

# Appointment of Board Standing Committees

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# Who we are

The International Planned Parenthood Federation (IPPF) is a global service provider and leading advocate of sexual and reproductive health and rights for all. We are a worldwide movement of national organisations working with, and for, communities and individuals.

In the early 1950s, a group of women and men started to campaign vociferously and visibly for women's rights to control their own fertility. Family planning as a human right challenged many social conventions. Campaigners faced great hostility to gain acceptance for things that we take for granted today. Some were imprisoned, but they emerged determined to work with different cultures, traditions, laws and religious attitudes to improve the lives of women around the world. And so, in 1952, eight national family planning associations founded the Federation.

65 years later, the U.K registered charity, is a Federation of **164 Member Associations** and collaborative partners in six regions.

As a condition of membership, all Member Associations are required to meet 10 fundamental principles and 49 separate standards through an accreditation process repeated every five years.

The principles require that an organisation is:

1. Open and democratic
2. Well-governed
3. Strategic and progressive
4. Transparent and accountable
5. Well-managed
6. Financially healthy
7. A good employer
8. Committed to results
9. Committed to quality
10. A leading non-governmental organisation in its country.

## Our Vision

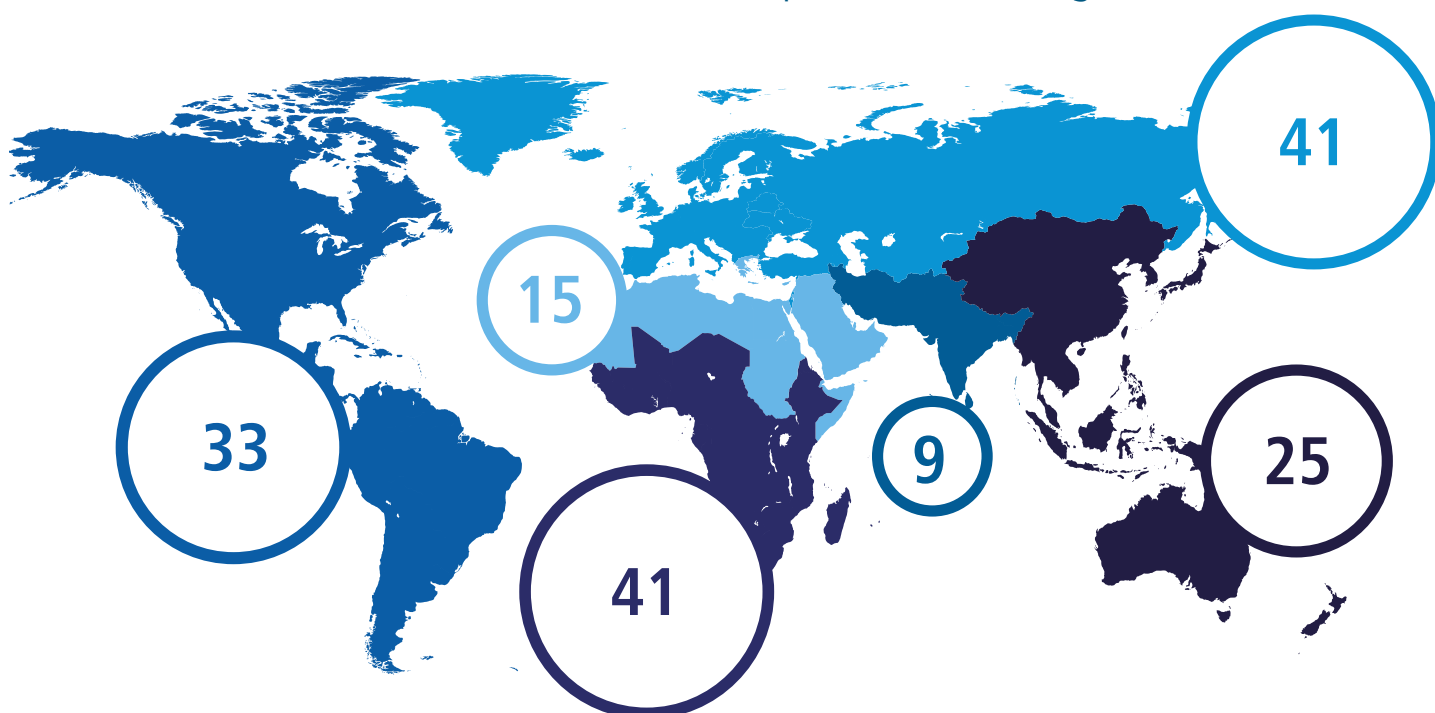
All people are free to make choices about their sexuality and well-being, in a world without discrimination.

## Our Mission

Building on a proud history of more than 60 years of achievement, we commit: to lead a locally owned, globally connected civil society movement that provides and enables services and champions sexual and reproductive health and rights for all, especially the under-served.

# Who we are continued

164 Member Associations and collaborative partners in six regions



251m

condoms  
distributed



59.6m

people received  
services from  
IPPF



8 in 10

were poor and  
vulnerable



5.8m

unintended  
pregnancies  
averted\*



28.1m

young people  
completed a  
quality-assured  
CSE programme



3.2m

people received  
SRH services in  
humanitarian  
settings



1.5m

unsafe  
abortions  
averted\*



41 %

of our services  
were delivered  
to young people  
under 25 years old



112.4m

people  
reached with  
positive SRHR  
messages



\*The numbers of unintended pregnancies and unsafe abortions averted are estimated using Marie Stopes International's Impact 2 (version 4) model.

# Strategy

IPPF's Strategic Framework (2016-2022) is a bold and aspirational vision of what we plan to achieve, and how we will achieve it, over the next seven years. With a dashboard of results to monitor performance, we intend to be accountable for those strategic commitments.

Following extensive and engaging consultation, our diversity of Member Associations have aligned their own national strategic plans to the new Strategic Framework. The Secretariat have put in place a four-year Implementation Plan (2016-2019) as to how they can contribute towards the strategy as well as support the Member Associations so that we are a high-performing and accountable Federation.

Key to our future success will be the ability to raise resources and secure financial sustainability.

Our core values guide the way we undertake our work. We believe:

- in **social inclusion** with a demonstrated commitment to enable the rights of the most under-served to be realised;
- in **diversity**, respecting all regardless of their age, gender, status, identity, sexual orientation or expression;
- our **passion** and determination inspires others to have the courage to challenge and seek social justice for all;
- in the significant contribution our **volunteerism** delivers across a range of roles and as activists inspiring the Federation to advance its mission;
- in **accountability** as a cornerstone of trust which is demonstrated through high performance, ethical standards and transparency.





## OUR VISION

ALL PEOPLE ARE FREE TO MAKE CHOICES ABOUT THEIR SEXUALITY AND WELL-BEING, IN A WORLD WITHOUT DISCRIMINATION



## IPPF'S MISSION

TO LEAD A LOCALLY OWNED GLOBALLY CONNECTED CIVIL SOCIETY MOVEMENT THAT PROVIDES AND ENABLES SERVICES AND CHAMPIONS SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS FOR ALL, ESPECIALLY THE UNDER-SERVED

## OUR VALUES



# Structure, governance & partnerships

## Board

The International Planned Parenthood Federation (IPPF) has brought-in historic changes to its governance and structure after transforming itself through a year-long reform process.

The changes ensure the global sexual and reproductive health NGO can now respond faster to the needs of the women, girls and marginalized people who make-up the vast majority of its clients and whom are being disproportionality affected by the COVID-19 crisis.

In its final meeting, IPPF's Governing Council agreed a new governance structure to take its place. It also endorsed a new 15-member Board of Trustees that reflect the skills and the diversity IPPF needs. Two thirds of the new board are women, and five are young people under 25. At the same time as confirming its new Board, the Federation has adopted amended regulations, procedural bylaws, and policies that embed its governance reforms.

You can meet our Board [here](#).

We have also appointed seven members of its new Nominations and Governance Committee (NGC), which has the mandate to lead future recruitment for its Board and its committees and review the performance of Board members.

You can learn more about the NGC [here](#).

## Secretariat

With six Regional Offices and a Central Office based in London, U.K. the Secretariat has employees located in 12 locations across the world. The role of the Secretariat continues to evolve but key aspects include policy design and implementation, global programme delivery, advocacy, resource mobilisation and business development, organisational capacity building, learning and evaluation, communications, governance and accreditation. This Secretariat is led by the Director-General, Dr Alvaro Bermejo.

Meet the Directors' Leadership Team [here](#) and our Regional Directors [here](#).

## Volunteers

IPPF has the largest global reach of any sexual and reproductive health organisation due to its dedicated volunteers. Hundreds of thousands of people work with the organisation at the grassroots level. They come from all kinds of backgrounds. Most have been directly affected by sexual and reproductive health and rights issues. Many are part of the most marginalised communities we seek to reach.

## Partnerships

IPPF engages with a wide range of partners and supporters seeking to build effective linkages between national, regional and global fora. A wide range of governments support the work of the Federation including; Australia, China, Denmark, Finland, Germany, Ireland, Japan, Malaysia, The Netherlands, New Zealand, Norway, The Republic of Korea, Sweden, Switzerland and the United Kingdom. In addition, a range of multilaterals and foundations have partnered with, or supported, IPPF including; UNFPA, UNAIDS, UNDP, WHO, European Commission, Global Fund, Bill & Melinda Gates Foundation, Ford Foundation, William and Flora Hewlett Foundation, John D and Catherine T MacArthur Foundation, David & Lucille Packard Foundation, along with a range of others including private individuals. Private sector partnerships include Bayer Health Care, Durex and the Reproductive Health Supplies Coalition.

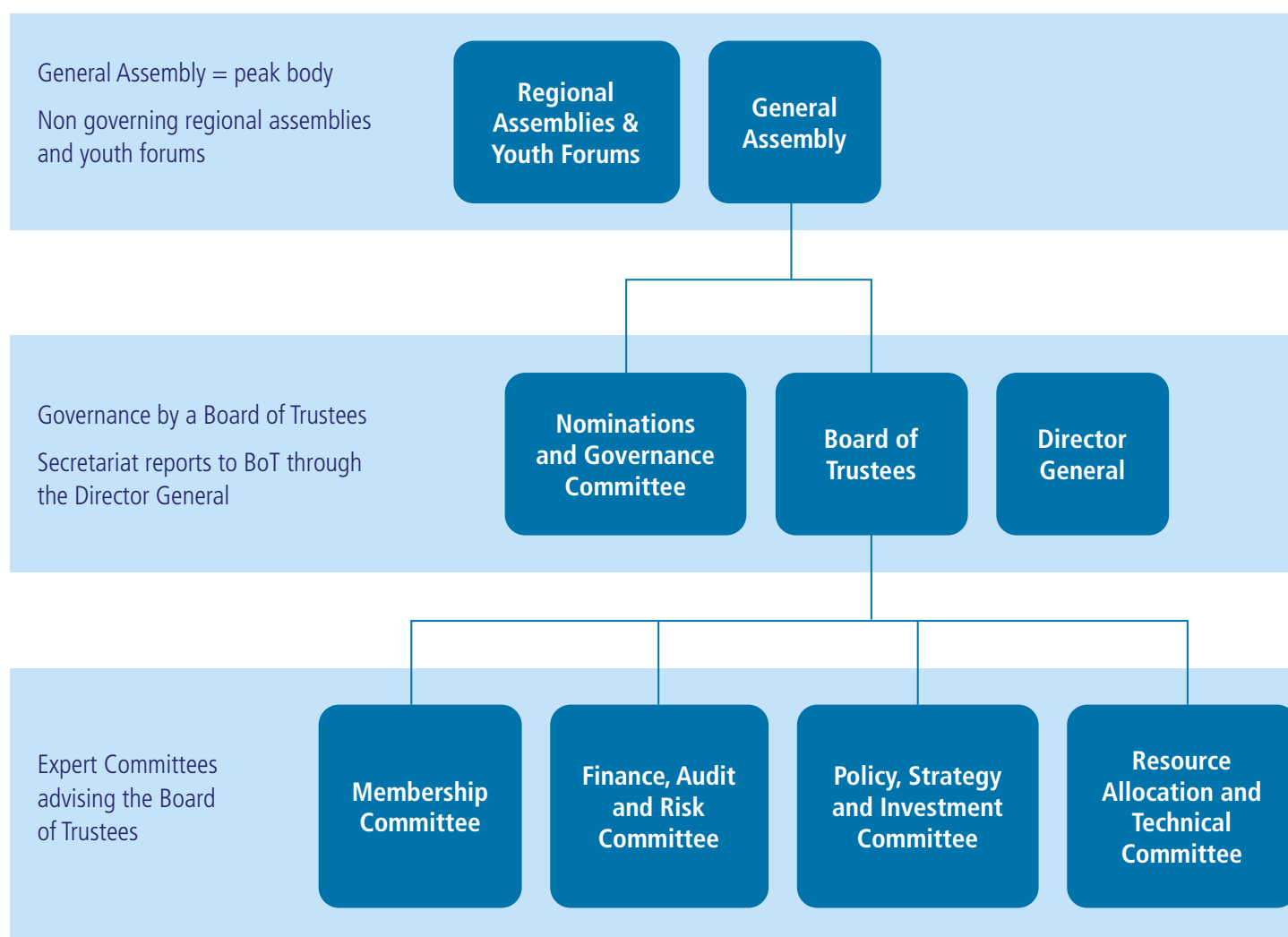




# Structure, governance & partnerships continued



## Adopted governance model



We are committed to growing revenue to deliver our strategic ambitions. Member Associations continue to diversify their funding streams with less dependence upon funds channelled directly through IPPF. In 2018, the income raised by the Secretariat has risen by 8% to US\$133 million; and the total income generated by Member Associations, who receive unrestricted grants from IPPF, was US\$264.2 million.

IPPF is funded through a mix of institutional and individual donations. Institutions include governments, non-governmental organizations, multilateral agencies, corporations, trusts and foundations. The Federation also benefits enormously from funds donated by individuals via bequests, trusts, annuities and regular giving. In 2018, IPPF's main source of funding was government grants, which accounted for 81% of total income.

As we continue to diversify funding across governments, trusts and foundations, we are also seeking public-private partnerships. Social enterprise initiatives are also being spearheaded and as a Secretariat, we are facilitating learning and experience sharing to best support such funding channels. In 2018, grants to Member Associations and partner organizations rose by 31% to US\$67.2 million.

# Role description



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## Standing Committees

IPPF's governance model is comprised of a Board of Trustees with four standing committees reporting to the Board. The standing committees are:

- a) Finance, Audit and Risk Committee (C-FAR)  
– this committee already comprises five members and we are seeking to recruit one additional member, who must be under 25 years of age in 2020.
- b) Policy Strategy and Investment Committee (PSIC)
- c) Resource Allocation Technical Committee (RATC)
- d) Membership Committee (MC)

A Nominations and Governance Committee, reporting to the General Assembly, is responsible for recruiting the members of the standing committees in liaison with the Board Chair.

The Committees are skill-based committees with members required to meet specific standards of expertise, skills and experience. At least 20% of members shall be under 25-years-old at the time of appointment and at least 50% shall be women. The overall make-up of the standing committees will also take account of geographical diversity and representation of "at risk" and marginalised populations.

Committee Members may serve for one three-year term. There is the possibility of re-election once for MA volunteers, i.e., a maximum of two terms, or six years, before an MA volunteer must rotate off the Board.

## Time commitment

Each Committee meets at least twice a year. The C-FAR meets four times per year.

Meetings are generally held in person once a year and otherwise electronically.

Members are required to devote **up to 10 days per year**.

As unremunerated and voluntary roles they will require time, commitment and effort throughout the year.





- Demonstrated skills relevant to the committee's purpose.
- Successful track record of achievement through a career, lived experience and/or voluntary work.
- Understanding of good governance (or willingness to learn for young people).
- Comfortable with the use of technologies of virtual meetings and conferencing.
- Willingness to commit the requisite time.

# Person specification continued



### The Policy Strategy and Investment Committee (PSIC)

#### Purpose of the Committee:

- Works with the Director General and leadership to mould IPPF's strategy for Board review and approval.
- Supports IPPF's international policy and works on developing positions on issues of significance to the Federation.
- Considers the investments required from donors, and the necessary diversity of new and existing donors to deliver on the IPPF strategy.
- Engages in dialogue with the leadership on when to accept donor investment, and when not to as it relates to advancing the full SRHR agenda.

#### Specific tasks of the Committee:

- Guide the design of the IPPF's Strategic Framework (SF22+) and its mid-term evaluations.
- Guide process of policy development.
- Advise the Director General on emerging policy issues; and remain engaged in policy issues relevant to IPPF operations and practise.
- Guide IPPF-wide advocacy positions.
- Help position IPPF, and SRHR more broadly, in key policy decision making spaces.
- Consider the donor investments required to deliver on IPPF's strategies and plans and to serve as a forum for discussion with donor representatives on matters relating to accountability and future broad policy and strategy.

#### Specific skills and experience required of Committee members:

Members of the PSIC must have relevant experience in **policy and strategy formulation** and a **strong understanding of SRHR and related fields**.

Other experiences relevant to the role of the Committee include evaluation, interfacing with donors and/or policy makers and experience of developing advocacy positions, particularly on sensitive issues within a multi-stakeholder context.



# Person specification continued



### Resource Allocation Technical Committee (RATC)

#### Purpose of the Committee:

- Works closely with the Director General and leadership to review the quality and balance of IPPFs programme portfolio and business cases.
- Optimises resource flows to MAs and collaborative partners to achieve strategy.
- Reviews and evaluates IPPF's Resource Allocation Model for the apportionment of unrestricted resources including its relationship with other funding streams.

#### Specific tasks of the Committee:

- Guide the finalisation of the resource allocation funding model (Stream 1).
- Set strategic priorities on the basis of the Secretariat recommendations for funding stream 2, or any other stream where this may apply.
- Provide oversight of any evaluation or review of the funding model.
- Current review has looked at core resources in isolation. Look at integrating the model with restricted projects and locally generated (domestic) funding.
- Recommend percentage allocations to each stream (within established guidelines).

#### Specific skills and experience required of Committee members:

Members of the RATC shall have relevant experience in **resource allocation**, in particular large multi-annual and strategic funding mechanisms, onward granting and/or a strong understanding of programming in SRHR and related fields.

Other experiences relevant to the role of the Committee include an understanding of development assistance and of funding models for non-governmental organisations.

The tasks of the Committee would benefit from an analytical mind set. Members of the Committee will be required to take a broad and balanced view in the analysis of resource allocation across the Federation.

# Person specification continued



### Membership Committee (MC)

#### Purpose of the Committee:

- Considers the overall form of the IPPF membership and the structure of the Federation.
- Reviews and recommends individual applications for membership of the Federation.
- Approves membership standards and guidelines for the accreditation of Member Associations.

#### Specific tasks of the Committee:

- Set parameters for IPPF membership and wider collaboration/partnership at the national level.
- Review and recommend applications for membership.
- Review MAs adherence to membership standards and recommend accreditation of MAs.
- Review and where necessary reform IPPFs membership standards, approve guidelines and arrangements for accreditation of MAs and for monitoring and review of adherence to membership standards.
- Ensure that membership standards position MAs to respond effectively to community needs.
- Recommend appropriate action for MAs that fail to fulfil IPPF's membership standards.
- Arbitrate on any conflict that may arise involving MAs.

#### Specific skills and experience required of Committee members:

Members of the Committee shall have relevant experience in setting and applying membership standards and the ability to interpret and apply organisational rules and regulations.

Other competencies relevant to the role of the Committee include law, finance, knowledge of federated structures, partnership development and organisational development, evaluation and performance.

Specific skills represented across the Committee will include knowledge of the work done by IPPF Member Associations in delivering and enabling services, youth engagement and advocacy.



# Person specification continued



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## Finance, Audit and Risk Committee (C-FAR)

### Purpose of the Committee:

- Monitors IPPF's financial performance ensuring the financial integrity of the organisation.
- Oversees risk management ensuring effective internal control systems are in place.
- Recommends the appointment of the external and internal auditors, reviewing their work and ensuring timely and appropriate responses to audit findings and recommendations.

### Specific tasks of the Committee:

#### In relation to finance:

- Overview budgeting and strategic financial planning processes.
- Ensure a high standard of financial oversight including in cash-flow forecasts and ensuring appropriate budgetary controls.
- Provide oversight of preparation and scrutiny of annual accounts.
- Develop and maintain oversight on the reserves policy to safeguard the organisation's finances and ensure its ongoing solvency.

- Ensure proper accounting records are kept, financial resources are controlled, invested and spent in line with governance, legal and regulatory requirements.
- Recommend to the Board a schedule of delegated financial authority for approval annually.

#### In relation to audit:

- Recommend the appointment of the external and internal auditors.
- Approve a programme of annual external and internal audit.
- Ensure timely and appropriate responses to audit findings and recommendations.

#### In relation to risk:

- Provide oversight to risk management processes ensuring an adequate risk management and assurance framework is in place.
- Annually recommend the approval of the risk register.
- As part of the overall risk assurance framework, provide oversight on implementation of the Safeguarding policy.

## Specific skills and experience required of Committee members

Members of the committee shall have relevant experience in finance, law, investment, audit, and/or risk management.

## Representation across all Standing Committees

IPPF is seeking to appoint skills-based standing committees, with diversity in all its forms, particularly in terms of gender identity, sexual orientation, age and background. We wish to appoint individuals who understand the experience of youth, of grassroots action, of marginalised and discriminated communities and of global institutions, emphasising both local and global experience.

We are also seeking representation from across the globe, reflecting countries of different sizes and at different stages of development.

At least 20% of the Standing Committee Members will be under the age of 25 on appointment, and at least 50% will be women.

The Standing Committees function in all four of IPPF's official languages: Arabic, English, French and Spanish. It is particularly desirable if candidates speak more than one of these languages.







# How to apply

Perrett Laver is an international executive search firm supporting IPPF on these appointments. For further information or an informal and confidential conversation please contact them at: [ippfboard@perrettlaver.com](mailto:ippfboard@perrettlaver.com).

To apply please upload the following documents to <https://candidates.perrettlaver.com/vacancies/> quoting reference **4770**:

- A comprehensive, chronological CV (two pages maximum)
- A letter of motivation (one page maximum)

- A completed skills matrix (this can be downloaded from <https://candidates.perrettlaver.com/vacancies/> quoting reference **4770**)
- Names and contact details of two references (Perrett Laver will contact these references if you are shortlisted).

The deadline for applications is **12:00 PM BST on Monday, 7<sup>th</sup> September 2020**.

Applications will be accepted in any of IPPF's four languages: Arabic, English, French and Spanish.

The IPPF Nominations and Governance Committee will review all candidates' applications and agree on a shortlist for these roles. Shortlisted candidates will be invited to formal interview via videoconference. The formal interviews will take place from Monday 12<sup>th</sup> to Friday 16<sup>th</sup> October inclusive. Candidates must be available to interview via videoconference on at least one of these dates.

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