**Terms of Reference (TOR)**

**Technical Proposal writer for the EU Gender Call 2017**

**Background:**

IPPF works in 172 countries around the world, delivering sexual and reproductive health services and advocating for sexual rights. IPPF is a Federation of autonomous, nationally owned Member Associations (MAs) with long-standing ties in their communities. IPPF works through over 45,000 service delivery points globally, meaning it has the largest Sexual and Reproductive Health and Rights (SRHR) network in the world. IPPF is focused on empowering and expanding access to Sexual and Reproductive Health (SRH) services to the underserved.

1. **Purpose**

To provide technical support to an internal IPPF bid team for the development and writing of an EU concept note and to provide technical input on the project design and development.

1. **Tasks and timelines**

* Conduct background research on SRH and gender related issues in project countries relevant to the call, provide qualitative and quantitative referenced evidence for the development of the theory of change
* Conduct research on state of the art methodologies, best practices and tools which can be adapted to the project
* Collating research and evidence gathered, including input from the other team members. When the RFA is out, narrowing down the research to specific countries
* Develop capacity statements and past performance sheets based on information collected from IPPF and the MAs.
* Attend project meetings
* Provide technical support in project design and theory of change
* Compiling and editing input from all partners on methodology and activities
* Write up and develop the first draft of the concept note as per EU specifications and guidelines
* Collate and incorporate feedback from the various reviewers into a final document
* Be a proactive member of a small and dedicated bid team.

1. **Profile:**

Applications are invited from individual consultants or companies that can provide the following expertise.

* The ideal candidate should have significant experience in proposal writing and development in response to EU requests for proposals.
* Experience in the sexual and reproductive health and rights sector is critical
  + technical knowledge and understanding of the impact of gender inequality on women’s access to SRH services and related programming
  + worked with women and girls in marginalised contexts, including refugee settings
  + expertise in sexual and gender-based violence programming, including prevention and response
* Expertise in integrating gender into project design.
  + experience of building capacity of national NGOs to support women’s rights
  + familiarity with gender transformative programming, including in humanitarian settings
* Applicants must be willing to travel to IPPF's offices in Nairobi (at the start of the contract) and possibly London, to attend meetings.

1. **Duration**

The contract is anticipated to from mid-March until May 2017 and will comprise up to 30 days work.