

Consultant Application – Terms of Reference

Consultancy: Short-term Bid Development/Fundraising Consultant

Applications must address all of the requirements of the Terms of Reference.

1. Background	<p><u>Overview of IPPF</u></p> <p>The International Planned Parenthood Federation Africa Regional Office (IPPFARO) is one of the leading providers of quality sexual and reproductive health (SRH) services in Africa, and a prominent sexual and reproductive health and rights (SRHR) advocacy voice in the region. We remain committed to gender equality and to ensuring that women, girls, and young people realize their rights and have control over their own bodies, their lives, and their futures. Headquartered in Nairobi, Kenya, IPPFARO delivers its critical mission with the support and leadership of 33 Member Associations (MAs), 9 Collaborative Partners, youth advocates, staff, and a network of dedicated volunteers who provide high quality, youth focused and gender sensitive services to those who are most vulnerable and marginalized. In 2021 alone, the MAs provided >109 million sexual and reproductive health and rights services. Further details can be found here: IPPFAR Factsheet 2021 English.pdf</p>
2. Purpose	<p>To this effect, IPPFAR is looking to recruit a short-term part-time (2/3 days a week) consultant to support all aspects of bid development and donor reporting, including but not limited to proposal development and writing and editing/reviewing donor reports.</p>
3. Roles and responsibilities	<p>Consultancy for fundraising and report-writing/development which could include but not limited to, any of the following activities:</p> <ul style="list-style-type: none"> - Theory of Change design and development - Proposal design and development - Budget design and development - M&E framework design and development - Donor report design and development - And all other related tasks.
4. Timeline	<p>The assignment is expected to take a maximum of 40 days from 1 October to 31 December 2022.</p>
6. Requirements	<p><u>Proven Ability and Skills:</u></p> <ul style="list-style-type: none"> • Essential: Excellent analytical skills • Essential: Excellent written communication skills • Essential: Fluency in English is required and a working knowledge of French will be a strong advantage. • Essential: Demonstrated experience and knowledge of international proposal development process, donor reporting practices and contracts management practices. <p><u>Personal Competence:</u></p>

	<ul style="list-style-type: none"> • Awareness of and sensitivity to the multi-cultural and diverse environment in which IPPFARO operates. • Integrity and ability to always maintain confidentiality • Understanding of and a commitment to safeguarding including child protection, in a local and international context <p><u>Location:</u> The role is virtual.</p>
7. Reporting	The consultant will report to the Head, External Relations and Advocacy.