

Terms of reference – Short-term consultancy

Date: November 15, 2021

Position: Consultant for Web-based MA Profile Platform Development

Period: From December 13, 2021 to February 11, 2022 (1.5 months)

Type: International/National Consultant

Requested by: Program Department

Budget Code: To be provided

I. Background

IPPF was founded in 1952 by a small group of volunteers committed to a shared mission: to ensure that women worldwide have access to the support and services they need to plan their families according to their desires. In the decades since, IPPF has grown into a locally owned, globally connected civil society movement that enables services and champions sexual and reproductive health and rights for all, especially the underserved.

Today, the International Planned Parenthood Federation Africa Region (IPPFAR), based in Nairobi, Kenya, is the leading sexual and reproductive health and rights (SRHR) services delivery and advocacy voice organization in Africa. It has a presence in 39 countries in Sub Saharan Africa through its Member Associations (MAs) and Collaborative Partners (CPs) that provide and champion for quality SRHRs mainly to the vulnerable and underserved populations.

In the context of the adoption of the IPPF reform in December 2019, due to the recognised expertise that exists in most MAs after an average of 40 years of existence, it was recommended that the interaction between MAs should be mainly guided by the MA-centered and peer-to-peer approaches. In order to enable the Regional Office and the MAs to better understand the specificity of each MA according to its context and background and thus to adopt effective strategies to support each other in specific areas of expertise, it is important to make the profile of the MAs available and accessible to the ARO and MA staff. To this end, the Strategy, Organisational Development and Governance (SODG) team has collected detailed information from the MAs in the Africa region which should be used to compile their profile and make it accessible on an interactive platform. The democratization of this kind of data will surely contribute to improve the operationalization of the MA-centered and peer-to-peer approaches.

II. Scope of the consultancy

The consultancy aims to support IPPF ARO in the development of a web platform for the MA profile. This platform will be linked to the existing IPPF ARO website.

The consultancy will advise on the appropriate and effective interactive platform for the MA profile, taking into account the three languages in the region (English, French and Portuguese) and international standards when dealing with strategic information regarding Sexual and Reproductive Health and Rights organizations.

III. Objectives of the consultancy

- Identify the appropriate platform to allow effective interaction between MA considering their profile.
- Develop a user-friendly platform in the three languages (English, French and Portuguese) that allows ARO and MA staff to update and access the MA profile.
- Develop a mobile-based version of this platform considering the three languages (English, French and Portuguese).
- Develop a user manual (web-based and PDF) of the platform in the three languages (English, French and Portuguese).
- Conduct training sessions to the different levels of users (Administrators and end-users) to ensure effective ownership of the platform across the region.

IV. Methodology

The consultancy must be conducted per IPPF ARO policies and standards. The consultant regularly reports to the Senior Technical Advisor (GCACI Project) and the Senior Manager Planning, Data and M&E according to the ToRs. The Consultant's performance will be evaluated against the following criteria: timeliness, responsibility, innovative, and quality of the products delivered.

No travel in the country is expected but rather virtual meetings and consultations.

V. Deliverables

1. Web-based platform in three languages (English, French and Portuguese) accessible by using username and password.
2. Mobile-base version of the platform in three languages (English, French and Portuguese) accessible by using username and password.
3. User manual (web-based and PDF) in the three languages (English, French and Portuguese)
4. Source codes of the platforms (web-based and mobile) to allow future customizations if necessary.
5. Training kit (Administrator and end-users).

VI. Duration and location of the consultancy

The duration of the consultancy is for one and a half months and the Consultant can be based in any place in the world.

VII. Expertise required

Education

University degree or advanced in computer sciences, Software engineering, Information Technology, Knowledge Management, Database development or other related fields.

Knowledge and Experience:

- At least 5 years- of progressive professional experience in development, design of databases and web-based applications including mobile applications.
- Proven professional experience in developing user-friendly and well designed applications using existing platforms.
- Problem solving and innovative skills in knowledge management or organizing complex data and information (structured and unstructured).
- Demonstrated successful experience in developing organization information accessible by a large number of stakeholders.
- Proficiency in using the most popular Database and Web Development Languages.
- Strong experience in the development of web applications and mobile applications for national and international organizations.
- Understanding of international development and/or sexual and reproductive health and rights will be an asset
- Experience of working in Africa, especially with CSOs and Governments, will be an asset.
- Proficiency in at least two out of the three following languages (English, French, Portuguese)

VIII. Application process

The application must include a CV, evidence of experiences, an inception report with methodology and timeframe to be carried out by the consultancy. It must be submitted to IPPF Africa Regional Office through the email address hroffice@ippfaro.org by December 3 2021, using the title "**Consultant for Web-based MA Profile Platform Development**".