



**PARTNERSHIP PROGRAMME ARRANGEMENT SELF-ASSESSMENT REVIEW**

**UK Department for International Development (DFID) and  
International Planned Parenthood Federation (IPPF)**

30 June 2009

## Contents

Part A – Basic Information .....	3
Part B - Progress against PPA Strategic Objectives.....	6
Part C – Lessons Learned .....	13
Part D – Partnership with DFID .....	14
Part E – Corporate Governance and Organisational Change.....	15
ANNEX I – Terms of Reference for Evaluation of the IPPF Accreditation System .....	17
ANNEX II – DFID/IPPF Mutual Accountability Framework.....	20
ANNEX III – IPPF Policies .....	21
ANNEX IV – Governance Task Force ToR .....	25
ANNEX V – Policy on Volunteering.....	27
ANNEX VI – Principle on Transparency and Accountability .....	28
ANNEX VII – Collaboration with DFID .....	28

## Part A – Basic Information

### I. Niche Statement

IPPF is the world's leading non-governmental family planning service provider and advocate for sexual and reproductive health and rights for all, with operations in 171 countries. We are a worldwide movement of 148 national organizations working with and for communities and individuals; especially trying to meet the needs of the poor, marginalized, socially excluded and/or under-served. IPPF aims to reduce the barriers to accessing information, to strengthen political support for services and to improve access to high quality service provision. We aim to be the leader in the linkages debate, developing and promoting understanding and best practices in linking those areas all too frequently handled separately: reproductive health, HIV, family planning, maternal health, young people.

IPPF's Strategic Framework highlights the five priority areas of adolescents, HIV and AIDS, abortion, access and advocacy that the Federation is focusing on between 2005 and 2015. Unrestricted access to good quality reproductive health services, including family planning, which is one of the five overarching goals of IPPF's Strategic Framework, constitutes the core work of the majority of the Federation's Member Associations (MAs).

**Table 1: DFID Funding (core & restricted)**

Unrestricted funding	2006/7	2007/8	2008/9	2009/10
PPA funding (£)	GBP £7.5 million	GBP £7.5 million	GBP £8.5 million	GBP £8.5 million
As % of total organisational income	17.1%	17.2%	13.2%	19.6%

Restricted funding <sup>1</sup>	2006/7	2007/8	2008/9	2009/10
Other DFID funding (£)	GBP £93,734	GBP £181,171	GBP £317,727	GBP £200,000 <sup>2</sup>

1. These figures include funds received and recorded by the Central Office finance system. Grants made directly to our Western Hemisphere, Europe and Africa Region Offices will not be included in these figures.

2. This figure is based on our contractual agreement but hasn't been received yet by the Central Office.

### II. Summary of partnership with DFID and other DFID funding<sup>3</sup>

DFID and IPPF have reaffirmed their collaboration in 2008 through the signing of a multi-year Partnership Programme Arrangement (PPA). The PPA formalizes the relationship between the two organizations and sets out the funding provided to IPPF during the period of 2008-2013. The arrangement started on April 1 2008 and will end on 31 March 2013. The management of IPPF's PPA is split between DFID's RH and AIDS team in London who handles the technical side and the

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<sup>3</sup> This is intended to be a cumulative list of DFID contracts etc. from when your PPA began. If there is a large amount of information, please summarise by e.g. department and add any additional information to an appendix. We wanted to leave this section quite open to interpretation by each organisation. Note the wording has changed from 'relationship' to 'partnership'.

Civil Society Department in East Kilbride who is responsible for the administrative and financial management. In addition to the PPA, DFID has five other contractual partnerships that have recently ended or are ongoing with IPPF. These are:

- 1) As we now have a PPA with DFID, IPPF is no longer eligible for funding through the Civil Society Challenge Fund (CSCF). However, at the point of signing the PPA, we had one active project supported by the CSCF in the amount of GBP500,000 for four years (April 2008-March 2012). DFID agreed to honour the project and its funding has been rolled into the IPPF's core grant. This project titled: "Improving The Sexual And Reproductive Health And Rights And Economic Opportunities Of Nepali Women And Girls Who Have Been Trafficked And Are Vulnerable To Trafficking" is implemented by the Family Planning Association of Nepal. The project aims to reduce trafficking, improve the social, economic and health status of Nepali women who have been trafficked from Nepal into Indian brothels and to break down the discrimination that surrounds them.
- 2) Between October 2007 to March 2009, DFID's RH and AIDS team provided IPPF a grant in the amount of GBP300,000 in partnership with UNAIDS, the Global Network of People Living with HIV (GNP+) and the International Community of Women living with HIV and AIDS (ICW). The grant supported the national rollout of The People Living with HIV Stigma Index.
- 3) Between October 2007 to March 2008 DFID provided IPPF a grant in the amount of GBP69,000 to implement a 6-month pilot research project on men's sexual and reproductive health and rights and men as partners. This project aimed to strengthen the growing evidence-base on what constitutes effective programming and policies on engaging men and boys.
- 4) DFID is currently providing a grant to IPPF's Western Hemisphere and Europe Regional Offices and their MAs in thirteen countries in the amount of GBP 193,723 for a project titled: "Joining Forces for Voice and Accountability." The project started in September 2008 and will end in March 2013, and will contribute to increasing governments' accountability to their SRHR commitments, including the MDG target of universal access to reproductive health by 2015.
- 5) DFID is a donor to the Safe Abortion Action Fund (SAAF), which is a grant-making mechanism to increase access to safe abortion services administered by IPPF on behalf of the governments of UK, Denmark, Norway, Sweden and Switzerland.

### III. Approximate % of total organisational expenditure allocated by sector or theme

**Table 2: Grants to Member Associations and partner organizations by IPPF strategic priorities**

	2008 USD Unrestricted	2008 USD Restricted	2008 USD Total	2007 USD Total
<b>Strategic Priorities</b>				
Adolsecents	5,641,022	1,308,246	6,949,269	7,562,921
HIV/AIDS	2,965,609	2,705,467	5,671,076	4,642,301
Access	23,391,437	3,264,347	26,655,784	23,261,963
Abortion	2,270,315	7,043,705	9,314,020	4,376,060
Advocacy	4,070,800	4,496,070	8,566,870	5,930,758
<b>Supporting Strategies</b>				
Accreditation & Governance	3,423,669	0	3,423,669	3,473,540
Resource Mobilization	1,781,728	0	1,781,728	1,889,056
Capacity Building	3,591,328	451,924	4,043,252	3,566,658
Evaluation	966,950	3,200	970,150	1,203,269
<b>Total</b>	<b>48,102,859</b>	<b>19,272,959</b>	<b>67,375,818</b>	<b>55,906,526</b>

1. The above figures are taken from IPPF Financial Statements 2009. The figures are based on funding agreements and are indicative in the sense that ensuring global standards of classifying projects is still something IPPF is refining.
2. Figures for the Abortion theme do not include funds allocated to SAAF.

## Part B - Progress against PPA Strategic Objectives

### Progress to date against PPA purpose statement

#### **PPA purpose statement:**

IPPF envisages a world in which all women, men, and young people have access to the information and services they need; a world in which sexuality is recognized both as a natural and precious aspect of life and as a fundamental human right; a world in which choices are fully respected and where stigma and discrimination have no place.

As part of this PPA, the following strategic objectives and specific, measurable performance indicators were developed in partnership between DFID and IPPF and form the basis by which IPPF will be held accountable. The three main objectives of the PPA are to:

1. encourage and support better management of resources and outcomes
2. encourage and support full compliance with the strategic framework at the MA level
3. encourage and support the evolution of IPPF's governance

These three objectives are supporting and reinforcing IPPF's Strategic Framework and signal particular priority areas shared by DFID. What follows is the first self-assessment review of the PPA between IPPF and DFID and aims to provide an update on progress made against the set of strategic objectives and indicators that are in the PPA. The review also provides brief lessons learned and recommendations on how to improve the partnership going forward.

In achieving objective 1, IPPF focused on improving its evaluation and monitoring mechanisms partly due to ongoing feedback provided by DFID and other donors. In particular, IPPF has improved quality of Global Indicators which form the basis for measuring progress in implementing our Strategic Framework. On resource management, IPPF has made clear progress working with MAs to improve their sustainability plans. IPPF also made good progress in implementing the accreditation system through which a Member Association's level of compliance with IPPF standards and responsibilities is determined.

Given the extent of additional work required to prepare the country reports which form the deliverables for Objective 2, together with DFID, it was agreed that IPPF will not report on Objective 2 of the PPA in 2009.

Finally on objective 3, IPPF has been able to review and improve the role and constitution of its volunteer governing bodies enabling them to better support IPPF's management.

## Progress against PPA Performance Framework by each Strategic Objective

### Strategic Objective 1:

#### To encourage and support better management of resources and outcomes

This objective has three outcomes:

1. To improve monitoring and evaluation mechanisms at central, regional and national level, and to ensure the continual feedback to operation levels for program improvement.
2. Measurement of efficiency: By the end of 2008 the IPPF Accreditation System will be reviewed and evaluated. The review should discuss the inclusion of a standard to monitor systems and measures that Member Associations have in place to assess service efficiency and the use of capacity at the clinic level.
3. Sustainability: A clear definition of and policy on sustainability for MAs. This could include the possibility of raising funds from private donations, cross-subsidisation, sales of goods and contraceptives etc. and should not just mean covering costs with service charges. The policy of sustainability needs to fully embrace principles of access and equity.

### Indicators for Output #1: Better monitoring and evaluation mechanisms

- 1) Response rate on IPPF's global indicators (online survey and service statistics module) to increase from 84 percent in 2005 to 93 percent by 2009 for the online survey and from 63 percent in 2005 to 79 percent in 2009 for the service statistics module.
- 2) IPPF's Secretariat evaluation focal point group meets once each year with recommendations produced and disseminated within 2 months of the meeting.
- 3) Annual analysis of IPPF's Global Indicators and presentation of results provided (including regional breakdowns and trends analysis) (to IPPF's Governing Councils, in the Annual Performance Report and at the Donors' meeting).
- 4) Production and dissemination of e-Learning, IPPF's publication that promotes monitoring and evaluation and learning, three times a year. An NGO will undertake a peer review of 'e-Learning' in 2009 to assess the quality and impact of the publication.

### Progress achieved and challenges faced<sup>4</sup>

#### Response rate on IPPF's global indicators

IPPF exceeded the targets that it had set up for itself in improving the MAs response rates to the global indicators. As shown below in Table 1, the response rate went from 84 percent in 2005 to 97 percent by 2008 for the online survey which represents an increase of 14 per cent from 2005; and the response rate went from 64 percent in 2005 to 88 percent in 2008 for the service statistics module which represents an increase of 18 per cent from 2005.

**Table 3: Response Rates**

Response rates (per cent)	2005	2006	2007	2008
Online survey	84%	96%	97%	97%
Service statistics	63%	80%	82%	88%

<sup>4</sup> Indicate the period referred to -- in some cases it may be artificial to focus just on the prior year, and a focus on overall progress may be more helpful

The increasing response rates illustrate IPPF's on-going commitment to providing support to MAs towards improving their data collection.

### **Evaluation focal point group meetings**

The evaluation focal point group was set up in 2005 to jointly discuss emerging issues or concerns and to develop shared solutions to common challenges. The group consists of focal people from each Regional Office, as well as staff from the Central Office. The Group's last meeting took place in Kuala Lumpur in December 2008 and provided in-depth discussions to improve the quality of global indicators data collected, and allowed participants to brainstorm together about how they can help MAs to use the data in strategy building. Meeting report was produced with recommendations and action points within two months of the meeting and implementation of the action points are being monitored on an ongoing basis.

### **Annual Analysis of Global Indicators**

The global indicators were presented in the Annual Performance Report (APR) 2007-2008, at the Governing Council as well as the Regional Councils. In 2008, a presentation was also given at the Annual Donors' meeting. The results of 2008 global indicators are available in IPPF's 2008 Annual Donor Report and the detailed analysis of the indicators will be available in the 2008 APR published in November 2009.

### **E-learning**

Three e-learning fact sheets were produced and disseminated during 2008 throughout the Federation. These fact sheets are short and handy resource guides offering tips and tools on evaluation approaches and methodologies aiming to enhance the effectiveness of staff working in the regional offices as well as the MAs.

Initially, it was agreed that an NGO would undertake a "peer review" of e-learning, however, we would like to propose removing this from the PPA as the e-learning document is a relatively minor piece of work which does not merit a peer review exercise. It is a three-monthly, 2-sided summary of key resources in the field of organizational learning and evaluation and is distributed to a relatively small number of IPPF staff and others with a specific interest in these issues.

### **Going Forward**

Going forward, there are two challenges to overcome on Monitoring and Evaluation. First, although all six Regional Offices now have staff responsible for building the capacity in monitoring and evaluation at MAs; identifying financial resources to hire qualified evaluation staff at the MA level remains very difficult. Second, even when funding is not an issue, evaluation capacity remains low in many parts of the world and to recruit well-trained and experienced evaluation staff often remains a challenge at the MA level.

### **List any documentary evidence of achievements<sup>5</sup>**

- Three E-learning fact sheets (sent as Attachment)

<sup>5</sup> This can also be used as an opportunity to provide DFID with case studies, YouTube clips etc for 'building support for development'.



## Indicators for Output #2: Measurement of Efficiency

- 1) Terms of Reference developed for accreditation system review by May 2006.
- 2) Contract awarded to external consultants for accreditation review by October 2006.
- 3) Key results of evaluation disseminated to MAs by October 2007; action plan to address issues arising in place and being implemented by January 2009.
- 4) Additional accreditation check focused on measuring efficiency of clinical services incorporated within accreditation framework.

## Progress achieved and challenges faced

The IPPF accreditation system started implementation in 2003 and to date, 141 Member Associations have been reviewed. The first phase of accreditation reviews ended in 2008.

In 2006, IPPF commissioned an independent evaluation of the accreditation system to be carried out. The Terms of Reference were finalised in October 2006 (see Annex I: ToR for evaluation). A contract was awarded to Options to carry out the evaluation. The final report of the evaluation (provided on a separate attachment) was delivered in September 2007 and was subsequently shared with all MAs, Regional Offices and Governing Bodies of the Federation.

The recommendations of the evaluation report were incorporated into the plans to revise the IPPF accreditation system. A revised set of Membership Standards and accreditation procedures called IPPF Standards and Responsibilities of Membership Guide (provided on a separate attachment) were approved by IPPF Governing Council in May 2008, following which the details of the system were developed and pilot tested between June and November 2008. The final detailed accreditation system was approved in May 2009, and includes checks on cost-efficiency of Member Association service delivery (check 8.2.3 in Review Team Assessment document, p.88).

### Going Forward

A plan for the implementation of the second phase of accreditation reviews was finalised in May 2009 and next round of reviews will start in June 2009.

One of the challenges in building an accreditation system that is both applicable and relevant to organizations in 150 different country settings was to find wording and focus that make sense to everyone. For example, to ask organizations to recycle waste in countries where there is no national system for handling recyclable waste does not make sense, but it is still important that they do as much as possible. The pilot tests carried out in August-November 2008 were very useful in testing the system to make sure that the questions and formulation made sense in very varied settings.

## List any documentary evidence of achievements

- Terms of Reference for Evaluation provided in Annex I
- Options' Evaluation Report (sent as Attachment)
- Review Team Assessment (sent as Attachment)
- IPPF Standards and Responsibilities of Memberships Guide (sent as Attachment)

### Indicators for Output #3: Sustainability

- 1) Field test the Resource Mobilization toolkit with three Member Associations in Africa by end of 2008 by the Resource Mobilization Unit at Central Office.
- 2) Publication of Resource Mobilization toolkit and dissemination of toolkit to Member Associations by December 2008.
- 3) A discussion paper focused on sustainability (including access considerations) is disseminated to IPPF Regional Offices and DFID by December 2008.
- 4) Written guidance on sustainability (including equity considerations) developed and disseminated to Member Associations by May 2009.

### Progress achieved and challenges faced

#### **Field Tests for the Resource Mobilization Toolkit**

In 2007, IPPF's Governing Council mandated a review of IPPF's Policy on Resource and Development, in light of the changing international aid architecture and altered funding environment for NGOs. IPPF has subsequently developed a new Resource Mobilization policy, which sets out the principles, commitments, and guidelines for resource mobilization across the Federation. IPPF also prepared a resource mobilization toolkit called "The Funding Formula: A Guide to Effective Resource Mobilization" that was published at the end of 2008.

Two workshops took place in Nairobi and Tunis in September 2007 and April 2008 respectively to field test the Resource Mobilization Toolkit which is designed for MAs to serve as a reference tool for effective resource mobilization. Colleagues from the African and Arab World regional offices and IPPF's MAs in Botswana, Egypt, the Gambia, Ghana, Malawi, Morocco, Palestine and Uganda participated in the workshops and provided invaluable suggestions that have helped make the guide a practical tool.

#### **Dissemination of the Resource Mobilization Toolkit**

The Resource Mobilization toolkit has been shared with all the Regional Offices and MAs. Furthermore, benefiting from the South Asia Regional Council meeting in 2008, a workshop to disseminate the toolkit took place at the South Asia Regional Office with participation from volunteers and staff members representing all the MAs in the region. As a result of the Regional Council, it was agreed that each MA in the South Asia region would: a) establish a resource mobilization function and b) work towards ensuring budget allocation for the position. Additional regional dissemination workshops will be planned once further funds have been made available.

#### **Discussion paper on sustainability**

A working group on sustainability was established in November 2008 under the Governing Council comprising of volunteers, senior directors (the Deputy Director General, Europe Regional Director, Finance Director) and the Head of Resource Mobilization. DFID played a catalyst role in raising attention to sustainability issues and to the creation of this working group as part of this PPA.

The working group reviewed a commissioned discussion paper on sustainability and used it as the first step of a process to understanding how the Federation can increase the financial sustainability of its MAs. The discussion paper examines ways in which the Federation can improve the sustainability of its members and looks at the impact of possible changes to current MA funding structures and their ability to deliver the SRHR needs of the poor, marginalized, and the socially-excluded in their own country. The sustainability paper has been presented to the Governing Council of IPPF in May 2009. One of the outcomes of the paper is that IPPF should have a policy statement on sustainability and a global strategy on resource mobilization and financial sustainability.

## Going Forward

Going forward, the main challenge for IPPF will be securing funding for sustainability activities. At the moment, IPPF is seeking USD5 million to undertake a sustainability initiative aimed at increasing effectiveness and efficiency alongside resource mobilization at the MA level.

At the MAs level, to move away from donor funding and identifying local resources presents several challenges. First, MAs will need initial up-front funds to work on resource mobilization activities. Second, MAs will have to work on improving their income-generating activities to increase sustainability. And thirdly, MAs will have to build in-house capacity to be able to work on fund raising with in-country donors.

## List any documentary evidence of achievements

Resource Mobilization Toolkit (sent as Attachment)

What is the likelihood that Strategic Objective 1 will be achieved? Rate 1 to 5<sup>6</sup>

1-2

## Strategic Objective 2:

### To encourage and support full compliance with the strategic framework

This objective has three outcomes and indicators to achieve this objective is outline below:

- 1) Meeting the SRH needs and defending the SRH rights of the poor and the most marginalized
- 2) National advocacy initiatives (including participation in national PRSPs, CCMs and national dialogues about SRHR policy).
- 3) Efficiency and comprehensiveness of clinical services (to include percentage use of clinic capacity and service efficiency)

## Progress achieved and challenges faced

As part of the PPA, in 2007-08 IPPF monitored closely 19 member associations' compliance to IPPF's strategic framework. The first set of reports for each of the selected countries were prepared in 2008 and included a narrative analysis to supplement the global indicators data and demonstrate progress in meeting the SRH needs and defending the SRH rights of poor and vulnerable groups. If this data is collected annually, in the future, it will allow us to develop meaningful comparisons and conclusions for each region. In June 2009, it was agreed with DFID that IPPF will not report on progress achieved for Objective 2 in this reporting period.

<sup>6</sup> Ratings to be applied:

1. = Likely to be **completely** achieved, i.e. well on the way to completion (or completed)
2. = Likely to be **largely** achieved, i.e. good progress made
3. = Likely to be **partly** achieved, i.e. partial progress made
4. = Only likely to be achieved **to a very limited extent**
5. = **Unlikely** to be achieved

<b>Strategic Objective 3:</b>	
<b>To encourage and support the evolution of IPPF's governance</b>	
IPPF reviews and reflects on the role and constitution of its volunteer governing bodies, enabling them to better support IPPF's own management structure and Strategic Framework.	
<b>Indicators</b>	
<ol style="list-style-type: none"> <li>1) Terms of Reference of the IPPF Governance Task force by November 2006</li> <li>2) Recommendations of the Task Force by May 2008</li> <li>3) Evidence of the implementation of Task Force Recommendations by May 2009</li> </ol>	
<b>Progress achieved and challenges faced</b>	
<p>At its meeting in May 2006, the IPPF Governing Council decided to establish a Task Force on Governance and Volunteering (GTF). The Terms of Reference of the Task Force were agreed by Governing Council at its meeting in November 2006 (see Strengthening Volunteer Involvement and Governance in IPPF in attachment). The Task Force met three times and presented its recommendations to Governing Council in May 2008.</p> <p>The Task Force presented a policy on volunteering to Governing Council in November 2007 (policy 1.2 in Annex V). This policy defines what volunteering is in IPPF and identifies means of encouraging and strengthening the contributions of volunteers. At the request of the GTF, profiles have now been included on the IPPF website to illustrate who it is that volunteers for IPPF and the kinds of contribution they are making to SRHR.</p> <p>By November 2007, the Task Force also presented a Code of Good Governance (sent as Attachment) to Governing Council for approval. The Code lists seven key principles of good governance that are applicable to all governing bodies of the Federation. Following the Code, a self assessment tool was developed in February 2008, and the development of a full-fledged governance handbook is currently near completion. This handbook is organised around the seven principles of the Code and provides governing bodies with practical advice on how to work towards adhering to each. Further, the principles of the Code of Good Governance have now been incorporated into the revised accreditation system.</p> <p><b>Going Forward</b></p> <p>One of the challenges faced in this work was to find an appropriate form to explain why governance is important. Providing support for governing bodies can be time consuming and while the benefits may be significant it takes a long time before they become apparent.</p> <p>Going forward, IPPF will design a series of workshops around the Code of Good Governance and the forthcoming handbook. One challenge for the future is to ensure that the governance structures and functions are continuously reviewed and that necessary changes are made along the way. One such step has been the recent establishment of working groups on IPPG Governing Council through which its members are divided in three groups focusing on policy review, sustainability and accountability.</p>	
<b>List any documentary evidence of achievements</b>	
<ul style="list-style-type: none"> <li>• Strengthening Volunteer Involvement and Governance in IPPF (sent as Attachment)</li> <li>• Code of Good Governance (sent as Attachment)</li> </ul>	
<b>What is the likelihood that Strategic Objective 3 will be achieved? Rate 1 to 5.</b>	<b>1</b>

## Part C – Lessons Learned

### What lessons are being learned from this PPA?

There were two areas that clearly IPPF leveraged through its partnership with DFID:

- 1) The PPA reinforced IPPF to take a closer look at its monitoring and evaluation system and helped to move closer to a results based approach; and
- 2) The PPA played a catalyst role for IPPF to look more closely on sustainability and diversifying its funding base particularly at the MA level.

#### **Improving Monitoring & Evaluation (outcome of Objective 1)**

IPPF recognizes the advantages gained from the alignment of the PPA objectives with its 2005-2015 Strategic Framework and welcomes the fact that the PPA has acted as a lever for organizational improvement within IPPF around performance and impact assessment. With support from the PPA, and reinforced by IPPF's Monitoring and Evaluation policy (approved by Governing Council in 2006), IPPF has made good progress in monitoring and evaluation with a focus on using evaluation information to monitor progress and make decisions based on evidence, as well as being accountable to both our beneficiaries and our donors.

We have learned that the more accessible the global indicators results are, through reports that automatically analyze data to produce clear 'dashboards' of the results, the more the data are used. We now see that the global indicators data are being used at all levels of the Federation, and for a variety of purposes, to support governing bodies and management, to identify technical supports needs and to make resource allocation decisions.

In order to strengthen data collection on services provided, as well as to support clinics in their use of these data, IPPF is now planning to roll out a clinic management system across the Federation which will greatly ease the burden as well as provide computerized systems which will enable management to follow up on patients. Furthermore, in the rural areas, where many of IPPF's service delivery providers are based, mobile phone technology is being piloted.

#### **Unlocking the Potential for Sustainability (outcome of Objective 1)**

Through this PPA, DFID played a catalyst role in raising attention to sustainability issues and in the creation of a working group on sustainability within the Federation. IPPF is now working towards taking the necessary steps for diversifying and expanding its funding base to ensure sustainability of programmes and to minimise the negative effects of a global financial downturn for SRH. In 2008, the working group commissioned a discussion paper to understand how the Federation can increase the financial sustainability of its MAs. As a result of this paper, IPPF is currently seeking USD5 million to develop a new Sustainability Initiative to help MAs to be less dependent on any single source of funding, therefore reducing their vulnerability to policy and funding changes. The immediate objective of the initiative will be to create a "home grown" demand for financial sustainability within the MAs.

## Part D – Partnership with DFID

### Partnership with DFID

Institutionalizing our long-lasting collaboration with DFID into a formal PPA has been beneficial for IPPF at several levels. The PPA not only provides a forum for strategic information sharing on sector policy and program priorities; but also allows IPPF to include at several occasions information sought into forward planning and coordination of its programmes. A list of on-going collaboration with DFID over the last year has been provided in Annex VII.

#### **Going Forward**

##### **HQ level**

Going forward, we would like to compliment DFID's commitment to ensure civil society participation on policy dialogue and would like to continue our close engagement with the ARH Team.

However, we would also like to ensure that as a PPA partner, and a key stakeholder, IPPF is consulted in all the key policy formulation exercises pertaining to SRHR issues, such as the formulation of the Consensus Document for the upcoming G8 meetings. Such collaboration is critical in ensuring that we act with a common voice on SRHR issues.

##### **Country level**

Going forward, we would like DFID to give particular attention to developing meaningful engagement in policy dialogue at the country level with our MAs. MAs are not only the key partners in reaching out to the marginalised groups in RSHR issues, but are also a strong voice for mobilising grassroots communities, and building coalitions and networks to advocate for increased priority for SRH at country level. Therefore we would request that DFID makes every effort to work through its country representatives to integrate MAs in consultations and develop further cooperation at the program implementation level. Allocating sufficient time to this type of partnerships and establishing mutual goals are critical factors to make such alliances work.

In the Mutual Accountability Framework (see Annex II) which IPPF prepared in collaboration with DFID in May 2009, we have also requested facilitation of meetings between Member Associations' and DFID's country offices. A good place to start such partnership could be with the MAs in the countries where DFID prioritizes health; these countries are: Ghana, India, Kenya, Mozambique, Malawi, Nepal, Pakistan, Rwanda, and Sudan. Such collaboration will also help achieving Objective 2 of our PPA and ensure that MAs are actively participating in national advocacy initiatives.

## Part E – Corporate Governance and Organisational Change<sup>7</sup>

**Provide evidence of how your organisation demonstrates good corporate governance, whether this has changed as a result of the PPA, and if so how.**

A good corporate governance framework is of utmost importance for IPPF's performance as it helps to its effective functioning, and ensures accountability across the Federation. Below are key areas where IPPF demonstrates good corporate governance.

### **Code of Good Governance**

The Code of Good Governance approved by IPPF Governing Council frames IPPF's approach to governance by listing the essential areas which every governing body in the Federation should adhere to. Their incorporation in the IPPF Accreditation System will be the main tool for monitoring adherence to it in practice. To assist governing bodies in fulfilling their governance responsibilities a governance handbook is also being developed.

### **Accountability**

In 2008, the One World Trust conducted an accountability assessment of IPPF as part of its annual review of 30 international organizations and companies. IPPF was found to be leading in stakeholder participation and was also recognised for its commitment to gender equity and young people in its governance structures. Following up on the recommendations by the One World Trust, IPPF has started the development of a formalised complaints procedure, and a revised policy on accountability and transparency. The standards of the IPPF accreditation system represent international good practice in a number of areas and the revised system lists IPPF's commitment to transparency and accountability (principle 4 in Annex VI and also in the IPPF Standards and Responsibilities of Membership Guide sent as Attachment).

### **Gender Equity**

The IPPF policy handbook includes the policies which all entities (Member Associations and IPPF Secretariat) adhere to, gives evidence to IPPF's commitment to gender equity and identifies IPPF's approach to child protection (see Annex III).

### **Environmental Sustainability**

IPPF believes that implementing voluntary family planning programmes is a key contributor to sustainable development and the environmental protection. We are bound by the environmental sustainability component of the MDG7.

IPPF has been integrating an emphasis on the environment within its policies, and investigating its effect on the environment. IPPF continues to make progress on integrating environmental policies within its accreditation system. The revised accreditation system has some requirements with regard to avoiding harmful impact on the environment which include Standard 9.7 and the related checks as stated below:

<sup>7</sup> This section is about both ticking the basic legal compliance boxes and showing that PPA holders are pioneering dynamic new approaches to e.g. environmental standards.

Emphasising how PPA funding has contributed to improving governance and change in your organisation and how this learning has been shared in order to strengthen the sector will also provide more material to demonstrate the reach and value that PPA funding has.

### **Environmental Requirements in the Accreditation System**

Standard 9.7: The Association takes appropriate action to reduce harmful impact on the environment (from the IPPF Standards and Responsibilities of Membership Guide)

Checks:

- ✓ Does the Association comply with national requirements for the handling and disposal of clinical waste and medical supplies?
- ✓ Do the Association's procedures for the handling and disposal of clinical waste follow IPPF's service delivery guidelines?
- ✓ Has the Association alerted its staff on how to avoid causing harmful environmental impact in the workplace?
- ✓ Does the Association follow national waste policy for the collection or disposal of recyclable waste and for the handling and disposal of other waste?

IPPF is currently looking at ensuring that we implement environmentally efficient policies. IPPF also plans to include the environment in the Quality Assurance Programme, to ensure that the impact of our work on the environment is 'green' such as considering commodities which have minimal environmental impact.



## **ANNEX I**

### **Terms of Reference for Evaluation of the IPPF Accreditation System**

#### **As agreed by Membership Committee in May 2006**

##### **Background**

The Standards and Responsibilities of IPPF Membership were approved in their present form in 2001 by Governing Council. Following this, a system for accrediting Member Association compliance with the Federation's essential standards was introduced in 2003. By the end of 2007 the first five year cycle of accreditation reviews will have been completed. During this period, 136 Member Associations will have been reviewed and, hopefully, a large proportion accredited.

The investment of IPPF resources at all levels has been considerable. It is estimated, for example, that by the end of 2007 the accreditation review visits alone will have absorbed approximately 3000 working days of IPPF volunteer and staff time. To this must be added time spent in reporting findings and the follow up of action plans. Non-staff costs (travel etc.), for the review visits are estimated at US\$700 000 for all review visits carried out in the period 2003-2007. Member Associations that have undergone accreditation reviews have also invested in preparatory and post visit work and in supporting the Review Teams during their visits

No initiative of such size and importance should continue without being assessed for its effectiveness. At the end of 2003, an interim evaluation was carried out using feedback collected from all key persons who had participated in accreditation review visits either as reviewer or reviewed. That exercise provided assurance that the system was working well and as intended and its results were presented to the Membership Committee in May 2004. At that meeting the Committee asked for a comprehensive evaluation of the accreditation system to be undertaken before the start of the next five year cycle.

To ensure that follow-up action can be completed for all Member Associations before the commencement of a new cycle of reviews, Governing Council agreed at its November 2005 meeting that the second five year plan of accreditation reviews should cover the period 2009-2013. This will allow time during 2008, a transition year, to make any necessary changes to the accreditation system approach, methodology and reporting formats.

The evaluation results will be an essential contribution to the decisions that will need to be taken on the future content and form of the Accreditation System. At its meeting in May 2008, Governing Council will be asked by the Membership Committee to approve its proposals for improved changes to the accreditation system for implementation in 2009-2013.

To meet this time frame, the evaluation exercise will need to be completed by the summer of 2007 so that its findings and recommendations can be presented to the Membership Committee in November 2007.

The following terms of reference for the evaluation of the accreditation system was submitted for review and approved by the Membership Committee at its May 2006 meeting.

##### **TERMS OF REFERENCE**

###### **Goal**

To determine, based on the first five years experience, to what extent IPPF has benefited from the introduction of Member Association accreditation and whether there are improvements that need to be introduced to make it a more effective system for ensuring compliance with the Federation's essential Standards and Responsibilities of Membership.

## **Objectives**

1. To assess whether the introduction of the IPPF Accreditation System in 2003 has improved Member Association compliance with IPPF's existing Membership Standards.
2. To assess to what extent the Accreditation System has enhanced the capacity of Member Associations to meet their own goals and objectives.
3. To assess to what extent the Secretariat has benefited from the Accreditation System in terms of:
  - i) increasing its knowledge of Member Associations;
  - ii) improving the coordination and targeting of technical assistance; and
  - iii) demonstrating to key stakeholders that good governance, management and quality of care are adhered to throughout the Federation.
4. To review each of the existing 65 standards in order to determine their continued relevance and the possible need for additional standards.
5. To recommend additions or changes to the accreditation system for the future, based on the results from 1-4 above.

## **Framework for data collection**

1. Document the mechanisms for ongoing monitoring of the accreditation system, the lessons learned and the changes that have already taken place. (CO-Con)
2. Seek information from Member Associations about improvements they can identify as having resulted from Accreditation Reviews by questionnaires and visits to 2-4 associations.
3. Two inter-regional accreditation review visits with three AFPs in each.
4. Review the use made of the data and information collected from Member Associations as part of the Accreditation Review process.
5. Seek the views of volunteers who have participated in Accreditation Reviews and those who have sat on the Membership Committee regarding the process itself and their ideas about needed changes, if any. This will be collected through questionnaires and interviews
6. Seek views of key Central and Regional Office senior staff, including the current Director-General, as to:
  - i. whether accreditation has influenced the way Regional Offices provide technical assistance to Member Associations and whether successful outcomes have been achieved as a result;
  - ii. whether accreditation has improved the relationships between Regional Offices and their Member Associations;
  - iii. whether accreditation has enhanced the Secretariat's knowledge base of Member Associations;
  - iv. whether accreditation has helped to enhance Central and Regional Office relationships with donors and other key stakeholders; and
  - v. whether the introduction of the Accreditation System has had a beneficial effect on volunteer involvement at all levels.
7. Review Central Office and Regional Office systems and procedures including a sample testing of completed reviews.
8. Review and analyse accreditation review data available in eIMS.
9. Collate and analyse data on the resources, financial and human, required to implement the first five-year cycle and comment on whether or not they were sufficient.

10. Identify and review accreditation systems used by other comparable and/or relevant organisations and particularly any that have been introduced since 2001.
11. Seek views of IPPF's donors.

### **Specific terms of reference for external consultant**

To collect and analyse information from Member Associations which have undergone an accreditation review by:

1. Visiting at least four Member Associations which have undergone an accreditation review to receive feedback on the process and produce a narrative report on the range of effects of the review on the Member Association.
2. Participating in one Accreditation Focal Point meeting to document the opinions of the Regional Office staff responsible for carrying out the accreditation process.
3. Participating in one accreditation review visit to a Member Association to observe the review process first hand and receive feedback from the accreditation review team.
4. Documenting the views and opinions of volunteers and staff on the accreditation process using participatory evaluation methods and visual media.
5. Oversee the collection of other data on accreditation by IPPF Secretariat staff.
6. Provide a final evaluation report by mid August 2007.

### **Operational Timeframe**

May 2006:	Evaluation terms of reference reviewed and agreed by Membership Committee.
July 2006:	Identify and agree with outside consultant.
August 2006:	Agree budget for an outside evaluation consultant for 2007.
October 2006:	Begin desk review of accreditation process and results
November 2006:	Consultant participation in accreditation review visit.
24-28 October 2006:	Inter-regional accreditation review visit to Member Association in ESEAOR
October 2006:	Start to compile comparative paper on accreditation and certification systems in international NGOs and donor agencies
1 November 2006:	Update to MC
November 2006:	Inter-regional accreditation review visit in Africa Region
December 2006:	Questionnaire to volunteers who have participated in accreditation reviews 2003-2006
Jan 2007-April 2007:	Consultant visits to 3-4 Member Associations by consultant
February 2007:	Report on cost estimation of implementation of current accreditation system
April-July 2007:	Compile evaluation report
May 2007:	Interim evaluation findings to MC.
November 2007:	Final evaluation report to M and GC

**ANNEX II**  
**DFID/IPPF Mutual Accountability Framework**  
**May 2009**

**Top 3-5 relationship requests**

1. We would like to strengthen our relationship by requesting Annual Meetings in London between IPPF Regional Directors and DFID Regional Directors and AIDS and Reproductive health team members.
  - IPPF Regional Directors are expected to be in London in mid-July 09 in the context of our senior management team meetings, as well as in November 09 in the context of the Governing Council Council meeting. We could organize a meeting during one of these dates.
2. We would like to request the involvement of national Family Planning Member Associations in DFID's country action planning processes and other relevant consultation processes.
  - DFID country offices should be made aware of who IPPF partners are, and should enable the MAs to have easier access to DFID's country staff.
  - A good place to start would be with MAs in countries where DFID prioritises health such as: Ghana, India, Kenya, Mozambique, Malawi, Nepal, Pakistan, Rwanda, and Sudan.<sup>8</sup>
3. We would welcome meetings with DFID's RH and Aids and the monitoring & evaluation teams to brainstorm on improving our M&E systems and particularly our methods for routine qualitative and quantitative data collection from Member Associations.

**Building support for 3-5 development areas**

There are several opportunities over the next 18 months where we could collaborate and highlight DFID's contribution on SRHR.

1. IPPF will be co-hosting the 5th Asia-Pacific Reproductive Health & Rights Conference which will take place on **18-20 of October in Beijing, China** to discuss ICPD+15 and it would be great to have DFID's involvement.
2. We would like to co-host with DFID high level meetings in preparation for the 2010 MDG Progress Review. This could be an event in early 2010 with other NGOs brainstorming and analyzing progress towards MGDs.
3. We can collaborate at UN's Commission on the Status of Women (CSW) which will be in **March 2010**. Next meeting will also coincide with the 15th anniversary of Beijing World Conference on Women and it will be a high profile event.
4. We could collaborate at the next Commission for Population (CPD) in **April 2010**.
5. IPPF has satellite sessions on criminalization planned at the International Congress on AIDS in Asia and the Pacific (ICAAP) in Bali in August and at the Forum on HIV/AIDS and Sexually Transmitted Diseases (FORO) in Lima in June on stigma. We would be open to discussing DFID's involvement in these sessions.

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<sup>8</sup> The contacts of Member Associations in these countries are available in Annex I.

## ANNEX III

### IPPF Policies

From the IPPF Policy Handbook

#### ***Policy 1.4: GENDER EQUITY***

##### **Guiding Principles**

1. IPPF views gender equity as fundamental to its vision of empowerment of women and believes that the equitable participation of women in decision-making positions and processes at all socio-economic levels will enable women to acquire the relevant skills and confidence to promote their sexual and reproductive health.
2. Gender equity should be considered an integral part of all policies, programmes and structures of the Federation. Women, men, young women and young men have different needs and experiences, as well as sexual health risks specific to each sex. Gender disparities often serve as additional social, economic and bureaucratic barriers to how men and women promote and protect their sexual and reproductive health. Policies, programmes and services must strive to identify and address these gender specific differences by creating enabling environments for men and women to influence and benefit from programmes and services.
3. Gender equity connotes fairness and justice and should be applied to all issues in the Federation, whether with regard to the proportion of women and men on a board or committee, or with regard to the social division of labour. Focusing on gender equity should not be taken as an excuse to permit inequality between women and men. In an area such as sexual and reproductive health, in which women bear the largest share of the costs, dangers and burdens (physical, mental, social and economic) it is equitable and fair that women should have at least an equal share in all institutional decision-making processes.
4. Gender equality on the other hand means that women and men are accorded the same status. It does not imply that women and men are the same, but that they have equal value and should be accorded equal treatment. Where women and men have unequal status and unequal access to knowledge or resources in a community, special measures and affirmative action is needed to address these gender inequalities.
5. Promoting gender equity also requires working with men as crucial partners in women's sexual and reproductive health.

##### **Implementation**

6. To operationalise this policy, IPPF and its Member Associations should practice affirmative action in order to alter the balance in the numbers of men and women at all levels of decision-making in volunteer bodies of the Federation, in favour of at least 50 per cent women, including on:
  - (i) Member Association Boards;
  - (ii) Regional Councils and Regional Executive Committees;
  - (iii) IPPF Governing Council;
  - (iv) IPPF Membership Committee;

- (v) IPPF Audit Committee
7. Operationalising affirmative action would include:
    - (i) as a post comes due for election, making special efforts to recruit women candidates;
    - (ii) where there is a choice of candidates, giving preference to suitable women;
    - (iii) where Member Associations are permitted to send more than one representative to a regional or international body, ensuring that at least 50 per cent of those representatives are women.
  8. Employment policy should include affirmative action. Operationalising affirmative action in employment would include:
    - (i) active recruitment of women to high-level decision-making and high-salaried posts, as well as other posts;
    - (ii) recruitment of young women;
    - (iii) recruitment of both men and women from diverse backgrounds;
    - (iv) ensuring all recruitment of senior staff is done by recruitment panels; and
    - (v) ensuring all recruitment panels include at least 50 per cent women and or someone with gender expertise
  9. Gender should be mainstreamed into all IPPF programmes, budgets, strategic plans and policies and should be systematically monitored and evaluated at all **levels of** the Federation on a continuous basis.
  10. Annual Regional Council Reports to Governing Councils should provide an update on progress made in the implementation of the Gender Equity Policy.
  11. Where a Member Association, Regional or Central body finds that it is unable to fulfill any one of these policy directives, appropriate sanctions should be applied.

*As adopted by Central Council, November 1995  
Last amended by Governing Council, May 2001*

## Policy 4.19: PROTECTING CHILDREN AND YOUNG PEOPLE

### Creating a Safe Environment for Working with Children and Young People

1. The purpose of this policy is to provide a set of guiding principles that volunteers and staff in the Federation can follow in order to prevent abuse, promote ethical practice and generally create a safe environment for children and young people.
2. In 1998, IPPF adopted a Youth Manifesto<sup>9</sup> and thereby committed itself to protecting and upholding the sexual and reproductive health and rights of all young people.
3. Respecting, protecting and fulfilling the sexual and reproductive health and rights of young people which include the right to be free from all forms of abuse or harassment and the right to participate in decisions that affect their lives, now forms a core component of IPPF's Strategic Framework approved by Governing Council in November 2003.
4. To be proactive in safeguarding the rights of young people, IPPF now needs a unified approach that will outline the Federation's responsibilities to promote ethical practice, prevent abuse and protect children and young people it works with and for.

### The Federation's Commitment and Guiding Principles

5. IPPF believes that all forms of child abuse<sup>10</sup> are violations of children's rights and all children have the right to be protected from abuse as provided for in the 1989 United Nations Convention on the Rights of the Child (UNCRC)<sup>11</sup>.
6. IPPF's commitment to the protection of children<sup>12</sup> and young people<sup>13</sup> from all forms of abuse is in line with the goals of the IPPF Youth Manifesto, IPPF Policy on Meeting the Needs of Young People and the IPPF Charter on Sexual and Reproductive Rights.
7. IPPF recognizes that:
  - (i) children and young people are particularly vulnerable to violence, exploitation and maltreatment;
  - (ii) child abuse and exploitation in any form is never acceptable;
  - (iii) children and young people it works with and for have the right to be protected from all forms of abuse and exploitation.

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<sup>9</sup> The IPPF Youth Manifesto is one of the guiding principles of the work of the Federation and is reflected in Policy 4.7: Meeting the Needs of Young People.

<sup>10</sup> According to the World Health Organization, 'child abuse' or 'maltreatment' constitutes "all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power."

<sup>11</sup> The [Worst Forms of Child Labour Convention, 1999 \(No. 182\)](#) provides the basis for further strengthening the commitment towards protecting young people from exploitation and abuse.

<sup>12</sup> A child means every human being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier (UNCRC 1989)

<sup>13</sup> The term 'young people' refers to the composite age group 10 – 24 also recognized by the World Health Organization and the IPPF Youth Policy

8. In its work with and for children and young people, IPPF is therefore committed to the following guiding principles:
- (i) **promotion** of ethical practice and behaviour among volunteers and staff;
  - (ii) **protection** from all forms of physical or mental violence, injury, neglect, maltreatment or exploitation of children and young people;
  - (iii) **prevention** of abuse and exploitation/violence.

## **IPPF SECRETARIAT EQUAL OPPORTUNITIES POLICY**

IPPF is committed to the establishment and development of equality of opportunity in policy and practice.

IPPF will apply this policy and practice in all aspects of the working life within IPPF of an employee, from recruitment through to cessation of employment, including training & development and terms & conditions.

IPPF will apply this policy and practice in all aspects of an employee's relationship with IPPF, including access to services and participation in activities.

IPPF will ensure that no employee or applicant is discriminated against on the grounds of age – within recognised age limits of joining and retiring, disability, gender, gender reassignment, home responsibility, marital / civil partnership or partnership status, nationality, race, religion or sexual orientation.

IPPF will ensure that no employee or applicant is discriminated against through a condition or requirement of a job which cannot be objectively justified. IPPF shall value individuals for their contribution and shall give them the opportunity to realise their full potential within IPPF so far as this contributes to the fulfilment of its mission.

IPPF will ensure that all staff will abide by the content and spirit of this statement. Member associations- and volunteers will be encouraged to adopt and respect this statement.

IPPF is committed to a programme of action to make this policy fully effective and will periodically monitor and review the procedures, practices and guidelines that underpin it.

IPPF expects all employees to be committed towards its objectives and mission.



## ANNEX IV

### Governance Task Force -- Terms of Reference and Composition

- 1.1 In 2005, at a time when IPPF was gaining momentum in the implementation of its new *Strategic Framework, 2005-2015*, it was considered crucial to be able to determine whether the contribution of volunteers, perhaps IPPF's biggest asset, was being fully utilised in pursuit of the Federation's strategic goals and objectives.
- 1.2 At the November 2005 meeting of the Governing Council, therefore, the former Presidents of IPPF, Angela Gomez and Nina Puri, and Director-General, Steven Sinding, united to call for such a review and Governing Council agreed to establish a Governance Task Force to carry out this work.
- 1.3 According to IPPF's Standards and Responsibilities of Membership, volunteers elected to serve on Member Association governing boards have the following six main responsibilities:
  - Developing a strategic plan and reviewing its implementation;
  - Advocating on behalf of the Association's mission and goals;
  - Overseeing the Association's operational work plan and budget and its financial controls;
  - Ensuring that policies and procedures are in place that are consistent with IPPF's mission and core values and conform with national law;
  - Appointing and appraising a suitable Executive Director;
  - Mobilising resources to support the Association.
- 1.4 In April 2006, the President of IPPF wrote to each Regional President to propose that a specific agenda item be set aside for a discussion on voluntarism and governance at Regional Council meetings in 2006. To help Member Associations prepare, she suggested seven key questions for volunteers and staff to discuss in advance of attending Regional Council.
  - I. What successful steps have been taken to attract new volunteers in support of your Association's mission and goals?
  - II. Does your Association try to involve volunteers from all segments of the community, including those the Association serves? If yes, what ways of doing this have you found to be successful?
  - III. Have potential barriers to volunteer involvement in the Association been identified? If so, what are they and how have they been overcome?
  - IV. What specific kinds of orientation and support do volunteers need and value? What has worked best in your Association?
  - V. Are the respective roles and responsibilities of volunteers and staff clear enough to allow for a respectful and effective partnership? Have you experienced any particular problems?

- VI. Is the set of volunteer skills on your governing board regularly assessed? What specific skills do you think are most needed at this stage in the Association's development?
- VII. Are the contributions of past and present volunteers in the Association documented? Are they shared both within and outside the Association?

1.5 Each Regional Council held a structured discussion on these questions and their responses are summarized in Annex A. At its meeting in November 2006, IPPF's Governing Council agreed a six-point terms of reference for the Governance Task Force. This required GTF to:

- I. Review the comments and suggestions made at each Regional Council in 2006 in response to the IPPF President's seven key questions on voluntarism and governance, and use these comments to plan the work of the Task Force.
- II. Consult a sample of volunteers and staff throughout the Federation to identify: (i) best practice in the governance of Member Associations and (ii) effective strategies for recruiting and supporting volunteers.
- III. Analyse the results from Member Association accreditation reviews (2003-2006) in regard to compliance with IPPF's Standards for good governance.
- IV. Review international best practice in other voluntary organizations on empowering volunteers so that lessons learned from the approach of others might be applied at IPPF.
- V. Review the continued relevance of IPPF's policy (1.2) on volunteers and revise as appropriate.
- VI. Make recommendations it deems necessary for strengthening the governance of IPPF and its Member Associations in order to maintain IPPF as an effective sexual and reproductive health and rights volunteer movement in the next ten year period.

## ANNEX V

### Policy 1.2 VOLUNTEERING

from the IPPF Policy Handbook

1. The dedicated commitment of volunteers is the base on which IPPF was founded and continues to be a major source of the Federation's strength and influence.
2. A volunteer in IPPF shares the Federation's mission, vision and values and offers his or her time, knowledge, skills and experience free of charge to a Member Association. Volunteers do so with the aim of making a difference to their community and improving the sexual and reproductive health and well being of the people the Association exists to serve.
3. Most volunteers pay a nominal membership subscription to their Member Association which entitles them to participate in the democratic functioning of the organization. There are also volunteers who are willing to contribute their time and ideas without wishing to become a member formally.
4. Elected volunteer governing bodies provide leadership at all levels of the Federation in partnership with management.
5. The amount of time volunteers invest in the work of IPPF will depend upon the role they undertake and the needs of the Member Association. Some people will volunteer every day, some will volunteer for a few hours a week and some will volunteer for one-off events and activities. Some volunteers will wish to contribute their efforts at the local community level while others may wish to get elected to their governing body to influence policy-making and future programmes of work. Each volunteer, however, has a part to play no matter how big or small.
6. Member Associations should identify opportunities for a diverse range of volunteers from different backgrounds, including youth volunteers, to contribute to their work – perhaps as a fundraiser, as a community distributor of contraceptives, as a peer educator, or an advocate with people of influence. Whatever the case, it is the responsibility of the Member Association to ensure that these individual contributions are effective, appreciated and recognised.
7. Where appropriate, Member Associations will cooperate with governments to create a favourable legal environment for volunteering in their country.
8. To meet the challenges of the 21<sup>st</sup> century, all Member Associations should specifically:
  - encourage men and women, young and adult, who subscribe to the mission and core values of IPPF, to play their part in the sexual and reproductive health and rights movement in their country and in so doing meet new people and get satisfaction and enjoyment from making a difference through what they do;
  - provide existing and potential volunteers with the opportunities, information and training they need to develop their interests and skills and make a contribution to the work of the Association;
  - demonstrate the added value of volunteering to the work of the Association, document these results and share them on a regular basis with those volunteers who have helped to make the difference;
  - encourage and develop volunteers to take on leadership and governance responsibilities;
  - provide insurance for volunteers, in line with local law, to cover liability and other contingencies relating to health and travel; and
  - develop a detailed written position on involving, supporting and working with volunteers based on the guidance provided in this policy.

As adopted by Central Council, November 1990

Last amended by Governing Council, November 2007

## **ANNEX VI**

### **Principle 4: Transparent and Accountable**

from the IPPF Standards and Responsibilities of Membership

The Association conducts its affairs at all times in a transparent manner accountable to its clients, partners and donors.

#### **Standards**

- 4.1. The Association ensures that the requirements of any funding agreement with donors, including IPPF, are met in full and on time, and that periodic reports are submitted according to the guidelines laid down by each funding agency.
- 4.2 The Association provides information to those clients, community members, partners and the public who wish to know about its work and the use of funds.
- 4.3. The Association ensures that its own volunteer members have access to all key governance documents.

## ANNEX VII

### Collaboration with DFID in 2008/2009

At the **program level**, IPPF benefits from strong collaboration with the DFID's Aids and Reproductive Health Team (ARH) in 2008. Some of our engagement with ARH team in the last year included:

- Collaboration in the ICPD at 15, 20 and beyond meeting 28th January 2008
- Collaboration on World Population Day in 2008 (see below)

#### **Success Story: World Population Day, 12 July 2008**

IPPF co-hosted a highly successful reception with the All Party Parliamentary Group on Population, Development and Reproductive Health, at the UK House of Lords on 12 July to mark World Population Day with attendance by over 150 people.

Sarah Brown, Patron of the White Ribbon Alliance and wife of UK Prime Minister Gordon Brown, gave the keynote speech. Gillian Merron, MP, Parliamentary Under-Secretary of State for International Development took the occasion to announce a new 5-year funding agreement with IPPF of £42.5 million. The event was a great example of our continuing partnership with DFID and reaffirmed the right of people to plan their families.

- Collaboration at the 41st session of the Commission on Population and Development in New York to discuss the theme 'Population distribution, urbanization, internal migration and development'. IPPF's advocacy along with that of other NGO's was able to ensure that those opposed to SRHR did not make the inroads into SRHR language that they had hoped to achieve.
- Collaboration at the UN High Level Event on the Millennium Development Goals (MDGs), to raise the profile of MDGs 4 and 5. Our advocacy efforts created pressure for governments to increase their commitments to reach MDGs 4 and 5.
- As part of the PPA, we published two landmark publications. One in 2007 called "Death and Denial" which provided an overview of the current situation regarding unsafe abortion around the world; and a second one in 2008 called: "Contraception at the Crossroads" which highlighted some of the structural and systemic problems that prevent reproductive health supplies, particularly contraception, from reaching those who need them most.

At the **policy level**, IPPF has also been able to actively engage with DFID on providing input for policy development:

- We provided expert opinion on a regular basis for prepared responses to parliamentary questions.
- We submitted comments in response to DFID's consultation on its institutional strategies with WHO, UNAIDS and UNFPA in 2008.
- We provided input in response to DFID's consultation on its White Paper on Eliminating Poverty, in 2009.
- We meet with DFID ministers at least twice a year to discuss SRHR issues.
- We participated on the Maternal Health and SRHR strategy development process.

We have also been actively collaborating with DFID at **the regional and national level**. While in some cases collaboration was successful, in others, member associations efforts didn't materialize in a meaningful engagement such as in the Africa Region.

### Europe:

- Albanian Member Association, currently working in collaboration with Womankind worldwide and DFID - Albanian Women's Leadership programme

### Western Hemisphere Region:

- WHR and Profamilia began to initiate a relationship with DFID in Managua late in 2007. Further meeting was held in 2008, when IPPF learnt that the Nicaragua office was closing.
- IPPF WHR has had meetings with DFID representatives in Brazil and with the UK ambassador in Peru.

### Africa:

In the case of the Africa region, some of the attempts to collaborate with DFID didn't bear any fruit.

- FPAU reports DFID as a donor - no details of the relationship or what funding they receive through the local office
- ARO recently undertook a research exercise to identify which donors were active in SRHR in Africa. Attempts were made to interview DFID in 12 countries, but in all instances, the research team were unsuccessful.