



Draft Terms of Reference

Between FPA India and the consultant

Coalition for Advancing Abortion Rights & Justice (CAARJ)

Introduction

Family Planning Association of India (FPA India) founded in 1949, is a national voluntary organization which pioneered the family planning movement in India. It is one of the founder Member Associations (MA) of the International Planned Parenthood Federation (IPPF), the world's foremost non-government provider and advocate of sexual and reproductive health and rights with 132 Member Associations working in a total of 164 countries.

The Association works on a wide range of SRH issues encompassing family planning, comprehensive sexuality education, maternal health, child survival, adolescent care, HIV/AIDS, safe abortion, reproductive tract cancer screening and prevention and mitigation of gender-based violence (GBV). Through its various programs, FPA India reaches a population of more than 30 million annually, on an average. Presently, FPA India operates through 45 Branches and Projects across 16 States and 2 Union Territories.

Background

A group of individuals and organizational representatives working for abortion rights and justice in India came together to form a coalition for advancing abortion rights and justice in India.

The thematic priorities of this coalition are to advocate for –

- Post-Colonial Law Reforms in the SRHR space, with particular attention to laws governing abortion in India,
- Countering Opposition to Abortion, and
- Ensuring Access to Safe Abortion within the existing legal framework, to the fullest extent possible.

The identity, structure, governance and position statement of the coalition are yet to be formalized. An interim steering committee guides the operational framework and strategic actions of the coalition until formal structures and rules of engagement of the coalition can be formalized. FPA India holds the secretariat of the coalition presently.

We are seeking to engage a pool of consultants to work in tandem, to manage the administrative processes and programmatic activities of the coalition under the oversight of the Secretariat, and in consultation with the Steering Committee.

Duration of the Consultancy – Six months (extendable)

Scope of work for the consultancy:

Part A- Administration and communications

1. Co-ordination with the Steering Committee, coalition members including working groups
 - 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 the Coalition, as well as in meetings related to the thematic priorities of the Coalition 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 register 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 coalition members

2. Documentation of the proceedings of the coalition
 - Detailed notes of the complete proceedings of the coalition, including small/big group discussions, presentation of group works, slide decks, posters etc.
 - Photo and video documentation of proceedings to support the documentation
 - Collation of relevant annexures (slide decks shared by key speakers, handouts distributed, attendance sheets, etc.)
 - 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
 - Development of meeting and event reports, with key recommendations, for wider dissemination.

3. **Digital Media Communications**
 - Coordinating development and maintenance of a website for the coalition
 - Implementing social media communications pertaining to the coalition

Part B- Formalizing the structure, governance and management of the coalition

1. Coordination and follow-up with the key stakeholders and potential partners of the coalition
 - Developing and maintaining a network of stakeholders, including individuals, organizations, and lawyers, to join and support the coalition
 - Facilitating meetings of the stakeholders with the members of ISC/coalition/working groups
 - Supporting the development of briefs/reports and communication packs for sharing with the stakeholders and partners
 - Providing ISC and coalition members with updates on progress and challenges
2. Development of key documents – Operational strategy, position statement, etc

Part C – implementation of programmatic activities of the coalition

1. Conducting any research outsourced by the coalition, and/or supporting the SC/thematic experts/working group of the coalition in collating and analyzing relevant evidence and research documents to inform the thematic priorities of the coalition (such as violation of reproductive rights/ denial of access to safe abortion services although within the ambit of the MTP act, etc.)
2. Developing issue briefs and advocacy material
3. Supporting the Secretariat in developing project proposals, and budgets, and tracking expenditures of budgeted activities of the coalition.

Interested independent consultants are invited to submit an expression of interest to hr@fpaindia.org by **November 30, 2024** to deliver the entire scope, or a part thereof, along with their brief profile. Short-listed applicants will be contacted to discuss the detailed scope and commercials related to this consultancy. Kindly mention the Job title in the Email Subject line.

Apply by 30th November to:

Director General

FPA India,

Bajaj Bhawan,

Nariman Point,

Mumbai – 400021

E-Mail: hr@fpaindia.org