

Terms of Reference (TOR)

National Consultant(s) – Support for Accreditation Review Process in Afghanistan

Background

The International Planned Parenthood Federation South Asia Regional Office (IPPF SARO) is conducting an accreditation review process for the Afghan Family Guidance Association (AFGA) as part of IPPF's Membership Standards and Responsibilities framework.

To support the accreditation review process, IPPF SARO seeks to engage a national consultant or a small team of consultants based in Afghanistan to assist the review team for in-country verification activities, including document verification, stakeholder interviews, and site observations.

Purpose of the Assignment

The consultant(s) will support the accreditation review team by conducting in-country verification activities and facilitating information collection requested as part of the accreditation process.

The assignment is expected to span approximately one month, including coordination, field visits, and reporting.

Scope of Work

Under the guidance of the accreditation review team and IPPF SARO, the consultant(s) will:

1. Coordination with Review Team

- Participate in briefing and coordination meetings with the accreditation review team and IPPF SARO.
- Maintain regular communication with the review team throughout the assignment.
- Understand and follow verification requests and guidance provided by the review team.

2. In-Country Verification and Field Visits

- Conduct physical visits to AFGA offices and/or relevant locations as requested by the review team.
- Verify documents, records, and other materials requested as part of the accreditation review process.

- Conduct or facilitate interviews with relevant staff, volunteers, board members, and other stakeholders identified by the review team.
- Document observations from site visits and verification activities objectively and accurately.

3. Documentation and Reporting

- Collect and organize information and findings requested by the review team.
- Maintain confidentiality and professionalism throughout the assignment.
- Consolidate findings, interview notes, and observations in a structured manner.
- Submit a final summary report to IPPF SARO and the accreditation review team within the agreed timeline.

Duration of Assignment

The consultancy is expected to take place over approximately one month between June-July for approximately 10-15 days.

The assignment will include:

- Participation in virtual coordination meetings with the review team;
- Physical site visits and verification activities; and
- Time allocated for follow-up and reporting.

Deliverables

The consultant(s) will be expected to deliver:

- In-person participation in coordination meetings with the review team;
- Completion of in-country verification activities and interviews;
- Submission of organized notes and requested supporting information; and
- A final consolidated findings report summarizing observations and verification outcomes.

Required Qualifications and Experience

The consultant(s) should possess:

- Residence and ability to travel within Afghanistan;
- Experience in assessments, research, monitoring and evaluation, compliance reviews, governance reviews, or similar assignments;
- Strong interviewing, documentation, and reporting skills;
- Ability to maintain confidentiality, neutrality, and professionalism;

- Familiarity with civil society organizations and/or the development sector is desirable;
- Strong communication skills in relevant local languages and English.

Reporting and Supervision

The consultant(s) will report to IPPF SARO and work closely with the appointed accreditation review team throughout the assignment.

Confidentiality and Ethics and Code of Conduct

All information accessed during the assignment must be treated as strictly confidential. The consultant(s) must maintain impartiality, professionalism, and adherence to ethical standards throughout the assignment.

The consultant(s) will be required to sign IPPF's Code of Conduct (CoD) prior to commencing the assignment and comply with all applicable IPPF and AFGA policies, procedures, safeguarding requirements, and ethical guidelines throughout the duration of the consultancy.

Application Process

Interested individuals or teams are invited to submit:

- A brief expression of interest;
- CV(s) of consultant(s);
- Relevant experience related to assessments, reviews, or field verification assignments; and
- Proposed professional fee for the assignment.