reports/presentations in consultation with FPA India and/or the Steering Committee
- Hosting, recording, and documenting the meeting discussions
- Collating feedback from the members including FPA India to update/revise the report/presentations
- Preparing and disseminating meeting reports to concerned attendees in consultation with FPA India
- Maintaining an attendance registers to track the participants' availability for, and participation in the meetings
- Seeking regular updates from working groups on the progress
- Collation of updates into a structured report/ppt for presentation to the SC and Alliance members
- Tracking and updating the membership of ARISE
- Developing and maintaining a network of stakeholders, including individuals, organizations, and lawyers, to join and support ARISE
- Documentation of online and offline convenings of ARISE, including of the Steering Committee and various thematic working groups or special issue-based convenings
- Synthesis of the raw documentation into a structured, formatted, print-ready' report that can be published and shared as a knowledge product amongst stakeholders and partners
- Develop slide decks, infographics as required to disseminate issue-based updates, or progress of ARISE.
- Development of meeting and event reports, with key recommendations, for wider dissemination.
- Coordinating development and maintenance of a website for ARISE-
- Managing the Social media Handles of ARISE

2. **Communications**

- Developing the Annual Report of ARISE for the year 2026
- Developing a bank of about 50-60 social media posts for dissemination throughout the year, leveraging special moments and events
- Development of Position Statement of ARISE, in consultation with the Steering Committee
- Drafting Op-Eds, curated case studies, blogs for the Website of ARISE

Interested independent consultants are invited to submit an expression of interest by **September 28, 2026,** to deliver the entire scope, or a part thereof, along with their brief profile to hr@fpaindia.org with the subject line: "Consultant–ARISE". Short-listed applicants will be contacted to discuss the detailed scope and commercials related to this consultancy.