



Terms of Reference (TOR)

Individual Consultant Development of a Training Curriculum Package on Female Genital Mutilation (FGM) Programming for IPPF Member Associations

Background

The Centre of Excellence of FGM elimination is by the Mauritanian Association for Family Planning (AMPF) , located in Nouakchott and provides support and guidance for FGM programming globally to all IPPF affiliates through its linked expert group and survivor network. It is seeking a consultant to help outline a global curriculum to support affiliates involved in the FGM elimination movement.

The centre is joining efforts with IPPF and WHO to materialise a high-quality Package that includes a programming manual, a facilitator guide, and a full deck of slides. The package will support MAs in planning and implementing high-quality interventions addressing prevention, protection, advocacy, community engagement, clinical response, safeguarding, and survivor-centred approaches related to FGM.

Purpose of the Consultancy

The purpose of this consultancy is to develop a standardized, user-friendly, and adaptable FGM training curriculum package for use by IPPF Member Associations and partners across different country contexts.

The consultant will be responsible for designing a comprehensive training package, including training slides, a facilitator guide with participant activities and practical exercises, implementation tools, and annexes required for effective delivery.



Scope of Work

Under the supervision of the CoE & IPPF with technical guidance from WHO, the consultant will undertake the following tasks:

1. Conduct Desk Review and Consultations

- Review existing materials, policies, strategies, technical guidance, and relevant global resources on FGM programming.
- Review international standards and guidance from relevant organizations including WHO, the global joint program to end FGM, and other technical partners.
- Conduct consultations with relevant IPPF staff and stakeholders (at least one partner from each of the 6 IPPF regional offices) to ensure alignment with organisational priorities and operational realities of Member Associations.

2. Design the Training Curriculum Package

Based on the desk review and consultations with IPPF and other stakeholders, develop a plan describing the components and content of a comprehensive training package (manual, facilitator guide, and a complete slide deck) that may include, but is not limited to, the list suggested in Annex 1.

3. Develop Training Materials

Prepare a complete set of training materials, including:

- PowerPoint training slides for all sessions
- Detailed facilitator guide/manual
 - Session plans and facilitation notes
 - Group activities and participatory exercises
 - Case studies and role-play exercises
- Pre- and post-training assessment tools
- Participant handouts and reference materials
- Training evaluation forms

4. Develop Implementation Annexes and Operational Tools

Prepare annexes and practical implementation resources, including:

- Sample training agenda
- Preparation and logistics checklist
- Facilitator preparation checklist
- Materials and supplies checklist
- Guidance for adapting the training to different country contexts



- Recommendations for online and in-person delivery modalities

5. Incorporate Feedback and Finalize Deliverables

- Present draft materials to the CoE /IPPF/WHO for review and validation.
- Peer review feedback
- Revise the package based on feedback received.
- Submit final editable and designed versions of all materials.

Deliverables by timelines

The consultant is expected to deliver the following:

1. Inception report outlining methodology, workplan, and timeline. (week 1 to 4)
2. Draft training curriculum package. (week 4 to 8)
 - a. Draft facilitator guide and session materials. (week 4 to 6)
 - b. Draft operational annexes and implementation tools. (week 6-8)
3. Final comprehensive FGM training package incorporating IPPF feedback. (week 9 to 10)
4. Editable source files of all materials (PowerPoint, Word, Excel, etc.) (week 10).

Duration of Consultancy

The consultancy is expected to be conducted over approximately 10 weeks from the date of contract signature.

Reporting Line

The consultant will report directly to the CoE coordinator with direct support of the designated IPPF Regional office and will work closely with relevant technical teams and program staff.

Required Qualifications and Experience

The consultant should possess the following qualifications:

Education

- Advanced university degree in public health, gender studies, social sciences, international development, medicine, human rights, or related field.

Experience



- Minimum 7 years of demonstrated experience in FGM programming, gender-based violence (GBV), SRHR, or related fields.
- Proven experience in developing training curricula, facilitator guides, and adult learning materials.
- Strong understanding of rights-based and survivor-centered approaches to FGM programming.
- Experience working with civil society organizations, NGOs, or international organizations.
- Familiarity with humanitarian and fragile settings is an asset.
- Prior experience working within the Arab region and/or African contexts is highly desirable.

Skills and Competencies

- Excellent facilitation and instructional design skills.
- Strong analytical, writing, and communication skills in English.
- Ability to produce practical, user-friendly, and context-sensitive materials.
- Strong organizational skills and ability to meet deadlines.

Payment Schedule

Payments will be made based on satisfactory completion of agreed deliverables, according to the following tentative schedule:

- 20% upon submission and approval of inception report
- 40% upon submission of draft training package
- 40% upon submission and approval of final deliverables

Application Requirements

Interested candidates are requested to submit:

- Updated CV
- Technical proposal outlining methodology and approach
- Financial proposal
- Samples of previous relevant work, particularly training curricula or FGM-related materials

consultancy

Intellectual Property

All materials produced under this consultancy will remain the sole property of International Planned Parenthood Federation. The consultant shall not reproduce or distribute the materials without prior written authorization from IPPF.



Confidentiality

The consultant must maintain strict confidentiality regarding all information, documentation, and materials shared throughout the consultancy period.

Annex I

Essential Package for IPPF affiliates to guide implementation of the FGM elimination Program/Project Chapters:

1. Knowledge of FGM (definitions, national and international trends and analysis, Human rights and gender dimensions of FGM, Health consequences of FGM)
2. Understanding one's own and the community's values and attitudes around FGM and the drivers of FGM
3. Understanding and building counterarguments to support the de-medicalisation of FGM
4. Human Rights, Legal and accountability measures
5. Service providers' roles and responsibilities
6. Management of FGM complications as per professional competencies (Clinical management and referral pathways)
7. Community engagement and social norm change
8. Safeguarding and protection considerations
9. FGM prevention and care in humanitarian and fragile settings
10. Tailoring FGM Advocacy and policy engagement to country context
11. Monitoring, evaluation, accountability, and learning (MEAL)
12. Risk mitigation and ethical considerations
13. Youth Engagements and the Role of CSE
14. Partnership and multisectoral coordination



Kindly Send CVs To : AWRJOBS@IPPF.ORG

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IPPF is committed to the safety and protection of children, young people and vulnerable adults and this role may involve contact with these groups. Our recruitment and selection procedures reflect our commitment to the safety and protection of children, young people, and vulnerable adults in our programs.

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